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**Talladega College**  
**Talladega, Alabama**

**FACULTY HANDBOOK**  
**AND**  
**PROCEDURES MANUAL**

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## **1.0 MISSION STATEMENT**

Talladega is a college where fostering leadership is a tradition. Since its founding in 1867, it has sought to instill in its graduates the values of morality, intellectual excellence and hard work.

The College seeks to nurture the whole person through close, personal relations between faculty and students and by providing experiences that develop a strong personal value system and a sense of responsibility to the local community and to the world.

Talladega College believes that an essential part of leadership is skill in communications. Thus, it places special emphasis on the ability to listen and to read critically, to write and to speak with clarity and to think analytically and strategically.

The College also emphasizes its historic achievements in the sciences and humanities, secure in the knowledge that all disciplines are illuminated by a broad-based grounding in the liberal arts. The College maintains its tradition of preparing students thoroughly not only for the world of work but also for advanced graduate education.

The College is also mindful that it is part of a larger universe of nations, cultures, races and religions and seeks to instill an understanding and appreciation of those differences through its curriculum and multicultural faculty.

Talladega College is dedicated to producing humane, well-rounded leaders who think independently, are secure in their sense of themselves, are open to intellectual growth and prompted to serve their community.

The Mission Statement as approved by the Board of Trustees October 30, 1987.

## 1.1 History of the College

The history of Talladega College began on November 20, 1865, when two former slaves, William Savery and Thomas Tarrant, both of Talladega, met in convention with a group of new freedmen in Mobile, Alabama. From this meeting came the commitment;

“...We regard the education of our children and youths as vital to the preservation of our liberties, and true religion as the foundation of all real virtue, and shall use our utmost endeavors to promote these blessings in our common country.”

With this as their pledge, Savery and Tarrant, aided by General Wager Swayne of the Freedmen’s Bureau, began in earnest to provide a school for the children of former slaves of the community. Their leadership resulted in the construction of a one-room schoolhouse, using lumber salvaged from an abandoned carpenter’s shop. The school overflowed with pupils from its opening, and soon it was necessary to move into larger quarters.

Meanwhile, the nearby Baptist Academy was about to be sold under mortgage default. This building had been built in 1852-53 with the help of slaves including Savery and Tarrant. A speedy plea for its purchase was sent to General Swayne. General Swayne then persuaded the American Missionary Association to buy the building and 20 acres of land for \$23,000. The grateful parents renamed the building Swayne School and it opened in November of 1867 with about 140 pupils. Thus, a building constructed with slave labor for white students became the home of the state’s first college dedicated to servicing the educational needs of blacks.

In 1869 Swayne School was issued a charter as Talladega College by the Judge of Probate of Talladega County. Twenty years later, in 1889, the Alabama State Legislature exempted properties of the College from taxation.

Swayne Hall has remained in service as the symbol and spirit of the beginning of the College. Foster Hall, erected for girls and teachers in 1869, was the first building added after the College was chartered. Stone Hall, for boys and teachers, was built the next year. Other buildings were added over the school’s first hundred years, and at the conclusion of its centennial observance, Talladega counted 21 major buildings and more than a dozen residence buildings for faculty and staff.

The training of leaders in education was the first and has been a continuing interest of the institution. The first courses offered above elementary grades were normal courses for teachers.

An outline for collegiate level course work first appeared in the catalog for the year 1890. In 1895, the first class graduated with the bachelor’s degree.

*Peterson's Guide "Top Colleges for Science"* identified Talladega College as one of 200 colleges and universities in the United States that offers an outstanding undergraduate program in science and mathematics. Peterson is a major publisher of college guidebooks. *Top Colleges for Science* is the first-ever college guide to the nation's leading undergraduate science programs.

Talladega College was selected from nearly 1,500 four-year colleges and universities initially identified according to the classifications listed in the *1994 Carnegie Classification of Institutions of Higher Education*. Selection was based on the number and percentage of baccalaureate alumni who earned doctorate degrees in each of the basic sciences and mathematics from 1988 through 1992, the number and percentage of undergraduates who earned baccalaureate degrees in each of the basic sciences and mathematics from 1988 through 1992, and the number and percentage of baccalaureate alumni who were awarded National Science Foundation Fellowships in the sciences and mathematics from 1990 through 1994.

