

FACULTY HANDBOOK



Allen University

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"We Teach the Mind to Think, the Hands to Work, and the Heart to Love"

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DISCLAIMER

Preface

This Faculty Handbook sets out current policies and procedures, rights and responsibilities, governing faculty employment at Allen University. When warranted, changes, amendments, and modifications may be made without prior notice. Such changes will be communicated in writing, at such time as they become necessary. This handbook and its contents supersede, replace and make null and void all previously issued or communicated handbook policies, rules, guidelines and procedures prior to the 2022-2023 fiscal year.

HISTORY

Allen University was founded by the African Methodist Episcopal (AME) Church in South Carolina under the leadership of Bishop John M. Brown on July 29, 1870. In an effort led by Reverend Simon Miller, 150 acres of land was purchased for the institution in Cokesbury, SC. The newly founded school was named Payne Institute in honor of Bishop Daniel A. Payne, a South Carolinian, and noted advocate for Black education. For its first 10 years, the school prospered in fulfilling its mission of developing an educated clergy in the face of repression and violent opposition during the Reconstruction Era. Delegates to the Annual Conference in Spartanburg, SC in 1880, with Bishop William F. Dickerson presiding, voted to move Payne Institute to Columbia, SC. Concurrently, Payne Institute was renamed Allen University in honor of Bishop Richard Allen, founder of the AME Church.

Into the 20th century, Allen met the needs of students at all educational levels. The curriculum not only included courses in law, theology, and the arts, but coursework at elementary and high school levels. It was possible to enter Allen as a child in first grade and leave prepared to teach, preach, or prosecute/defend in the courts as fully trained educators, ministers, and lawyers. The grammar school closed in the mid-1920s, and the high school in 1933.

An influx of veterans pursued studies at Allen following World War II. In the 1940's, Departments of Humanities, Philosophy, Psychology and Religion were added to existing academic programs. During the 1960's, the University fielded highly successful athletic teams that competed in the Southern Intercollegiate Athletic Conference (SIAC). In 1970, the University marked a century of service with a Centennial celebration, and rededicated itself to the principles upon which it was founded.

Responsive to changes in society, Allen revised its curricula in the 1980s and began to pursue regional accreditation. The 1990s was a period of growth and development, that resulted in the first accreditation by the Southern Association of Colleges and Schools, Commission on Colleges. During that period, the John Hurst Adams Gymnasium was constructed. In the early 2000s, Arnett Hall received a major restoration, the Williams Residence Halls were constructed, and Chappelle Auditorium and Gallery were restored/renovated.

In 2016, Bishop Samuel L. Green, Sr. brought an enlightened system of governance to the institution that fueled dramatic change and growth. Under the leadership of its 30th President Dr. Ernest McNealey, the University moved from Level II to Level III to offer its first graduate program, the Master of Divinity degree via the newly formed Dickerson-Green Theological Seminary. The campus received a dramatic aesthetic facelift, NCAA athletics were returned, Reid and Higgins Halls were renovated, the Seminary attained membership in the Association of Theological Schools, noteworthy capacity in information technology was acquired, the historic Waverly Hospital building was renovated and expanded, and the Boeing Institute on Civility at Allen University was launched.

The University has a distinguished history, rich in the tradition of promoting personal and spiritual growth, and in educating men and women to become productive leaders and citizens in an ever-changing world.

MISSION STATEMENT

Allen University is an academic community which provides students an opportunity to obtain associate, baccalaureate, and graduate degrees in liberal arts and professional programs in traditional and distance education formats. The University has a strong unalterable commitment to teaching in delivery of its associate, baccalaureate, and graduate programs.

VISION STATEMENT

Allen University is a Christian liberal arts institution with emphasis on preparing leaders who are skilled in communication, critical thinking, and who possess high moral character. We will create a nurturing environment that fosters academic excellence and heightening our student's chances of succeeding in an ever diverse and global world. We will utilize various and creative paradigms, delivered in traditional and innovative modes. The vision for Allen University is driven by her call to serve the present age by providing opportunities to persons who seek to prepare themselves to fulfill their purpose. In her vision, Allen must demonstrate faithful stewardship of its curricular and fiduciary responsibilities, as well as its properties and hardware resources. The vision, in part, is influenced by current trends in higher education and an honest and objective survey of the present state of the university and accreditation updates by the Southern Association of Colleges and Schools Commission on Colleges.

CORE VALUES

Selected principles govern the institution's behavior and operation as an organized body.

Integrity: Allen University seeks to practice truth and propriety in our personal and corporate practices and relationships.

Accountability: Allen University accepts its responsibility to be consistent in sound practices, loyal in duties, agreements, obligations, and relationships.

Respect: Allen University faculty, staff, and students aspire to live and work in harmony with peers, superiors, and subordinates by respecting each other's right to exist, think, and speak in an appropriate manner with dignity for each one honored by all.

Excellence: Allen University is committed to the vigorous pursuit of excellence in our educational and behavioral endeavors.

Faith: Allen University is a Christian liberal arts institution of higher learning. We seek to be governed by what we know and believe about God as prescribed by the African Methodist Episcopal Church.

ACCREDITATION

Allen University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Degree granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Allen University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

GENERAL INFORMATION ABOUT GOVERNANCE BOARD OF TRUSTEES

Section 1. The Board of Trustees of Allen University shall have and exercise those powers conferred upon it by a charter dated December 24, 1880. In addition, it shall exercise those powers and the authority granted to the Board in its Articles of Incorporation of 1932, as amended, made pursuant to Article 3, Chapter 158 of the South Carolina Non-Profit Corporation Act. The bylaws, adopted by the Board of Trustees on May 11, 2018, take precedence over all previously adopted bylaws, which are hereby rescinded.

Section 2. The Board of Trustees shall have the authority to carry out all functions, which are authorized by these bylaws or by the Articles of Incorporation. This authority shall include, but not be limited to, these functions:

1. Determine and periodically review the University's mission and purposes.
2. Elect the president who shall be the University's chief executive officer and set appropriate conditions of employment.
3. Support the president and assess his or her performance.
4. Review and approve proposed changes in the University's educational programs and other major enterprises consistent with the University's mission, plans and financial resources.
5. Approve University policies and procedures bearing on faculty appointment, promotion, tenure, and dismissal, as well as personnel policies for other categories of employees. Approve the annual budget, including tuition and fees, monitor the University's financial condition, and establish policy guidelines affecting University assets, including investments and the physical plant.
6. Contribute financially to the University's fundraising goals, participate actively in programs to secure sources of support, and promulgate policies regarding accepting unusual bequests and gifts.
7. Authorize the borrowing of money and approve the collateral for all loans.
8. Authorize all construction, major unbudgeted repairs and rehabilitation of facilities and properties of the University.
9. Authorize the purchase and sale of land and buildings.
10. Approve policies that contribute to the best possible environment for students to learn, while developing their abilities, that contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service, including the protection of academic freedom.
11. Approve all earned and honorary degrees recommended by the faculty and president and authorize the degrees to be conferred.
12. Serve actively as advocates for the University.
13. Periodically undertake or authorize assessments of the Board of Trustee performance.

14. Approve the recommended external auditor.
15. Approve recommendations for faculty promotion and tenure.

In the performance of all its functions, the Board shall seek and consider the recommendations of the President.

ADMINISTRATION

The Administration is comprised of the President, Provost and Vice President for Academic Affairs, Vice President for Institutional Advancement, Vice President for Planning and Information Technology, Vice President for Fiscal Affairs, and Vice President for Student Affairs. In addition to these officers, the administrative concept includes contributions from faculty, staff, and students through the system of participatory governance.

President

The President of the University is the elected Chief Executive Officer of the University and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President, as educational and administrative head of the University, exercises general superintendence over all affairs of the institution. The President also brings such matters to the attention of the Board and its committees, as appropriate, to keep the Board and its committees fully informed in order to meet their policy-making responsibilities and to provide such information as may be necessary upon request of the Board or its committees. The President has the power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee. The President also serves as an ex officio member of all Board and University committees, except where prohibited in the bylaws. Specific duties include the following:

- Serves as the official representative and spokesperson for the University.
- Administers policies established by the Board of Trustees.
- Exercises responsibility for the total work of the University, to include hiring, supervision, and termination of officers and employees, and ultimate control of the University's athletic and fundraising activities.
- Executes contractual agreements with officers, faculty, and staff, and service providers to include contractors and vendors.
- Submits proposed budget to the Board of Trustees annually.
- Submits semi-Annual Reports to the Trustee Board.

