

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 2018-2019 fiscal year.

HISTORY

The African Methodist Episcopal (AME) Church founded Allen University in 1870. The University has a distinguished history, rich in the tradition of promoting spiritual growth and training men and women to become productive leaders in an ever-changing society. Representing the dream of Daniel Alexander Payne, an apostle of black education in the United States who saw the need for a unique school among African Americans, Allen University has cultivated a distinguished history, also rich in the tradition of training men and women for leadership.

On July 29, 1870, under the leadership of Bishop John M. Brown, the Columbia Conference purchased 150 acres of land in historic Cokesbury, SC at the Annual Conference. At the Annual Conference, the Reverend Simon Miller presented the deed for the land and buildings. The document was adopted and became the property of the AME Church, bearing the name of Daniel A. Payne. For its first 10 years, the school prospered under the leadership of Crogman, Perter, Scarborough and Morris, fulfilling its mission of developing an educated clergy in the face of repression and violent opposition during the Reconstruction Era in South Carolina.

At the Annual Conference meeting in Spartanburg in 1880, delegates agreed on the need for a more centralized location for Payne Institute and voted for its transfer to Columbia, SC. Concurrently, Payne Institute was renamed Allen University in honor of Bishop Richard Allen, Founder of the AME Church. Under the first two presidents, J.E. Walters and J.W. Morris, who had studied law at the University of South Carolina, Allen made great progress. During this period, the Theological and Law Departments were formed within the institution. Between 1884 and 1890, 14 students received a degree in letter, and 54 graduated from the Normal Collegiate Department.

During the Depression, Allen overcame many hardships to keep its doors open. In 1930, the Department of Science was established, followed by a Department of Languages. In these early years, Allen University had to satisfy the needs of its students at all educational levels. For many years, the curriculum not only included legal courses, but theology, the arts, and courses at elementary and high school levels. At one time, it was possible for a student to enter Allen as a child in the first grade and leave prepared to teach, preach or plead in the courts as fully trained educators, ministers and lawyers. The grammar school continued until the mid-1920s. The high school was closed after the graduation of the class of 1933. For the 1933 school term, the University accepted only persons who had completed high school.

The decade of the 1940s saw many adjustments in response to the circumstances of World War II. Following the war, an influx of veterans pursued studies at Allen. In 1945, the Departments of Humanities, Philosophy, Psychology and Religion joined the existing curricula. In 1970, Allen University celebrated its Centennial, marking the close of a century and the beginning of a bright future, rededicated to the principles upon

which it was founded. Responsive to changes in society, Allen revised its curricula to continue to provide its students with educational experiences and competencies needed to successfully pursue their chosen careers. Allen University continued to meet the challenges and training which were consistent with the spirit and commitment of Richard Allen.

The 1990s were a period of rededication, growth and development. The University began the decade by accepting the challenge to develop a stronger academic program. The hard work and commitment resulted in the affirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and successful reaffirmation six years later. Since then, the University has worked successfully to improve its fiscal accountability and to upgrade its facilities. Recent improvements include the construction of John Hurst Adams Gymnasium, restoration of Arnett Hall and Chappelle Administration Building, construction of two new residence halls, and interior renovation of three of its historic residence halls.

Allen University continues to demonstrate its mission of preparing young people for service. An impressive number of Allen alumni have had distinguished careers in a variety of fields and have earned advanced degrees at some of the most prestigious universities in the nation. From the ranks of Allen University emerged leaders in the quest for social justice as well as catalysts for spiritual growth and educational excellence.

MISSION STATEMENT

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

VISION

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, and 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.

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.

These 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, the following functions:

- The primary function of the Board shall be to formulate policies for the general administration of the University. In exercising this function, the Board shall not involve itself as a Board or as individual members in the implementation or administration of policy.
- Determine and periodically review the University's mission and purposes.
- Elect the President who shall be the University's Chief Executive Officer; and set appropriate conditions of employment.
- Support the President and assess his or her performance.
- 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.
- Approve University policies and procedures bearing on faculty appointment, promotion, tenure and dismissal, as well as, personnel policies for other categories of staff.
- Approve the Annual Budget, set tuition and fees, regularly monitor the University's financial condition, and establish policy guidelines affecting all University assets, including investments and the physical plant.