Talladega is one of only two institutions in Alabama that has a human cadaver for anatomy instruction. According to the National Science Foundation, Talladega ranks second among U.S. colleges in graduating students who earn Ph.D.s.

## **2.1 Definition and Organization of the Administration**

The administrative structure of Talladega College consists of the Board of Trustees, the President, and such other administrative officers normal for undergraduate college operations. Changes are made in titles and reporting responsibilities as the needs of the College change over time.

### 2.1.1 The Board of Trustees

The corporate powers of the College are vested in the Board of Trustees, which is self-perpetuating. This Board has the ultimate responsibility for governance of the College and of insuring that the programs of the College "serve the public good."

### 2.1.2 The President

The President, who holds the rank of College Professor in his/her discipline, is the chief administrative officer of the College. As the official campus agent of the Board of Trustees, this person is responsible for the entire operation of the College. The President is a member of the Board of Trustees and an ex-officio member of all Board Committees.

#### 2.1.2.1 The President's Cabinet

The Cabinet consists of the chief administrative officers of the College and would include the Deans of Business and Administration, Eunice Walker Johnson Division of Social Sciences and Education, Division of Humanities and Fine Arts, and Natural Sciences and Mathematics when necessary. The cabinet meets periodically upon the call of the President to communicate concerns to the President and to advise the President.

### 2.1.3 The Provost/Vice President of Academic Affairs

The Provost/Vice President of Academic Affairs, who holds the rank of Professor in his/her discipline, is the chief academic officer of the College and is directly responsible to the President. The primary concerns of the Provost are the integrity of the Talladega College curriculum and the quality of College activities and processes which support the academic program.

### 2.1.4 In order to satisfy these concerns, The Provost/Vice President of Academic Affairs

- a. supervises the faculty in the improvement of academic policies and practices, in consultation with the President and appropriate committees
- b. supervises the scheduling of classes and major examinations
- c. coordinates the activities of the division dean
- d. serves as chairperson of the Academic Review, Curriculum Study, and Library Committee
- e. serves on the Admissions Committee, the Financial Aid Advisory Committee, and other ad hoc committees as required by the President
- f. considers student grievances
- g. recommends candidates for graduation
- h. encourages and assists faculty in development and self-improvements
- i. assists in the development of proposals
- j. supervises and assists in the publication of the college catalog.

#### 2.1.3.1 The Assistant to the Provost/Vice President of Academic Affairs

- a. exercises general administrative duties,
- b. assumes responsibility of supervising the academic program in the absence of the Provost/Vice President of Academic Affairs:

- c. assumes responsibility for such routine academic work, including the following:
  1. developing class schedules
  2. balancing programs
  3. supervising classroom and course adjustments
  4. supervising the dropping and the adding of courses and student withdrawals
  5. counseling with students referred to the Academic Office by division chairpersons or other College officers
  6. working with faculty on routine matters, relating to the daily functions of faculty
  7. assigning faculty offices in conjunction with division chairpersons of other College officers
  8. completing reports for internal/external agencies
- d. works with the Provost/Vice President of Academic Affairs and the units heads in curricular and program design, implementation and upgrading:
- e. works with the provost/Vice President of Academic affairs on faculty, recruitment, screening, development, and upgrading;

#### 2.1.3.2 The Librarian

The Librarian is directly responsible to the Provost/Vice President of Academic Affairs, and oversees the operational aspects of the library.

Specific duties include:

- a. supervising the operation of the library in specific areas such as acquisitions (books and non-book materials), periodicals, and other library-related materials
- b. teaching the use of the library and preparing materials for orientation of freshmen and other students
- c. receiving requests for the use of any rooms in the library
- d. preparing quarterly and annual reports to the President
- e. scheduling library staff assignments
- f. coordinating the use of the library with other academic functions of the College community
- g. serving as an academic member of the College.

### 2.1.3.3 Director of Student Support Program

The Director of Student Support Services is directly responsible to the Provost/Vice President for Academic Affairs. The Program offers students one or more of these services: skill development; individualized tutoring in academic areas; academic, personal, financial aid, and career counseling; and an array of seminar experiences.