Provost and Vice President for Academic Affairs

This officer serves as the Chief Academic Officer of the University with delegated Presidential authority in academic matters. The Vice President for Academic Affairs is

responsible to the President for the general supervision and leadership of the academic program. Specific duties include the following:

- Prepares and manages the academic budget.
- Executes and oversees research designed to insure the effectiveness of and improvement of the curriculum.
- Approves class schedules, teaching assignments, field trips, and faculty absences.
- Approves department chairs and recommends division deans to the President.
- Recommends faculty for hiring, promotion, tenure, and merit pay.
- Recommends students for the conferral of degrees.
- Monitors athletic compliance with internal and external standards.

Vice President for Student Affairs

This officer functions as the dean of students with delegated Presidential authority in student affairs. Specific duties include the following:

- Prepares and manages the student affairs budget.
- Provides general oversight of student development and support programs to insure their effectiveness.
- Supervises all student life and activities, including related facilities and publications.
- Supervises residence halls and related programming.
- Provides oversight for health and wellness programs.
- Supervises the director of campus police.
- Monitors athletic compliance with internal and external standards.

Vice President for Fiscal Affairs

Reports to the President and is the Chief Financial Officer of the University with delegated Presidential authority in business affairs. Specific duties include, but are not limited to the following:

- Serves as treasurer for the University and Board of Trustees.
- Exercises general management and accounting over the University's budget.
- Prepares financial reports to inform and advise leadership and governance functions.
- Serves as point of contact and conduit for legal actions and transactions.
- Negotiates and manages contracts with vendors.

Vice President for Institutional Advancement

This officer serves as the Chief Development Officer with delegated Presidential authority. Specific duties include the following:

- Provides leadership for the development and relational functions of the College, i.e., foundation relations, alumni relations, and church relations.
- Identifies and solicits major institutional donors.

- Develops and directs donor recognition programs.
- Researches and manages capital campaign efforts.
- Maintains cooperative, beneficial liaison with UNCF.
- Executes and fosters research necessary to keep University development efforts on the cutting edge.

Vice President for Planning and Information Technology

This officer shall provide overall leadership for the University's planning ideation and execution. Central to this activity will be designing research studies, leading Information Technology (IT) in designing auto-reports, collecting, analyzing, and reporting institutional data to support decision-making, strategic initiatives, institutional accountability, and continuous improvement.

- Develops and executes strategies and processes to meet institutional effectiveness requirements.
- Provides leadership that insures highly reliable, functional, and innovated IT.
- Works in collaboration with other units to insure data-driven admissions, retention, and graduation strategies.
- Designs and administers surveys to collect appropriate data for qualitative and quantitative analyses of performance across the University.
- Insures the accurate and timely submission of required reports such as IPEDS.

Division Deans

Deans are academic leaders and heads of their divisions. As such, each ensures that University policy and regulations within the specified academic division are carried out. Deans are responsible for ensuring that departmental goals and objectives are established, promoting excellence in teaching and research, working to obtain external resources, providing general oversight of budgeting and spending, and establishing a climate of collegiality. Deans shall play an active role in hiring, a facilitating role in promotion and tenure, and are also responsible for supporting the University's policy on academic freedom within their division. Deans oversee and monitor academic polices, while making sure all accreditation standards are strictly followed and documented. Deans advise the Vice President of Academic Affairs of educational and academic matters. While Deans serve at the pleasure of the provost, their appointment must be approved by the President.

Department Chairs

Chairs are academic leaders of their departments. As such execute University policy and regulations under the auspices of the division dean. In this role, they implement the departmental mission. They generate each semester's course schedule and submit it to the dean for approval. Organizes the facilitation of program reviews (including program outcomes) each fall. Facilitates the coordination of creating and administering exit exams/requirements with their assigned department. Ensure that all syllabi are in the correct format. Chairs work collaboratively with colleagues within their disciplines to ensure that instructional obligations are met, and that the integrity of the subject area is maintained.

Chairs will collaborate with colleagues to develop accessible student learning

outcomes and execute instruction to ensure that they are achieved. In addition, chairs lead their colleagues in providing effective academic advising for students studying in their disciplines. Chairs may also evaluate full and part-time faculty.

Faculty

Definition: Those persons with full-time teaching appointments (and professional librarians) are considered faculty. The faculty has primary responsibility for the curriculum and its delivery. The faculty participates in all facets of institutional management through a system of governance committees. **Academic Ranks:** In keeping with normative practices in higher education, the following titles are used to categorize faculty by rank: a) Instructor; b) Assistant Professor; c) Associate Professor; and d) Professor.

QUALIFICATIONS FOR INITIAL APPOINTMENT OR PROMOTION

1. *Instructors:* Persons who hold the Master's degree with a minimum of 18 graduate hours in the teaching discipline and some prior teaching experience may be classified as Instructors.
2. *Assistant Professors:* Faculty who hold the terminal degree appropriate to their area of instruction, show evidence of professional engagement or research or creative work, and have at least one-year of collegiate teaching experience may be classified as Assistant Professors.
3. *Associate Professors:* Faculty who hold the terminal degree appropriate to their area of instruction, show evidence of scholarly research or creative work, demonstrate exemplary teaching, have not less than five years of full-time teaching experience at the collegiate level, may be ranked as Associate Professors.
4. *Professors:* Faculty who hold the terminal degree appropriate to their area of specialization, show evidence of outstanding teaching, hold membership in professional societies, have funded research/programming, scholarly publications and presentations, and/or public exhibitions or performances, and have a minimum of six years full-time teaching experience at the collegiate level may be ranked as Professors.

Recruitment and Appointment

Position vacancies for faculty are advertised in appropriate sources - print and/or electronic - and posted on the Institution's web site. Departmental representatives, to include the division dean, the department chair, faculty representation from within and outside the hiring department, will serve as the appointed search committee in considering qualified applicants. Selected candidates may be invited to campus or may be interviewed via electronic means. When possible, students will be invited to participate in interviews. The preferred candidate(s) is/are forwarded by the division

dean with a recommendation to the Vice President for Academic Affairs for initial concurrence, pending a background check via Human Resources. The Vice President makes a hiring recommendation to the President for final approval. In unusual circumstances, the Vice President may recommend a candidate for hiring without following the foregoing processes.

Categories for Tenure Track Positions

A position classified as permanent that requires full-time teaching at the rank of Professor, Associate Professor, and Assistant Professor is considered tenure-track. A permanent position is one necessary for continuous delivery of the academic program over the long term, without regard to whether the position is funded by restricted or unrestricted funds. In addition, a full-time position requiring a minimum of fifty percent of the normal instructional workload, combined with a part-time administrative or research position may be considered for tenure. Tenure applies only to the teaching position and not to the administrative or research position.

Appointments

Before faculty appointments can be made, official copies of credentials and a background check must be on file. Division Deans make recommendations for appointments to the Vice President for Academic Affairs for concurrence and subsequent Presidential approval.

Faculty Compensation

Discipline-specific market forces, highest academic degree earned, academic rank, and productivity in teaching, research, and service normally determine faculty compensation. Division deans initiate recommendations for initial compensation. These recommendations are considered by the Provost and Vice President for Academic Affairs before a proffer to the selected candidate. Presidential approval is necessary for a final agreement to be offered.

Terms of Employment

The terms of each faculty appointment, including the beginning and ending dates, rank, and discipline are specified in a written agreement, signed by the President and the faculty member. Each agreement is bound by regulations found in the most current *Faculty Handbook*. The agreement constitutes the entire obligation between the faculty member and the Institution.

Part-time and Temporary Faculty

1. Except in unanticipated circumstances, Allen does not hire part-time faculty. Individuals who have unique talents or experiences and who are unavailable for full-time employment may be employed for the special attributes they bring to the University.

2. Should a need arise, area chairs, after consultation with their division dean and the vice president for academic affairs, may recruit and hire part-time faculty members for single assignments.
3. Unless otherwise specified, all positions funded by grants or other non-recurring money are considered temporary.
4. All part-time or temporary faculty must hold a minimum of a master's degree and 18 graduate credits in the teaching area.

Working Conditions and Compensation

Part-time faculty members are oriented by the hiring department chair. Issues such as office hours, parking, telephones, and meetings are determined in consultation with the chair, based on the nature and length of the assignment. Actual compensation for individuals will be based on market forces, credentials, and institutional demand.

Evaluation

Part-time faculty members are evaluated using the Part-time Faculty Assessment Report form. The criteria for evaluation of teaching are the same as the evaluation of teaching for full-time faculty. Department chairs will be responsible for visiting the part-time faculty's classroom within the first three weeks of classes and will make at least one more visit during the semester. In addition to teaching performance, part-time faculty will be evaluated on their accessibility to students.