ADMINISTRATION

The Administration of Allen University is comprised of the President, Vice President for Academic Affairs, Vice President for Institutional Advancement, Vice President for Fiscal Affairs, and Vice President for Student Affairs. In addition to these administrative 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 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.

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.
- Selects area coordinators and recommends division chairmen to the President.
- Recommends faculty for hiring, promotion, tenure and merit pay.
- Recommends students for the conferral of degrees.

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.

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

ACADEMIC LEADERSHIP

Division Deans / Chairmen

Deans/Chairmen 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/Chairmen are responsible for insuring 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/Chairmen 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.

Department Chairs / Area Coordinators

Chairs/Coordinators 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/Coordinators cooperate with Deans/Chairmen to develop accessible student learning outcomes and execute instruction to ensure that they are achieved. In addition, coordinators lead their colleagues in providing effective academic advising for students studying in their disciplines.

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 or an appointed search committee are to consider 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 chair 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/Chairmen 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 chairmen initiate recommendations for initial compensation. These recommendations are considered by the 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.

FACULTY RESPONSIBILITIES

Student Advisement

Division Deans/Chairmen shall assign students to faculty members in their respective area 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 closely with the Office of Academic Affairs 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/Chairman.

Grade Books/Reports

Faculty members are to maintain a grade book containing the names of students enrolled in their course, the grades assigned and a record of attendance. Faculty members must submit/post grade reports in accordance with the announced schedule. Failure to submit grade reports on time may result in punitive actions. Grade books, along with grade report forms, shall be submitted to the Division Dean/Chairperson at the end of the school year and upon termination of employment.

Professional Conduct

Faculty shall maintain the confidentiality of student examinations, other graded work, and final grades.

Faculty shall be polite, helpful, and fair. They should consider the wide range of variables that can affect learning and should attempt to assist students to meet expectations.

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.

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, 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.

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 chairperson.

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 chairperson, 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.

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/Chair will recommend the change to the Academic Affairs Committee for action. The President may review actions of this committee.

II. Classroom and Office Time

- A. Faculty must meet their classes regularly and promptly, at the scheduled times and places. To request an authorized absence from class, a faculty member must write the division head at least five days in advance and include satisfactory plans for the class activities. In the case of illness and emergency, faculty members should immediately inform their chairpersons who will arrange for coverage of the class(es).

- B. Faculty must meet classes as scheduled before and after College holidays and adhere strictly to the official examination schedule.
- C. 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.
- D. Faculty must be available for appointments with students who are unable to meet with them during regular office hours.

III. Course Definition and Content

- A. Each instructor is required to prepare a comprehensive syllabus for each course taught. Faculty must submit copies to the division chair who shall make them available to the Vice President for Academic Affairs.
 - 1. All syllabi must be prepared using the standardized format of an Allen Syllabus.
 - 2. Students must be given copies of the syllabus by 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 texts.
- 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 required textbooks for each course. Regular readings must be assigned from the required textbooks.
- F. Faculty must administer the course evaluation survey 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, typically 14 to 15 weeks.
 - 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. Attendance and class participation should be encouraged as critical elements in student performance. Faculty will visibly or audibly take attendance at each class meeting. When a student has missed two consecutive class meetings, the instructor will email the student and send copies to the Vice President for Retention and the Vice President for Student Affairs.
- B. Faculty must 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. Assignments and examinations must be evaluated and returned promptly with necessary feedback.
- D. Final course grades must be evaluated by use of objective means, congruent with the content and instruction in the course.
- E. Faculty will design assignments and examinations at a level of difficulty appropriate to the level of the course.
- F. Common midterm and final examinations must be administered in General Education courses.
- G. Tests and extended assignments must not be given during the study week that precedes the final examination period.
- H. Faculty must leave all grade books with the Registrar at the end of the academic year.
- I. Clear assessment measures for assignments must be addressed in each course syllabus.

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 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 chairmen; and also exercises general supervision and evaluation of Area Coordinators, and other faculty members.
- B. Division Chairmen are responsible for supervising/evaluating Area Coordinators and also exercise general supervision and evaluation of all faculty members within the division.
- C. Area Coordinators are responsible for supervising and evaluating the performance of faculty members in their areas.

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 services.
- C. Evaluation data will be collected from students, peers, supervisors, and administrators.