Specific duties of the Director of Student Support Services include:

- a. supervising services and activities, recommending appointments, promotions and terminations of project's academic administrators, faculty and staff
- b. formulating policies and regulations governing personnel; coordinating the development and implementation of standards for instruction, counseling and recruitment
- c. formulating and recommending budgets for program development and administering approved budgets within established guidelines and procedures
- d. coordinating relations and programs with project constituents (the College, boards, and committees)
- e. developing and administering organized programs of research and publication of program activities
- f. develop supplementary funding resources
- g. writing and submitting proposals for continued federal funding, and annual reports to the Office of the President.

### 2.1.3.4 Dean of Enrollment Management

When the position is active, the Dean of Enrollment Management reports to the Vice President of Student Affairs.

Specific duties include coordinating the activities of:

- a. the Registrar's office
- b. the Admission's office
- c. the Financial Aid office.

### 2.1.3.5 The Registrar

The Registrar reports directly to the Vice President of Student Affairs.

Specific duties include

- a. keeping accurate and permanent records of the courses, grades, etc., of each student
- b. sending reports of grades to students and parents at the end of each semester
- c. preparing transcripts of scholastic records and related information that may be requested
- d. conferring with instructors and students concerning credit hours and grades of students
- e. working with the Provost/Vice President of Academic Affairs on other matters pertaining to the academic program whenever requested
- f. planning and implementing the registration process in cooperation with the Office of the Provost/ Vice President of Academic Affairs.

#### 2.1.3.6 The Director of Admissions

As the position is currently structured, the Director of Admissions reports to the Provost/Vice President of Academic Affairs.

Specific duties include

- a. developing recruiting strategies
- b. recruiting and coordinating recruitment activities
- c. interacting with alumni, high school counselors and other organizations to insure friendly linkage for recruitment purposes
- d. evaluating transcripts of applicants including transfer students
- e. corresponding with applicants and potential applicants.

#### 2.1.3.7 The Division Deans

The four academic divisions of the College: Business and Administration; Eunice Walker Johnson Division of Social Sciences and Education; Humanities and Fine Arts; and Natural Sciences and Mathematics are each chaired by a Division chairperson who reports to the Provost/Vice President of Academic Affairs.

Specific duties include

- a. coordinating the general program of the Division
- b. serving as advisors to the Provost/ Vice President of Academic Affairs
- c. presiding at divisional meetings
- d. serving on the following standing committees of the faculty:  
Curriculum Study Committee

Academic review Committee  
Library Committee.

- e. coordinating the academic schedules of the department and programs within the Division
- f. coordinating the budget development and budget monitoring among the departments and programs within the division.

#### 2.1.3.8 The Department Heads and Program Directors

The Department heads and Program Directors are immediately responsible for the academic program of the College. Each reports to the chairperson of the Division in which the Department or Project is housed and to the Provost/Vice President of Academic Affairs.

Responsibilities include

- a. academic advising of students majoring in the department (with the assistance of other members of the department where available)
- b. leading departmental discussions of faculty assignment to classes
- c. leading departmental discussions of curriculum changes
- d. leading departmental discussions of syllabi and department/program plans
- e. supervising senior projects (with the assistance of other members of the department where available)
- f. supervising student activities related to the work of the department/program/area
- g. reporting departmental decisions to the division for action
- h. making recommendations on the performance of faculty in their departments or programs and assisting in recruiting replacements
- i. managing the budget of the department.

#### 2.1.4 Vice President of Student Affairs

The Vice President of Student Affairs reports to the President, and is responsible for coordinating all activities related to student affairs and student organizations and for implementing policies and guidelines that will enhance student life and morale. Specifically, he or she has the responsibility to

- a. facilitate programs aimed towards the enrichment of student life
- b. plan orientation of new students in coordination with the Provost/Vice President of Academic Affairs and the Director of Admission
- c. meet with student leaders and student organizations to assess student needs

- d. supervise personnel functions in counseling and dormitory life, including evaluations and recommendations for the renewal of service
- e. assess budgetary needs for the student activities area
- f. coordinate and supervise the work of the Director of Student Activities, Housing Director, Dormitory Director, Athletic Director, Director of Career Placement, and the College Nurse
- g. train student residence assistants.

#### 2.1.4.1 The Director of Student Activities

The general function of the Director of Student Activities is to provide a clearing house for all student activities. The Director of Student Activities reports to the Vice President of Student Affairs.