FACULTY RESPONSIBILITIES

Student Advisement

Department Chairs shall assign students to faculty members in their respective units for advisement. Advisors shall confer with students each semester to discuss their academic program and to assist them in preparing class schedules for the following semester. Advisors shall also keep a folder for each student and coordinate with the Division Deans in monitoring students' academic progress.

Faculty Meetings

Generally, faculty meetings will be held monthly during the regular academic year. All full-time faculty members are required to attend. Part-time faculty members are also invited to participate in these meetings.

Examinations

Examination periods are scheduled at the mid-point and end of each semester. Faculty members must adhere to the posted schedule. A copy of the final examination for each course taught must be submitted to the division Dean.

Grade Books /Reports

Faculty members are to maintain an electronic version of a grade records/reports containing the names of students enrolled in their courses, the grades assigned. Student attendance must also be submitted utilizing the designated university electronic platform. Faculty members must submit/post grade records/reports in accordance with the institutional announced schedule. Grades must be submitted utilizing the designated university electronic platform. Failure to submit grade reports on time may result in punitive actions. Grade records/reports shall also be submitted to the Department Chair and Division Dean at the end of an academic term and upon termination of employment.

Professional Conduct

Faculty attire should be neat and professional while on campus and at other related public events. Part of serving the students the University serves involves modeling behavior and appearance, as well as quality instruction. Faculty should consult their chair and/or dean for guidance.

Faculty shall maintain confidentiality in handling, and maintaining the academic records of students, not limited to the results of examinations, graded assignments, and final grades.

Faculty shall foster a harmonious environment by refraining from/engaging in and passing on hearsay, speculation, or “gossip” about college employees and/or issues that are pertinent to the life of the institution.

Faculty shall exercise considerable care and judgment in communications and physical engagement with students such that nonprofessional intentions might be construed or the students made to feel uncomfortable. Financial and carnal relationships with students are expressly prohibited.

Professional Development

The University is committed to the professional growth of its Faculty. The Faculty development policy is as follows:

Professional developmental requests must be submitted with costs summaries as soon practical following the Fall and Spring Planning Institutes. These requests must be submitted to the relevant Dean and the Vice President for Academic Affairs in writing. In addition to the number of requests at any point in time, the available budget for travel, and the following intended purposes will be used in making determinations:

1. To deliver a paper/make a presentation/perform or exhibit
2. To serve as an active chair or facilitator/participant on a panel
3. To participate in a workshop or conference with clear relevance to current duties
4. To attend workshops and conference of general professional value.

Tuition Assistance

Full-time faculty who has completed one year of employment may qualify for tuition discounts for courses taken at the University. The discount (50 % per course) does not apply for courses taken in pursuit of a degree offered by the university, nor does the discount apply toward courses taken at another university.

Dependents of faculty are also eligible for tuition discounts at a rate of 50% providing coursework is completed at Allen University.

Outside Employment

All full-time faculty members are expected under the terms of their agreement to devote their full attention to their University duties. No full-time faculty member is to be employed in any other service or activity, which, in the judgment of the University, interferes with the performance of contractual obligations. Teaching in another institution is not permitted, except with advance written approval from the Vice President of Academic Affairs in consultation with the division dean.

In exceptional cases where the extramural work is cognate with professional duties and where assurance is given that it will contribute to professional growth without interfering with obligations to the University, a faculty member may, after consulting with the division dean, request permission for such work from the Vice President of Academic Affairs. A copy of the written permission for such work shall be sent to the chairperson and to the Vice President. This approval may be given for a period not to exceed one academic year at a time.

Community and Professional Activities

As an indication of its commitment to the community and to the nation, the University encourages Faculty to perform civic duties and to contribute to the formation of an alert and informed public.

Similarly, faculty members are encouraged to participate in professional societies pertinent to their disciplines and academic interests. A faculty member's identification of himself or herself by means of association with the University should not be assumed to carry with it the implication that such identification is representing the University officially. When there is reason to believe that such implication is likely to be taken, the faculty member should make every effort to indicate that he or she is not an institutional spokesperson. Neither the name nor symbols of the University, including administrative titles and letterhead, nor any of its facilities or resources may be used for any commercial or other purposes which are not authorized in writing. In no event may the name, symbols or resources of the University be used to participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for political office.

Faculty/Student Organization Advising

The Vice President for Academic Affairs, Division Dean, Department Chair and Faculty share responsibility for providing educational counseling to students. The direct involvement of the Faculty in this effort is an expectation of the institution as detailed under faculty responsibilities. As such, faculty members from time-to-time are called upon to serve the University by acting as advisors to student organizations.

Mandatory Participation in University-Sponsored Activities

As an institution of higher learning with a holistic and collaborative approach, faculty are required to attend events such as Baccalaureate Exercises, Convocation, Founder's Day, Commencement, Faculty/Staff Institutes, and CARS. In addition, faculty are strongly encouraged to attend other student-oriented events (concerts, athletic events, etc.) and Homecoming activities. Students and alumni value the support and participation of faculty in University and Alumni events. Faculty presence helps promote the University's community life, identity, and culture. Faculty who do not participate in required campus events may be considered absent-without-leave and sanctioned accordingly. Sick leave may not be used after the fact to preclude sanctions.

INSTRUCTIONAL RESPONSIBILITIES

The general requirements of effective teaching and good academic citizenship include the following specific duties of faculty members at Allen University.

I. Curriculum Development and Approval

- A. Through its units and committees, the faculty determines the course offerings and the various academic requirements within course limits set by the institution.
- B. A disciplinary area may recommend modifications, additions, or deletions in the curriculum to the division. With the approval of the division, the Dean will forward the recommendation to the Academic Affairs Committee for action. The President may review actions of this committee.

II. Classroom and Office Time

- A. Faculty must meet classes as scheduled regularly and on-time and adhere strictly to the official examination schedule.
- B. Faculty must post and maintain regular office hours, minimally ten hours per week, at times to suit the schedules of as many students as possible.
- C. Faculty must be available for appointments with students who are unable to meet with them during regular office hours.
- D. To obtain an authorized absence from classes, a faculty member must write/email the department chair at least five days in advance of the intended absence and provide reasonable plans for ongoing instruction and activities

while they are away. In the case of illness and emergency, faculty members should immediately inform their chairperson who will arrange for coverage of the class(es). The division dean should be informed in real-time of such absences.

- E. Working remotely is not consistent with the mission of the institution and the population it serves. As such, with the exception of assigned online instruction, doing so is not a right of employment. On occasion, the university may declare the need for such work, and on rare finite periods may authorize it. Employees are expected to perform their duties from their designated work spaces.

III. Course Definition and Content

- A. Each instructor must prepare and/or utilize a comprehensive syllabus that has been sanctioned by the department for each course taught. A copy of each syllabus used should be submitted to the department chair for subsequent review by the division dean.
 - 1. All syllabi must be prepared using the format of the standard Allen Syllabus.
 - 2. Students must be given copies of the syllabus the first meeting of classes.
 - 3. Items to be covered on the syllabus include course topics and objectives, the schedule for major tests and assignments, grading policy, and required source materials.
- B. Faculty must adhere to the catalog course descriptions.
- C. Prerequisites not stated in the catalog may not be imposed.
- D. Faculty must provide activities that encourage and reinforce effective communication skills, both written and oral.
- E. Faculty should use the most recent editions of source materials for each course. Regular assignments should be made from the readings of the required materials.
- F. Faculty must cooperate with student evaluation of instruction via the instruments and on the dates approved by the institution.

IV. Definition and Policy on Awarding Course Credit

- A. A credit hour is defined as one hour in classroom instruction provided by a faculty member, with two hours of out of class work over the term of a semester, or the requisite time needed to achieve the intended student learning outcomes.
 - 1. One hour of laboratory or applied instruction may range from two to four hours of onsite instruction, with four to eight hours of out of class independent work.
 - 2. Credits for internships and practicums are calculated similarly to applied experiences and are based on intended learning outcomes and articulated/negotiated terms with the external provider.
- B. The ultimate decision regarding the award of credit shall be determined by the amount of time-on-task inside and outside of the classroom required to achieve the learning outcomes set out in course syllabi, whether lecture,

applied, internships, distance learning, or alternative time periods.

- C. Academic units are expected to apply industry standards in all cases and are required to submit exceptional cases to the Academic Affairs Committee for review and approval.
- D. Course credits at the institution shall range from one to four semester hours per course. Decisions regarding semester hours are determined by academic units in the creation of programs rather than on a semester by semester basis. Changes in such determinations must be submitted to the Academic Affairs Committee for review and approval.