III. Supervising/Evaluation Procedures

- A. Chairs/Area Coordinators will evaluate each colleague, prepare an evaluation report for each, and share the results of the evaluation with the faculty member.
- B. The faculty member must sign the evaluation form.
- C. The faculty member may write a response to the evaluation.
- D. The Chair/Coordinators will send evaluations and responses to the Division Chairmen.
- E. Student evaluations of faculty shall be administered by the Office of the Vice President for Academic Affairs on a scheduled basis. Results of the evaluations will be shared at every level where there is reason to know.
- F. Deans/Division chairmen will prepare reports based on the evaluations received from the Area Coordinators. Deans/Division chairmen will also prepare evaluations of the area coordinators.
- G. Each Area Coordinator must sign the report.
- H. The Area Coordinator may write a response to his/her evaluation.
- I. The Division Chairmen will send these reports to the Vice President for Academic Affairs.
- J. Chairs/Area Coordinators and Deans/Division Chairs shall also submit notes on outstanding performances by faculty under their supervision Vice President for Academic Affairs.

IV. Sources for Supervision and Evaluation

Faculty evaluations are guided by Faculty Instructional Responsibilities and, where appropriate:

- Course syllabi and other course materials
- Teacher and course evaluations
- Interpersonal relationships
- Attendance at area meetings, workshops, etc.
- Participation in college-wide activities
- Classroom visitation

RESEARCH AND GRANT POLICIES

It is the policy of the University to require all applications for support of research, training, or demonstration, which involves the direct participation of Allen University's students, faculty, or staff to follow a set of systematic procedures and guidelines established by the Institution. Regardless of the nature or degree of risk anticipated, the applicant must present a letter requesting permission along with a copy of the proposed study to the Vice President of Academic Affairs. The proposal will require review by the Institutional Review Board and prior IRB Training when available. All proposals will require the President's approval.

Details of the proposal must include the following points:

1. The possible risks to the rights and welfare of human subjects, including the rights of privacy, freedom from undue harassment, and confidentiality data, and a description of the provisions made to minimize these risks.
2. Methods used to acquire informed consent, with special emphasis on their appropriateness to the particular situation inherent in the study plan.
3. The relative risks of the projects as compared to the probable benefits to the subjects and to society.

Upon completion of the research application, a "Checklist for Research Involving Human Subjects" and a signed "Informed Consent" must be submitted to the Institutional Review Board. These forms may be obtained from the Office of Institutional Advancement. Systematic review by the Institutional Review Board will determine if the University will continue to endorse the project.

The review process may take up to forty-five (45) from the date of submission.

Grant Policy

Faculty members who receive external funding for research or professional activity may receive three (3) months of annual salary in compensation should the grant provide an adequate combination of principal investigator (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.

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 subjects 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 the Core Values of Allen University.

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/chairman 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 teachers 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.

PROMOTION AND TENURE

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

Promotion

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 chairman 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 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: Vice President for Academic Affairs (Chairman), all Division Deans / 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 and minors; 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.

AFFIRMATIVE ACTION POLICY

The University seeks to employ high-quality faculty. The Vice President of Academic Affairs is designated as the affirmative action coordinator for faculty, while the Director of Human Resources is designated as the affirmative action coordinator for staff. Department heads and supervisors are responsible for the implementation of the affirmative action plan in their respective areas of responsibility.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

To accomplish its mission, the University seeks to select and employ qualified individuals. Allen 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 Allen 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 Allen 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.

All employees are expected to comply with the University's Equal Employment Opportunity Policy.

Anti-Harassment Policy

Purpose: To promote a productive work environment that is free of harassment, to provide definition, and to ensure that violations are remedied.

Policy: Allen University is committed to provide a work environment that is free from harassment. It is the policy of Allen University to promote a productive work environment and not tolerate harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, 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. All employees, including supervisors and other management personnel, are required to abide by this policy. No employee will be adversely affected in employment with the University as a result of bringing a complaint or complaints of unlawful harassment; although all claims are thoroughly investigated by the University. Any employee engaging in harassing behavior or any employee who knowingly brings a false claim will be subject to disciplinary action, including possible termination of employment.

Privacy/Confidentiality

The University will respect the privacy of all complaints, complainants (the individual(s) against whom the complaint is filed against), and the witnesses, as much as possible, consistent with obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law.

General Information

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment or offensive conduct will be tolerated and the University places emphasis on prohibiting sexual harassment. Each supervisor and manager have the responsibility to keep the workplace free of any form of harassment. Employees, supervisors and managers are responsible for reporting and resolving harassment complaints. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to accept harassment will affect the employee's terms or conditions of employment.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his race, color, age, religion, national origin, sex, disability, or pregnancy and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Adversely affects an individual's employment opportunities.

Complaint Procedure

Any 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 but within ninety (90) days of the alleged act. 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 reports of harassment 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.

All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need-to-know-basis. The identity of the employee lodging a complaint usually is revealed to the individual accused of the policy violation. No employee will be intimidated, threatened, coerced, discriminated or retaliated against 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.

NON-FRATERNIZATION POLICY

It is not the University's intent to interfere with the off-duty or personal conduct of its employees, or to regulate social interactions between employees or relationships entered into freely. Nonetheless, in order to prevent unwarranted harassment or sexual harassment claims, uncomfortable working relationships, morale problems among other employees, and the appearance of impropriety, employees are prohibited from engaging in consensual romantic or sexual relationships with another employee during working hours, or at any time with a student of Allen University.

For questions regarding this policy or its application, please contact Human Resources. Such inquiries will, to the extent possible, be treated as confidential.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The University is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is our 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. Consistent with this policy of non-discrimination, the University will provide reasonable accommodation to a qualified individual with a disability as defined by the ADA, who has made the University aware of his/her disability, provided such accommodation does not constitute an undue hardship on the University.

Faculty with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Vice President for Academic Affairs while a final candidate for the position or when the availability presents itself.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Vice President of Academic Affairs will confer with the Human Resources director 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.

CONFLICTING EMPLOYMENT RELATIONSHIPS (NEPOTISM)

In general, there are only minimal limitations of employment or continued employment of any person because of a conflicting relationship with another member of the University faculty or staff. Employment is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his or her position as objectively as possible. Where employment would be in conflict, the problem sometimes may be avoided by adjustment of the duties assigned to one or both individuals or by modification of the administrative relationships of their positions, or both. Such adjustments may be made whenever reasonable but are not acceptable if they will have significant adverse effect on the evaluation of the positions or on the orderly operation of the department or other offices concerned.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment 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. 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 household. 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.

If one of the conditions outlined should occur, attempts will be made to find a suitable position within the University to which one of the employees will transfer. If the faculty members become immediate family, the University will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the faculty members will be permitted to determine which of them will resign. If the faculty members cannot make a decision, the University will decide in its sole discretion who will remain employed.

WORKPLACE ENVIRONMENT

Violence in the Workplace

The University strongly believes that all employees should be treated with dignity and respect. Acts of violence 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

In the regular operation of every institution, it is inevitable that there will be occasions when routine operations are interrupted, and in extreme instances suspended altogether. These occasions may be due to weather, fires, strikes, or organized student demonstrations. In all such situations, it is important for staff, faculty and students of the University to see that all functions and services go on as far as possible.

Fire

1. The detection of any fire should be reported to the campus police immediately.
2. Faculty should quickly evacuate the buildings and allow professional firefighters to extinguish the blaze.
3. Faculty should also become familiar with the location of every fire extinguisher in the building and know how to use them to extinguish a blaze when evacuation and notification are not options.

First Aid

If a faculty member is injured on the job, the University provides coverage and protection in accordance with applicable state Worker's Compensation Laws.

Any injury while on the job, no matter how minor, should be reported promptly to the employee's immediate supervisor, chair, or division dean/chair, who in turn will notify the Vice President for Academic Affairs and the Human Resources Director of the incident. Failure to report accidents is a serious matter as it may preclude coverage under Worker's Compensation Laws.

Aside from the desirability of reporting an injury so that it may be properly treated, it is important that the Office of Human Resources be furnished immediately with a Report of Injury Form with complete information regarding the employee's injury.

Forms for submitting a report may be obtained from Human Resources.

Substance Free Workplace

The University is committed to providing a safe workplace and establishing policies that promote high standards of employee health and safety. Consistent with the spirit and intent of this commitment, it is the University's intention to maintain a drug/alcohol-free workplace. The intent of this policy is to prevent the use of drugs and alcohol in the working environment. Use of these substances poses a serious threat to the health and safety of all employees.

In compliance with current state and federal law, it is the policy of Allen University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance defined as those drugs or substances listed in schedules I through V of the federal Controlled Substance Act, including but not limited to marijuana, cocaine, heroin, opiates and amphetamines is prohibited in the workplace, including while on travel status for the University. (Not included are substances used in accordance with a valid prescription from the employee's physician). Such unlawful activity will be considered grounds for dismissal from employment.