V. Assessment of Students

- A. Faculty will design clear assignments and examinations at a level of difficulty appropriate to the level of the course.
- B. Faculty will schedule frequent and multiple assessments to ensure that the final course grade is an accurate indicator of each student's knowledge and performance in the course.
- C. Faculty will evaluate and return promptly student assignments and examinations with necessary feedback.
- D. Faculty will verify attendance either visibly, audibly and/or by electronic means. When a student has missed two consecutive class meetings, the instructor will email the student, copying the Vice President for Student Affairs.
- E. Faculty will administer common midterm and final examinations in General Education courses.

VI. Faculty Instructional Load

- A. The normal teaching load for faculty is 30 hours per academic or fiscal year, depending on the length of the annual employment agreement.
- B. Normative teaching assignments for the academic year shall be the following:
 - 1. Deans & Chairs: 9-16 hours per semester.
 - 2. Full-time Faculty: 12-16 hours per semester.
 - 3. Adjunct Faculty: 3-9 hours per semester.
- C. Overload pay will be provided when hours of instruction exceed 30 hours per year or 18 hours per semester. The chief academic officer may consider other factors, such as number of students taught and the number of course preparations, to determine whether overload pay should be provided.

SUPERVISION AND EVALUATION OF FACULTY

I. Areas of Responsibility

- A. The Vice President for Academic Affairs is responsible for supervising/evaluating the division deans; and also exercise general supervision and evaluation of department chairs, and other faculty members.
- B. Division deans are responsible for supervising/evaluating department chairs and also exercise general supervision and evaluation of all faculty members within the division.
- C. Department chairs are responsible for supervising and evaluating the performance of faculty members in their units.

II. Performance Reviews

- A. Evaluation of faculty shall be conducted each semester.
- B. Faculty shall be evaluated on their teaching effectiveness, total instructional contribution, professional growth, academic training, and community service.
- C. Evaluation data will be collected from students, peers, supervisors, and administrators.

III. Evaluation Procedures and Tools

Chairs will evaluate each faculty member, prepare an evaluation report for each, and share the results of the evaluation with the faculty member. Tools used in preparing the report might consist of syllabi, course materials, student evaluations, interpersonal relationships, professional associations and meetings, participation in college-wide activities and classroom visitation.

- A. The faculty member must sign the evaluation form to acknowledge receipt.
- B. The faculty member may write a response to the evaluation.
- C. Evaluations and responses will be sent to the Chair, who will forward to the Dean and Office of Academic Affairs. Deans will complete a similar process for Chairs. The Vice President for Academic Affairs will complete a similar process for Deans.

IV. Student Evaluation of Instruction

Student evaluations of faculty shall be administered by the Office of Academic Affairs on a scheduled basis. Results of the evaluations will be shared at every level where there is reason to know and will serve as a major component of any assessment of instruction.

RESEARCH AND GRANT POLICIES

Research intended to seek answers to disciplinary questions, for the evolution of knowledge and understanding, and the development of human capital is encouraged by the University. In the unusual event that intended research involves human subjects, the Investigator must seek approval via the Human Subjects Protocols that may be acquired from the Office of Academic Affairs.

Grant applications are expected to seek funds that logically fall within the mission and aspirations of the institution. When developing a proposal, attention should be given to the following:

- 1) inclusion of indirect costs and/or administrative overhead,
- 2) inclusion of funding for relevant equipment for implementation,
- 3) limit institutional matching to inkind.

Policy and Process for Grant Applications

1. A *minimum* of six weeks prior to the funding agency deadline, the Preliminary Proposal Review Sheet should be submitted to the Office of Institutional Advancement. If the proposed work is deemed consistent with the mission of the Institution and has the endorsement of the relevant unit head and vice president, assistance will be provided in preparation of the proposal as requested by the grant writer.
2. A *minimum* of fifteen days prior to the funding agency deadline, the Preliminary Proposal Review Sheet, Final Budget Review Sheet, and a budget for the proposed work must be submitted to the Office of Fiscal Affairs. As needed, assistance in budgeting and interpreting the financial guidelines of the proposal will be provided.
3. A *minimum* of five days prior to the funding agency deadline, an appropriate number of copies of the proposal (including Preliminary Proposal Review Sheet and Final Budget Review Sheet) must be submitted to the relevant area vice president. The area vice president will transmit the proposal to the Office of the President. When the President signs the proposal, it becomes an official University application to the funding agency.
4. File copies of the completed proposal must be submitted to the Office of Institutional Advancement (Sponsored Programs), the Office of Fiscal Affairs, and the area vice president.

Policy on Grant Compensation

When a grant application is funded, the Principal Investigator (PI) may receive up to three months of the base annual salary, should the grant provide an adequate combination of PI compensation and indirect costs. In the event that a grant provides sufficient PI compensation, a faculty member may purchase release time from regular instructional duties. When such release is granted, all other faculty duties and benefits remain intact.

Time and Effort Policy

Any employee (faculty or staff member) whose salary is funded in part or in whole with federal money is required to complete a Time and Effort form by end of the month for which the salary expense is to be covered with the restricted funds. The Time and Effort form must be signed by the employee and approved by his/her supervisor. Failure to submit monthly Time and Effort Report may result in your payroll check being delayed.

Patent Policies and Copyright Issues

The University encourages research or other scholarly activities, which might lead to patentable inventions or discoveries. The University requires full disclosure when an employee or faculty member develops patentable discoveries during the course of employment by the University or with the use of University facilities or resources. The University may require assignment of such inventions or discoveries to the University or its nominee. Faculty members should follow guidelines published by external support agencies with policies that relate to control of patents.

ACADEMIC FREEDOM AND RESPONSIBILITY

Academic Freedom

Faculty are free to present relevant materials in the classroom without fear of censorship but should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty members enjoy full freedom in research and publication of results, subject to the adequate performance of their other academic duties and to the requirements of individual research contracts and copyright limitations.

Faculty may speak freely as private citizens but should make clear that they are voicing personal opinions and are not speaking for the institution. In expressing opinions in public, faculty should realize that both the profession and the University may be judged based on their statements and, accordingly, should exercise appropriate restraint.

Faculty members are expected to exercise their freedoms in a manner that is consistent with the nature of the College as a historically black, AME institution. Profane language or language intended to malign or injure another party is expressly forbidden and may be viewed as a breach of contract.

Code of Ethics

The University expects high ethical standards of all personnel. In particular, it endorses the principles below (except where in appearance or substance they contradict other provisions set forth by the institution).

1. Faculty have a primary responsibility to their disciplines to seek and to state the truth as they see it within the scope of established facts. To this end, they devote their energies to developing and improving their scholarly competence. They

accept the obligation to exercise critical self-discipline in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, faculty encourage the free pursuit of learning in their students. They uphold the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They exert reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect true merit. They respect the confidential nature of the relationships between professor and student. They avoid any exploitation of students for private advantage. They protect students' academic freedom.
3. As colleagues, faculty have obligations that derive from common membership in a community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge academic debts and strive to be objective in their professional judgments of colleagues. They accept responsibility for the shared governance of the institution and uphold its Core Values.

PROMOTION AND TENURE

A copy of the procedures for promotion and tenure may be obtained from the Office of Academic Affairs.

Promotions

Promotions will be made in recognition of having the appropriate terminal degree, demonstrated exemplary teaching, and artistic production or scholarship and research. The personal growth of individual teachers and the total contribution made by them to the University will also be considered. A Teaching Portfolio that is prepared for applying for promotion and tenure must include documentation of teaching, service, research and creative activities, professional growth, and engagement of students.

The process for promotion and tenure is set out below:

1. An application for promotion or tenure must originate with the faculty member.
2. The application and supporting documents should be presented to the division dean for committee review and action.
3. Each division shall have a Peer Review Committee consisting of seven members of the division: chairman, the coordinator of the applicant's department, two of the most senior members of the division, two faculty elected at a specifically called division meeting, and one faculty member from outside of the division appointed by the President.
4. Committee recommendations are reported to the Provost and Vice President for Academic Affairs, who then reports to the

President.

5. No faculty member will receive a promotion unless he/she first receives the approval of the appropriate Peer Review Committee.
6. When an applicant is rejected, written notice is given by the Peer Review Committee.
7. The President may override a decision of the Peer Review Committee for one or more of the following reasons:
 - The decision is not supported by explicit documentation.
 - The decision departs from normative standards.
 - The decision does not serve the best interest of the College.