The use, possession, transportation, promotion, or sale of illegal drugs or alcohol by anyone at work is absolutely prohibited. "Substance Free" for the purpose of the policy, shall be defined as not: (1) reporting to work or working while under the influence of or impaired by alcohol or any other drug; (2) having a chemical dependence on alcohol or other drugs where job performance or safety of employees is adversely affected; or (3) using illegal drugs. The term "illegal drugs" as used in this policy includes, but is not limited to, marijuana, cocaine, heroin, phencyclidine, amphetamines, and similar drugs, whose possession and use are prohibited under either state or federal law, as well as prescription drugs unless validly prescribed by the employee's physician.

E-mail System and Internet Policy

The e-mail system is the property of Allen University and it is provided for use in conducting the University's business. All communications and information transmitted by, received from, or stored in this system are records of the University and property of Allen University.

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 monitor, 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 unauthorized web sites containing pornographic, subversive, racist, sexist or hate group material of any kind is strictly forbidden and will result in adverse personnel action up to and including termination.

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.

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 Human Resources office.

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.

ON THE JOB POLICIES

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.

Appearance

Faculty members are expected to dress professionally, on a daily basis, as models of professional dispositions for students and respect for the profession. Faculty members may consult the Division dean or Vice President of Academic Affairs or Human Resources if unclear about appropriate decorum.

Faculty/Student Organization Advising

The Vice President of Academic Affairs, Division Chairpersons and Faculty share responsibility for providing educational counseling to students. The direct involvement of the Faculty in this effort is an expectation of Allen University as previously detailed under faculty responsibilities. A student's right to privacy and confidentiality will be respected in accordance with established professional standards. Faculty members at times are called upon to serve the University by acting as advisors to student organizations. The Vice President for Student Affairs makes such appointments, with the consent of a faculty member's division chair.

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, 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 and staff in University and Alumni events. Your 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.

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.

LEAVES

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 Institute Retreat (usually mid-May). The semester contract period is for a specified period of time, from August through May.

Allen observes the following holidays, as reflected on the Faculty Work 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 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 charges 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 statutory 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. Please have available the names of any witnesses. All supervisors should follow appropriate policies and procedures in reporting the claim. If there are questions, contact Human Resources at extension 2700. FMLA leave will be applied to any leave and period of absence resulting from a job-related injury or illness.

END OF EMPLOYMENT

Resignations by Faculty

An individual who determines that he or she is unwilling or unable to fulfill a agreement shall inform his or her department chairperson. The faculty member in consultation with the administrator shall decide the date of termination of services. Consideration shall be given to the educational well-being of students and the general welfare of the institution in deciding the effective termination date. The faculty member

must give 45 days' notice, obtain appropriate clearance forms from the Human Resources office and submit a letter of resignation to the division chairperson and Vice President of Academic Affairs. Faculty members intending to resign from the University are asked to provide notice of this intention as early in the academic year as possible. Agreements between the University and its faculty members may be terminated at any time by mutual agreement.

Termination of Faculty

The granting of full-time faculty status can be interpreted as an agreement to employ the faculty member in his or her department only for the term set out at the time of hiring. Each employment agreement expires at the end of the specified term and incurs no obligation on the part of the University, unless or until tenure is granted. However, reasonable notice, based on length of service, will be prided when the decision has been made not to renew an agreement. It is possible, however, that financial or other serious exigencies during the term might require the University to reevaluate the continuation of full-time faculty in their positions. Should it become necessary to curtail or eliminate some educational programs and terminate some faculty appointments, the University pledges itself to the use of fair and effective procedures and to thorough exploration, with faculty, of alternatives that do not require termination. Such termination, although expected to be of extremely rare occurrence, is not to be confused with dismissal for cause as specified in the following paragraphs.

Dismissals

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

Academic incompetence

Insubordination

Substantial neglect of academic duty (per contract and as specified in the Handbook).

Falsification of credentials; falsification of research; or grave misconduct with respect to generally accepted standards of conduct for members of a University faculty.

Immediate Dismissals Conduct

In most circumstances, the University will initiate the release of any faculty member only after full consideration and documentation of all factors involved. However, any faculty whose conduct, actions or performance violates or conflicts with the University's policies may be terminated immediately and without warning.