Tenure

Tenure denotes the status of continuing appointment as a member of the faculty. The purpose of tenure is to assure the freedom of expression of truth and ideas in teaching and research and is therefore a cornerstone for academic freedom. It is the responsibility of the institution to ensure that tenure be awarded only to those full-time faculty who have demonstrated excellence in teaching and advising students, plus superior fulfillment of their additional responsibilities, including service to the institution. For presently employed faculty, tenure is granted only by action of the Board of Trustees upon recommendation of the President. The process for applying for and receiving tenure will follow the same procedures as those outlined under Promotion.

GOVERNANCE COMMITTEES

General Concept

Faculty and professional staff members are expected to serve on committees. Membership on specific committees shall be based on election, appointment, position held, statement of preference, as well as the perceived capacity to contribute. Service on committees shall normally be for a period of two years.

Guiding Principle

Full-time faculty and staff have a duty to participate in managing the institution by providing informed input for all areas. This is done through a system of participatory governance that consists of a network of committees whose members are administrators, faculty, staff, and students where appropriate. An Executive Committee with broad appellate and origination responsibilities sits at the apex of the system. At joint meetings of the faculty and staff each semester, general institutional aspirations, information, and policies are presented and discussed and occasionally voted on.

At regularly-scheduled faculty meetings, matters of general academic and faculty interest are presented and discussed and occasionally voted on. An academic Affairs Committee, a representative body where the majority of members hold faculty rank, will determine academic policy. The actions of committees are advisory to the President.

Actions of committees do not supersede the prerogatives normally accorded administrators in the regular course of exercising their professional responsibilities.

COMMITTEE GUIDELINES

Meeting Organization

After a committee has been formed, the assigned chairman or volunteer convener shall schedule an organizational meeting at the designated hour or a time mutually agreeable to a majority of its members. At this initial meeting each year, such matters as selecting a recorder and deciding on a regular meeting time will be determined. A committee may appoint subcommittees that extend beyond the core membership to assist in executing its duties. Unless otherwise specified, committee meetings are open to any faculty or staff member who might wish to attend. The President of the institution serves as an *ex-officio* member on all committees.

Meeting Schedule

Thursday at 11:00 a.m. shall be the designated hour for committee meetings at the institution. Due to the overlap of committee membership, standing committees may schedule meetings at other hours when a majority of the membership can attend. Joint meetings of the faculty and staff will take place during the Opening Planning Institute each semester and at other times as the need arises. Monthly faculty meetings will take place on the first Monday of each month at 5:00 p.m. unless otherwise announced.

Executive Committee

Personnel: President (Chairman), Vice President for Academic Affairs, Vice President for Fiscal Affairs, Vice President for Student Affairs, Vice President for Institutional Advancement, two members elected by the faculty, and one member elected by the staff. Only members may attend. (7)

Duties: To originate, receive, review, approve and recommend general administrative policies, actions, or changes in the University; to receive recommendations and actions of designated standing committees. Some actions of this committee may be subject to review by the Board of Trustees.

Academic Affairs Committee

Personnel: P r o v o s t a n d VP for Academic Affairs (Chairman), all Division D e a n s / Chairs, Director of the Library, four elected faculty members, two students appointed by the Student Government Association, and two *ex-officio* members: Dean of Enrollment Management, and a staff member appointed by the President. (13)

Duties: To act on and originate recommendations from the faculty and other appropriate sources regarding general academic policy and other matters pertaining to the educational aspirations of the University. Such matters may include requirements for admission and

graduation; number and identification of academic units; new majors, minors, and concentrations; teaching loads and responsibilities; and other matters of general academic and faculty interest. Actions of this committee are subject to the review of the President and/or the Executive Committee.

Judiciary Committee

Personnel: Four faculty members, two of whom shall be appointed by the President, and three students appointed by the Student Government Association. The Committee elects its faculty chairman. Only scheduled non-members may attend. (7)

Duties: To hear and render judgment on cases referred by the Vice President for Student Affairs under the University's Code of Conduct. To hear and render judgment in matters of alleged academic dishonesty formally referred by a member of the faculty. To hear and render judgment on charges of alleged academic malfeasance or misfeasance formally made by a student against a faculty member. To hear and render judgment on alleged violations of student rights by a member of the staff. This committee reports its decisions to the Vice President for Student Affairs or the Vice President for Academic Affairs, and the charged or complaining party. In some instances, reports may be forwarded to the Executive Committee.

Faculty Committee

Personnel: Five members elected from the full-time faculty, at least one shall be from each academic division. Three years of continuous employment shall be required for service on this committee. The Committee elects its chairman. (5)

Duties: To hear cases involving alleged violations of faculty rights, especially contractual rights as well as other grievances against the University's administration. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination in the application of the provisions of the *Faculty Handbook* and matters of academic freedom. In addition to arriving at findings, the committee may recommend remedies. This committee reports its findings to the Executive Committee and to the complaining party.

Staff Committee

Personnel: Five members from the full-time staff, one named by each of the area vice presidents and a chairman elected by the staff at a regularly scheduled or called Faculty and Staff meeting. Three years of continuous employment shall be required for service on this committee. The Committee elects its chairman. (5)

Duties: To hear cases involving alleged violations of staff rights, especially conditions of employment as set out in the current *Employee Handbook*. The committee has special responsibility for hearing cases and making recommendations regarding alleged discrimination and arbitrary sanctions. In addition to arriving at findings, the committee may recommend remedies. The committee reports its findings to the area

vice president or in a case where the vice president is the alleged violator, to the Executive Committee.

Conflict Resolution Committee

Personnel: Five representative employees from across campus appointed by the President. (5)

Duties: To review and evaluate cases involving workplace conflicts that impact the productivity of an individual or group. The committee is also responsible for receiving cases referred by the Faculty Committee and/or Staff Committee and facilitating a resolution to the non-actionable conflicts. The Committee reports back to the Vice President of the area from which the conflict originated.

Convocations and Special Events Committee

Personnel: Chief Marketing/Public Relations Officer (Chairman), Assistant to the President for Community Relations, Executive Assistant to the President, University Chaplin, Assistants to the area Vice Presidents, Director of Alumni Affairs, Director of Operations, four members of the faculty, and four students appointed by the Student Government Association. (18)

Duties: To serve as an umbrella committee for scheduling, executing, and maintaining standards for all college-wide convocations and events. The committee will name and recommend traditional committees comprised of faculty and staff who might volunteer or be recruited, to plan and execute programs and events such as: 1) CARS, 2) Homecoming, 3) Commencement, 4) Founders' Day, 5) Baccalaureate Services, 6) Fall and Spring Convocations, and other such occasions. This committee reports to the President and the Faculty and Staff in assembly.

Admissions Committee

Personnel: Dean of Enrollment Management (Chairperson), Director of Admissions, Director of Financial Aid, five faculty members, two staff members, and one student appointed by the Student Government Association. (11)

Duties: To review and recommend policies and practices for the admission of students to the University; to consider and re-admit students previously suspended for academic deficiencies, or to deny such re-admission; to evaluate problematic transcripts of new and transfer students prior to their admission to the College; to hear and render decisions on students' requests regarding matters related to the satisfactory academic progress standards; and to assist the Office of Admissions in other matters relative to policy. This committee reports its findings to the Academic Affairs Committee and when appropriate, at Faculty Meetings.

Athletics Committee

Personnel: Four members of the faculty, two members of the staff, and two student-athletes appointed by the Student Government Association, and the Director of Athletics. The President shall appoint the chairman. (9)

Duties: To provide general oversight of the intercollegiate athletics program for the institution, with focus on compliance with NAIA policies. The committee shall review team schedules as they are evolving to insure the integrity of the educational experience provided student-athletes. The committee will review eligibility rosters as a facet in the overall institutional compliance process. The committee reports to the President and Faculty and Staff Meetings.

Library Committee

Personnel: Director of the Library, one assistant librarian elected by the faculty, three faculty members with at least one from each academic division of the institution, two members of the staff, and two students appointed by the Student Government Association. The members elect the chairman of the committee. (9)

Duties: To recommend policies and procedures governing library utilizations and acquisitions. To consider and make recommendations regarding the selection, creation, and utilization of non- departmentally-based media and technology laboratories. This committee reports to the Vice President for Academic Affairs and meetings of the Faculty.

Campus Safety and Security Committee

Personnel: Director of Operations (Chairman), Chief of Police, President of the Student Government Association (SGA), a staff member with health-related duties, four faculty members, two staff members, and one student appointed by the SGA. (11)

Duties: This committee shall serve as the campus-wide steering committee for the Student Right- to-Know and Campus Security Act. Specific duties include, but are not limited to: 1) review and develop campus security policies; 2) review and develop emergency response protocols; 3) review and develop policies on access to academic, residential, and other buildings on the campus; 4) encourage safety and security education and awareness; 5) to encourage prompt reporting of crime to the campus police and when appropriate the city police; 6) make observations and recommend actions regarding safe use of facilities and grounds; and 7) review and approve the annual report concerning crime statistics and crime prevention protocols.

Student Affairs Committee

Personnel: Vice President for Student Affairs (Chairman), University Chaplain, Director of Residential Life, five faculty members, one staff member, and two students appointed by the Student Government Association. (11)

Duties: To review, receive, and make recommendations on matters concerning all phases of student life. Specific areas include: 1) recreation; 2) religious life; 3) organizational life; 4) dress and conduct codes; 4) residence life; 5) new student orientation; and 6) extracurricular space utilization. The committee reports to the President and meetings of the Faculty and Staff.

Institutional Assessment Committee

Personnel: Associate V.P. for Academic Affairs (Chairman) Director of Institutional Research/Assessment, Registrar, Director of Information Technology, a faculty representative from each academic division, and a representative from each administrative division. (11)

Duties: To review, plan, and make recommendations regarding the evaluation of all phases of institutional life, with specific attention to the assessment of student learning outcomes. The committee shall gather information and develop a campus-wide calendar to insure universal awareness and compliance with institutional assessment policies. The committee shall also monitor and make recommendations to guide the institution towards compliance with relevant accreditation standards. The committee reports to meetings of the Faculty and Staff, Faculty Meetings, and Presidential oversight groups.

Fiscal Affairs Committee

Personnel: Vice President for Fiscal Affairs (Chairman), Vice President for Advancement, Director of Financial Aid, four members of the faculty, and two members of the staff. (9)

Duties: To consider and make recommendations regarding the budgeting process and budget control. The committee will also review and make recommendations regarding business processes, employee benefits, business opportunities, and other areas that impact the financial health and operations of the institution. The committee reports to the President and meetings of the Faculty and Staff.

Committee on Committees

Personnel: Three members elected from the faculty and two members elected from the staff. The committee shall elect its faculty chairman. (5)

Duties: To conduct elections to fill faculty and staff positions on standing committees, and to receive notifications of preference from faculty and staff regarding service on committees and subcommittees where elections are not required. The Committee shall monitor vacancies that will occur from time to time and notify the President and the joint meeting of the faculty and staff at the beginning of each semester.

Committee Reporting

Written minutes shall be taken in meetings where action is to be taken, assignments made, and recommendations agreed upon. After approval by the committee, the minutes shall be forwarded to the appropriate office or campus body. By the end of each academic year, committees shall prepare and submit annual reports on their activities, especially recommendations that may have pending actions. Annual reports shall be submitted to the designated college officer as well as the Office of Institutional Effectiveness /Research.

COMPLIANCE WITH FEDERAL REQUIREMENTS*

Equal Employment Opportunity Policy

The University seeks to employ qualified individuals. It does not discriminate in recruiting, hiring, training, promoting, firing, compensation or terms, conditions or privileges of employment on the basis of race, color, gender, pregnancy, national origin, age or disability. Reasonable accommodations are made for qualified individuals with disabilities recognized by law, unless doing so would result in an undue hardship or direct threat to the University.

Unfavorable speech or actions by employees regarding age, disability, race, color, gender, pregnancy, religion or national origin of other employees, agents, contractors, vendors, clients or others affiliated with the University will not be tolerated. This type of behavior can lead to discipline, up to and including dismissal, at the sole discretion of the University.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Faculty should refer questions from parents or any other source regarding the grades, status, finances, etc. of an individual student to Financial Aid, Business Office, Registrar, or other appropriate office.

Americans With Disabilities Act Policy

The University is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is policy not to discriminate against any qualified employee or applicant with regards to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. When made aware, the University will provide reasonable accommodations for a qualified applicant or employee with an ADA-defined disability, provided such accommodations do not constitute an undue hardship on the University.

*See the University Compliance Manual for greater detail.

Procedure for Requesting an Accommodation

Faculty and faculty candidates with a documentable disability who believe they need a reasonable accommodation to perform the essential functions of their job should present the request and supporting documentation to the Vice President for Academic Affairs.

On receipt of an accommodation request and supporting documentation, the Vice President of Academic Affairs will confer with the Director of Human Resources and the ADA Compliance Officer on the precise limitations resulting from the disability and the potential accommodations that the University might make to help overcome those limitations. The Vice President for Academic Affairs will submit a recommendation to the President.

The President will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the University's overall financial resources and the accommodation's impact on the University's overall operation, including its impact on the ability of other employees to perform their duties and on the University's ability to conduct business.

If the accommodation request is honored, the employee will be informed of how the accommodation will be implemented. If the accommodation request is denied, the employee will be advised of his/her rights.

The ADA does not require the University to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should notify the Human Resources Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

POLICIES ON WORKPLACE RELATIONS AND CIVILITY

Interpersonal Problem-Solving

The University is committed to addressing and mediating conflicts and misunderstandings that impair work relationships and negatively impact individual and/or unit performance. As such, the University provides an orderly process for employees to voice concerns and acquire objective facilitation for resolutions of impactful conflicts.

1. If an employee has a problem or complaint, the employee should discuss it with his or her immediate supervisor as soon as possible.

2. If the problem is not satisfactorily resolved or the problem is with the supervisor, the employee should discuss it with the Vice President for Academic Affairs.
3. If the problem still is not satisfactorily resolved, the Vice President shall refer the matter to the Conflict Resolution Committee.

Anti-Harassment Policy

The University prohibits harassment of any form by any persons affiliated with it. The intent is to promote a productive work environment that precludes harassment based upon an individual's gender, race, ethnicity, national origin, age, religion, pregnancy, or any other legally protected characteristics. Verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance, or that creates an intimidating, offensive, or hostile environment is prohibited. Filing a complaint or complaints about behaviors reasonably believed to be harassment will not result in negative consequences regarding employment. However, all such claims are thoroughly investigated by the University. An employee found to have engaged in harassing behavior, as well as an employee found to have knowingly brought a false claim will be subject to disciplinary action, including possible termination of employment.

An employee who believes that a supervisor's, manager's, or other employee's actions or words constitute harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint is to be made to a supervisor, Vice President, or Director of Human Resources. If the complaint is made about a supervisor, the report is made to the Vice President. If the complaint is made about a Vice President, the complaint must immediately be reported to the Director of Human Resources. Complaints or formal allegations will be handled and investigated promptly and in an impartial and confidential manner. Employees are required to cooperate in any investigation. A timely decision regarding each complaint will be reached and communicated to the parties involved within 30 days.

Complaint Procedure

Information regarding complaints and investigations will be revealed strictly on a need-to-know-basis. The University prohibits intimidating, threatening, coercing, discriminating, or retaliating against persons for filing a complaint, providing information orally or in writing, or for participating in a complaint investigation. Any employee, supervisor, or manager who is found to have violated this policy will be subject to appropriate disciplinary action, which may include termination.

Additionally, if an investigation of a complaint shows that the complaint or information was false, the individual who knowingly provided false information will be subject to appropriate disciplinary action, which may include termination.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment within the same department or division on the basis of their qualifications. However, if hiring a relative would have the potential for creating an adverse impact on work performance; or create either an actual conflict of interest or the appearance of a conflict of interest, that applicant will not be hired. This policy must also be considered when assigning, transferring, or promoting employees. For the purpose of this policy, immediate family includes spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, and members of households. Faculty who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above.

Violence in the Workplace

The University strongly believes that all employees should be treated with dignity and respect. Acts of violence or explicit threats are expressly forbidden, and will not be tolerated. Any instances of violence must be reported to the Campus Police and the Vice President of Academic Affairs immediately. All complaints will be fully investigated. The University will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate dismissal.

Campus Emergencies

Faculty must register contact information in the University's emergency alert system (RAVE). Instruction can be acquired from the Office of Information Technology. Occasionally, routine operations may be interrupted by threatening events such as weather, fires, active criminal violence, and other environmental dangers. In all such situations faculty, staff, and students are expected to follow the instructions provided by the Rave announcement, or announcements made by an officer of the University, or instructions set out in the Emergency Preparedness Manual, as timing and circumstances would warrant.

Substance Free Workplace

The University is committed to providing a safe workplace and establishing policies that promote high standards of employee health and safety. As such, it is the University's intention to maintain a drug and alcohol-free workplace.