Additional examples of grounds for immediate dismissal include, but are not limited to:

1. Breach of trust or dishonesty
2. Conviction of a felony
3. Willful violation of an established rule or policy
4. Falsification of company records, including time sheets
5. Gross negligence
6. Violation of Non-Discrimination and Anti-Harassment and/or Equal Employment Policies

Termination for Cause Policies

1. Deliberate non-performance of work
2. Theft or unauthorized possession of property belonging to Allen University or any coworker
3. Excessive absenteeism or lateness
4. Marring, defacing or other willful destruction of any supplies, equipment or property
5. Failure to call or directly contact your department chairperson when you will be absent from work
6. Fighting or breach of acceptable behavior
7. Violation of the Drug and Alcohol Abuse Policy
8. Leaving the work premises without authorization during scheduled hours
9. Possession or use of unauthorized dangerous weapons on the premises
10. Unauthorized use of computer equipment

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the University and the employee. The termination, for cause, of an appointment at any time or the dismissal, for cause, of a faculty member at any time prior to the lapse of his or her existing term of appointment involves review and recommendation by the chairperson, and the Vice President of Academic Affairs. A decision will be made by the Vice President of Academic Affairs and recommended to the President. The President will then make the final decision.

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

Notice: Other than cause or financial emergency, the non-renewal of a first-year faculty member shall be communicated by the end of the third week of March of each year. Non-renewal of faculty in the second year of employment or later, for reasons other than cause or financial emergency, shall be communicated by the second week of the spring semester.

EMPLOYEE COMMUNICATION AND PARTICIPATION

Informal Problem-Solving

The University is concerned with any situation affecting the employment relationship, and it is committed to trying to correct any condition or situation that may cause problems or misunderstandings. Therefore, the University has provided an orderly process for employees to voice concern about any matter with a colleague or supervisor that might adversely impact performance.

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.

GRIEVANCE PROCESS

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

Grievable Actions

1. Any harsh sanction administered by a supervisor that may be attributed to a reason unrelated to performance.
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 demonstrably based on discrimination.
4. An egregious denial of academic freedom.

Grievance Procedure

1. The grievance must be 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 Human Resources Office.
2. The Human Resources Director 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 and the findings shall be forwarded to the Faculty Committee for review and determination.
4. The Faculty Committee may decide that the complaint does not merit a hearing or decide to investigate the matter and hold a hearing. The Faculty Committee shall report its findings and recommendations, if any, in writing to the complainant and the subject of the complaint.
5. Either party may appeal the decision of the Faculty Committee to the Executive Committee.
6. At its sole discretion, 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 is final.

7. Each participant in the grievance procedure will have a limit of ten (10) days to execute the required action.

Final Paycheck

Upon leaving Allen University, faculty members must complete check out procedures, which include submission of final grades, grade books, and grade distribution forms. In addition, faculty must return all University property including, but not limited to keys, equipment purchased by the University, and settle any cash/expense advances before the final paycheck can be issued. All final checks will be actual checks and not direct deposited. The Office of Human Resources provides and certifies the official checkout form.

Reference Checks

Under no circumstances should any faculty member release any information about any current or former faculty member over the telephone. All inquiries regarding a current or former employee must be referred to the Human Resources office.

Exit Interview

Voluntary termination occurs when employees leave Allen University of their free choice. Involuntary termination (i.e., discharge) occurs when the University initiates the separation. For all faculty, the termination date is the last date an individual was actively at work or the date on which a leave of absence expired. Employees who leave either voluntarily or involuntarily should participate in an exit interview. Information and suggestions obtained in these interviews can be used to improve the work environment for other employees. The exit interview also provides an opportunity for the departing employee to ask questions related to benefits and other issues.

The Human Resource Department will attempt to meet with departing employees before they leave the University, usually during the last two weeks of employment. This meeting will include a review of benefits, as well as an attempt to answer any questions that departing employees may have.

By the last day of employment, an employee must return the following items to his/her immediate supervisor:

- Any University property borrowed or assigned.
- University keys.
- Parking stickers and library card.

Any earned termination pay shall not extend the effective date of termination beyond the last day worked. Claims filed for unemployment benefits uses both last day worked, as well as the last day compensated by termination pay.

As stated, the Office Human Resources provides and certifies the official final check out form.

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
Graduate: Allenite