The University complies with local, state, and federal statutes regarding the definition, possession, and use of controlled and illegal substances. The prohibition against such possession and use applies to the workplace and while traveling on behalf of or representing the University. Such unlawful activity will be considered grounds for dismissal from employment. Not included are substances used in accordance with a valid prescription from the employee's physician.

E-mail System and Internet Policy

The University's e-mail system is provided for use in conducting its business. Access to it and concomitant internet use may not be used to defame or intimidate other members of the University community.

System users have no right of personal privacy in any matter stored in, created, received, or sent over the University's E-mail system. In addition, the University, in its discretion as owner of the E-mail system, reserves and may exercise the right to, access, retrieve and delete any matter stored in, created, received, or sent over the E-mail system for any cause it deems reasonable without the permission of the user.

Visiting and posting on web sites containing pornographic, subversive, racist, sexist or hate group material are strictly forbidden and will result in adverse personnel action up to and including termination.

Personnel Records

To keep necessary organization records up to date, it is extremely important that you notify your department chairperson and human resources of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

Direct Deposit

Employees may be paid by check or through direct deposit using saving and checking accounts at a bank of choice (providing the bank has direct deposit capabilities). To activate direct deposit, a Direct Deposit Authorization form must be completed and returned, with a voided personal check to the Office of Human Resources.

An employee will receive a regular check if he or she does not choose direct deposit. In the event of a lost paycheck, the Business Office must be notified in writing before a replacement check can be issued. In the event the lost paycheck is recovered, and the University identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the University within 24 hours of the time it is demanded. The employee shall also be subject to disciplinary action.

Statement of Earnings

A statement of earnings is given each payday to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions of exemptions

The number claimed on form W-4, Employee's Withholding Allowance Certificate, affects the amount of Federal withholding. If an employee's marital status changes, or the number of exemptions previously claimed increases or decreases, a new form W-4 must be submitted.

LEAVES

Absence from Campus

Faculty members who anticipate an absence from campus or their classes because of official or personal business or an emergency are required to provide proper notification.

Faculty Work Calendar - Time off

Faculty persons shall be appointed on an annual basis depending upon enrollment. The calendar shall begin in August with the Fall Planning Institute and after Faculty/Staff Leadership Retreat (usually mid-May). The annual employment agreement is for a specified period, from August through May. Faculty with leadership roles will have beginning and end dates as set in their employment agreement.

Allen observes the following holidays, as reflected on the University Calendar:

- Labor Day - the first Monday in September
- Thanksgiving Holiday Vacation - from 5pm, Tuesday prior to Thanksgiving to 8:00 am, Monday following Thanksgiving “(except block schedule)”
- Christmas Holiday Vacation – (See Academic Calendar)
- Martin Luther King's Birthday Observance - the second Monday in January
- Spring Vacation Holiday— One -week vacation generally scheduled at the midpoint of the Spring semester in March
- Good Friday

Jury Duty - Time Off

1. A leave of absence for jury duty will be granted to any full-time faculty member who has been notified to serve.
2. A faculty member on jury duty is expected to report to work any day he/she is excused from jury duty or any day he/she is excused before noon and his/her classes begins after that time.
3. Upon receipt of the notice to serve jury duty, the faculty member should immediately notify his/her department chairperson. Additionally, a copy of the notice to serve jury duty must be sent to the Vice President for Academic Affairs for accurate record keeping purposes.
4. Upon the employee's return, the faculty member must report to his supervisor and submit a signed Certificate of Jury Service indicating the number of days served.
5. If the jury duty falls at a time when the faculty member cannot be away from work, the University may request that the employee to seek an alternate time to serve in

accordance with the court's procedures.

Military Leave

1. A faculty member who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law.
2. At the conclusion of the leave, upon the satisfaction of certain conditions, a faculty member generally has a right to return to the same position he/she held prior to the leave or to a position with like seniority, status, and pay that the employee is qualified to perform.
3. Upon receipt of orders for active or reserve duty, a faculty member should notify his/her department chairperson immediately and submit a copy of the military orders (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Sick Leave

All full-time faculty members are eligible to accrue nine sick leave days per academic year. Faculty sick leave will begin to accrue August of each year at a rate of one day per month accruing on the 26 day of the month. A maximum of five sick leave days may be carried over from one fiscal year to the next. All other unused sick leave will be forfeited on May 31st of each year.

Sick leave is provided for the employee's own illness or injury, to care for a sick child, a parent, or spouse and for appointments with a healthcare provider. Employees may use sick leave in increments of one hour or more. Such time shall be deducted from the employee's accrued sick leave balance. Employees may not take sick leave unless and until they have accrued such Leave. Under limited circumstances, an employee may request a special exception to this rule and borrow against the accrual of sick leave. Such requests shall be treated as an employee loan and must be approved by the Division Vice President.

In the event the employee has a negative sick leave balance at the time of his/her termination, Allen University shall deduct the outstanding loan amount from the employee's final paycheck. When a University-designated holiday falls on a sick leave day, that day will not be charged as a sick day. Employees are not entitled to be paid for accrued unused sick leave upon termination of their employment. Employees are not otherwise entitled to pay in lieu of taking sick leave.

When possible, a faculty member should submit a sick leave request to their immediate supervisor for approval prior to taking leave and the supervisor should forward the leave request to the Office of Human Resources. In the case of an emergency and the employee is unable to obtain prior approval for sick leave the employee must submit the leave request to their immediate supervisor on the first day back to work and the supervisor must forward the leave form to the Office of Human Resources.

If a faculty member has three consecutive days of absence due to illness or is frequently absent, a doctor's statement may be requested at the discretion of the supervisor and/or Vice President for Academic Affairs. The University also reserves the right to request proof of illness from an appropriate medical provider, as the University deems necessary. Notwithstanding the University's willingness to provide sick leave, extended periods of absence that adversely impact the ability to deliver the programs of instruction may be grounds for termination.

Accrued sick leave must be used (and substituted for unpaid leave) prior to an employee taking any uncompensated time off pursuant to the Family and Medical Leave Act. Sick leave will not accrue during time off pursuant to FMLA.

Bereavement Leave

Bereavement Leave will consist of three (3) days with pay in the event of the death of an employee's immediate family member. Immediate family is defined as, parents, grandparents, children, brother, sister, spouse, and spouse's parents.

Leave under the Family and Medical Leave Act (FMLA)

To be eligible to receive leave under the FMLA, an academic employee must: (1) have been employed for a total of 12 or more months; (2) have worked full-time or a minimum of 1,250 hours during the 12-month period preceding the requested leave; and (3) be employed at a location where 50 or more staff are employed by the University within 75 miles of his or her worksite. Nine-month faculty must have been employed for a full academic year.

1. Reasons for FMLA Leave

They include leave: (1) for the birth of a child and sufficient time to care for that child; (2) for the delivery of a child through adoption or foster care; (3) to care for a spouse, son, daughter, or parent with a serious health condition; or (4) for a personal serious health condition that renders one unable to work.

2. Duration of Leave

Under most circumstances, a faculty member may receive up to 12 weeks of leave within any 12-month period.

3. Leave Year

The University uses a rolling 12-month period to determine eligibility for leave on any given date. The 12-month period is measured backward from the date the staff member uses FMLA leave.

4. Leave With or Without Pay

Leave is without pay except for that portion, if any, where personal leave, sick leave or workers' compensation is available to the staff member. Staff are required to exhaust all available paid leave (such as sick leave and personal leave) to cover some or all of the FMLA leave. Any such paid leave shall run co-extensively with the FMLA Leave. Upon approval of a faculty member's request for a leave of absence, Human Resources will designate whether such

- leave counts as FMLA Leave.
5. **Benefits During FMLA Leave**
Faculty shall continue to receive health insurance on the same basis during FMLA leave as they would if they were working. This means, however, that the faculty must pay for that portion of his or her coverage that he/she is currently required to pay for FMLA that is being used without pay. The faculty portion of the insurance premium is due on or before the 15th of each month he/she is on leave. Benefits, such as holiday pay, do not accrue during FMLA leave unless leave is with pay. During unpaid leave, benefits such as vacation and sick leave shall not accrue.

Notice and Reporting Requirements

A faculty member should provide a request for leave 30-days prior to when it is intended.

Health Care Provider Certificate

In order to qualify for leave based on a serious health condition, either for the faculty member or the faculty member's spouse, son, daughter or parent, you will need to provide Allen University with a medical certification issued by the attending healthcare provider regarding the necessity of leave. The FMLA provides a procedure for determining certification of the necessity of leave if the University has a question about the need for the leave.

Employment Rights Upon Return

Generally, upon the faculty member's return to work, he or she will be returned to the former position if it is still available. If the former position is no longer available, Allen University will provide an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

While on leave you should inform Human Resources and your supervisor, periodically, of your status and of your intentions concerning returning to work. You may also need to provide re-certification of your or your family member's medical condition.

If a faculty member has taken FMLA Leave due to his or her own serious health condition, the University will require certification from the faculty member's health care provider that he or she is fit for duty before the faculty member may return from FMA Leave.

BENEFITS

Employee Benefits

This information summarizes the benefit plans offered by the University. However, the University reserves the right to discontinue, add to, or modify any of the benefits described herein. Each plan has specific enrollment requirements. Plan Documents and additional

material for each plan are provided to all eligible employees at the time of

enrollment. Employees should contact the Office of Human Resources for notification of updates to original benefits.

Major Medical Insurance

Full-time faculty who meet plan eligibility requirements are enrolled in the Allen University Group.

Medical Insurance Plan

This plan includes medical, dental, vision and prescription drug coverage. Details of plan coverage are provided in Human Resources. Copies of each are given to eligible employees at the time of hire. The University pays 65% premium for all eligible employees. Dependent coverage is available at the time of hire or when there is a change of status. The University covers long-term disability at 100%. Short-Term Disability and additional Life Insurance is optional through supplement.

Group Supplemental Retirement Annuity (GSRA)

All eligible employees of the Institution can participate in the GSRA Plan. Eligible employees are all employees other than leased employees or persons employed by a contract service provider. Participation is voluntary and may begin on the first of the month following employment. All enrollees receive a GSRA kit and Summary Plan Description at the time of hire. Enrollment is open throughout the year and changes can be made at any time throughout the year.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA law provides continuation of group health coverage at the employee's expense that otherwise might be terminated due to a qualifying event such as death, termination of employment, reduction in hours, divorce, Medicare entitlement, loss of dependent status or bankruptcy of the employer. Medical benefit plans covered under COBRA are health, vision, prescription drugs and medical spending accounts. Plans not covered are Life, AD & D, LTD; dependent care accounts and other non-health benefits. You are to notify the Human Resource office immediately should you encounter a COBRA qualifying event such as divorce, loss of dependent status or receive a notice of disability determination. An initial *COBRA Notice* is included in the New Hire Packet. The Group Medical Plan document contains COBRA information.

Unemployment Compensation

The University, in accordance with SC law, pays the required fees for unemployment benefits. There is no cost to employees. Terminated employees should check with the Unemployment Compensation Division of the SC Employment Security Commission to learn if they meet eligibility requirements for unemployment benefits.

Worker's Compensation Benefit

The University is covered under the state Workers' Compensation Laws. Any employee who experiences an illness or injury in connection with his or her employment must immediately report it to his or her supervisor. In the event of injury, the names of witnesses to the occurrence should be provided to the supervisor. All supervisors should follow appropriate policies and procedures in reporting the claim. The Director of Human Resources should be notified and may answer questions regarding Worker's Compensations regulations.

END OF EMPLOYMENT

Resignations by Faculty

Agreements between the University and its faculty members may be terminated at any time by mutual agreement. A Faculty member intending to resign from the University is asked to provide notice of this intention as early in the academic year as possible. The faculty member must obtain appropriate clearance forms from the Human Resources office and submit a letter of resignation to the Vice President of Academic Affairs.

Termination of Faculty

Faculty employment agreements expire at the end of the specified term and incurs no obligation on the part of the University for further employment. However, the University aspires to provide reasonable notice, based on length of service when the decision has been made not to renew an agreement. It is possible, however, that financial or other serious exigencies during a term might require cancellation of faculty employment agreements.

Dismissal for Cause

This list of causes set out below is not considered exhaustive, but illustrative and does not change the employment-at-will relationship between the University and an employee. The termination of employment for cause, at any time or the dismissal for cause of a faculty member at any time prior to the existing term of appointment may involve review by the Chair, Dean, and the Vice President of Academic Affairs. The decision and notification will be made by the Vice President of Academic Affairs. The President may review terminations for cause.

A faculty member has the right to appeal such actions to the Faculty Committee. The burden of proof shall reside with the faculty member making the appeal.

Grounds for dismissal for cause are (but not limited to):

1. Academic incompetence
2. Insubordination
3. Substantial neglect of academic duty
4. Falsification of employment application, falsification of credentials, and falsification/plagiarism of publication/research.

5. Egregious acts of incivility or disrespect of students, a colleague, or administrator.

Cause for Immediate Dismissal

Under normal circumstances, the University will dismiss a faculty member only after full examination and consideration of the factors involved. However, certain actions and behaviors violate the core values and traditions of the University and hamper its ability to effectively pursue its mission. In such instances, termination may be immediate, without warning, and end the financial obligation set out in the employment agreement. Grounds for immediate dismissal include, but are not limited to:

1. Possession/use of a firearm (or dangerous weapon) on University property or event
2. Conviction of a felony
3. Acts involving moral turpitude
4. Gross negligence
5. Violation of Anti-Harassment Policies
6. Acts of violence
7. Public intoxication from illegal drugs or alcohol

Aspiration

The University aspires to, other than cause or financial emergency, to notify non-renewal of first-year faculty members by the end of the third week of March of each year. Notify non-renewal of faculty in the second year of employment or later, for reasons other than cause or financial emergency, by the second week of the spring semester each year. This aspiration does not negate or supersede declarations in the employment agreement.

Grievance Process

The purpose of the Grievance Process is to provide faculty members a consistent and orderly process for redressing sanctions or actions by the administration that are believed to violate rights and terms of employment.

Grievable Actions

1. A harsh sanction leveled by an administrator believed to be unrelated to performance or a prohibited behavior.
2. A decision to terminate during the term of an agreement not based on cause or financial emergency.
3. A denial of promotion or tenure by the administration not based on objective grounds or that was demonstrably based on discrimination.
4. An egregious denial of academic freedom.
5. An egregious public act of incivility or disrespect intended to or having the effect of demeaning.

Grievance Procedure

1. The grievance must be put in writing within ten (10) workdays of the event and state specifically what is being grieved, and what relief is being sought. The grievance should be submitted directly to the Office of Human Resources.
2. The Director of Human Resources will provide a finding as to whether the specific complaint falls within grievable guidelines.
3. Should the complainant not agree with the finding, or if Human Resources finds the matter grievable, the complaint shall be forwarded to the Faculty Committee for review.
4. The Faculty Committee may decide that the complaint does not merit a hearing or may decide to hold a hearing and investigate the matter. The Faculty Committee shall report its findings and recommendations, if any, in writing to the complainant and the principal named in the complaint.
5. Either party may appeal the decision of the Faculty Committee to the Executive Committee. The factual or interpretative basis for the appeal should be submitted to the President in writing along with relevant documentation.
6. The Executive Committee may decide that the request for an appeal is without merit or may decide to hold a hearing. The decision of the Executive Committee regarding the merits of the appeal or after hearing the appeal, is final.
7. Each participant in the grievance procedure will have a limit of ten (10) days to execute the required action.

End of Employment Procedures

Upon leaving employment, faculty members must complete check out procedures, which include the submission of final grades to the Dean of Enrollment/Registrar utilizing the designated university platform. In addition, faculty must return all University property including, but not limited to keys, equipment purchased by the University, and settle any financial obligations before the final paycheck can be issued. All final checks will be actual checks and not direct deposited.

Exit Interview

Faculty who are leaving the University either voluntarily or involuntarily should participate in an exit interview. The Director of Human Resources will review departure related benefits, note exiting observations, and answer related questions.

CERTIFICATION OF HANDBOOK CONTENTS

This handbook is true and correct in content and policy. All interpretations relative to this handbook are subject to final review and approval of the President and Board of Trustees.

ALMA MATER

Allen, to thee we lift our hearts and voices.
Allen, to thee life's choicest gifts we pray,
And ever as we leave thy dear walls
And halls so steeped in glory,
Guard well thy children;
Guard and guide us on our way.
Guard well thy children; Guard and
guide us on our way.

When other sons so true and daughters loyal
Shall to their Alma mater shout praises free, We,
too, shall ever stand at thy side
And sing aloud forever;
Allen, Fair Mother,
We pledge our love to thee,
Allen, Fair Mother,
We pledge our love to thee.

SYMBOLISM

Mascot: Yellow Jacket

Colors: Blue and Gold