Specific duties include

- a. maintaining the campus activities calendar and resolve conflicts in the scheduling of events
- b. maintaining the lists of campus organizations and their officers and advisors
- c. assuring faculty or staff supervision of activities or student organizations
- d. facilitating the publication of the Amistad (the yearbook) and The Talladega Student, as well as insuring that appropriate student, staffs and faculty advisors are created for these publications
- e. directing intramural sports.

#### 2.1.4.2 The Director of Residential Life

The Director of Residential Life reports to the Vice President of Student Affairs with the prime responsibility for assigning campus housing and coordinating the work of the residence hall directors.

#### 2.1.4.3 The Director of Financial Aid

The major function of the Director of Financial Aid is to administer the procedures and policies of the college pursuant to providing financial assistance and on-campus employment to needy students at Talladega College. He/she reports to the Dean of Enrollment Management.

#### 2.1.4.4 The Director of Career Placement

The Director of Placement reports to the Vice President of Student Affairs and is responsible for assisting students in career planning and job placement.

2.1.4.5 The Residence Hall Directors

A Dormitory Director supervises each dormitory. The Dormitory Director is responsible for providing students with a setting for effective living, an atmosphere conducive to social and emotional development. The Dormitory Director reports to the Director of Residential Life.

2.1.4.6 The Director of Health Services

The College Nurse reports to the Provost/Vice President of Academic Affairs. This person is responsible for health services on the campus. This person is on duty every day.

2.1.4.7 The Long Range Planning Committee

Each member is appointed by the President.

The Long Range Planning Committee is made up of

- a. trustees
- b. senior administrators
- c. students
- d. elected faculty
- e. staff.

Specific duties include

- a. analyzing program plans for all academic and support services using the following criteria:
  1. responsiveness to the institutional goals and objectives
  2. consistency with institutional goals
  3. economic feasibility
  4. coordination of academic programs
  5. consequences of alternative courses of action.
- b. proposing modification of departmental program plans
- c. assisting in the preparation of the following tentative program summaries for the Planning Committee
  1. expenditures estimate survey
  2. program statistic summary
  3. program plan summary (academic and support)

- d. considering policy of the College on income and expenditures in all deliberations.

#### 2.1.5 The Grants Coordinator

The Grants Coordinator is responsible for the developing of the grant proposals submitted periodically to the United States Department of Education under Title III of the Higher Education Act, the coordination of the administration of activities of the programs approved in the grants, the informing of program directors of the stipulations and financial parameters of the grant, the coordinating of reporting activities and the assisting of program directors in dealing with the requirements of the grant and other grant programs. This person coordinates activities with the chief academic and administrative officers of the campus and reports directly to the President.

#### 2.1.6 The Director of Institutional Advancement

The Director of Institutional Advancement is responsible for fund raising, alumni relations, the United Negro College Fund local drive and public relations related to the development of the College's resources.

Specific duties include

- a. conducting the annual United Negro College Fund Campaign
- b. developing programs designed to support college development
- c. assisting faculty and staff in proposal writing
- d. writing proposals, grant applications and contract proposals
- e. responding to requests for proposals
- f. communicating with donors and potential donors
- g. coordinating capital and other fund raising campaigns
- h. monitoring grant opportunities
- i. maintaining the rules of submitted proposals, monitoring their success in funding agencies, and assuming an advocacy role where appropriate.

#### 2.1.7 The Director of Alumni Affairs

The duties of the Director of Alumni Affairs include managing files on alumni, responding to alumni concerns, and communicating information about the College and other functions of the Office of Alumni Affairs to Talladega College alumni. The Director reports to the Director of Institutional Advancement and to the College President.

#### 2.1.8 The Director of Public Relations/News Information Services

The Director of Public Relations/News Information Services reports to the Director of Institutional Advancement.

Specific duties include

- a. preparing and distributing news releases
- b. handling College connected photography
- c. working to improve the College-community relations
- d. developing College related brochures, booklets and other printed material.

#### 2.1.9 The Vice President of Administration and Finance

The Vice President of Administration and Finance is responsible for the collection and disbursement of College finds, and is directly responsible to the President in matters that relate to the business and services of the institution.

Responsibilities include

- a. serving as the College financial agent accountable for the monetary affairs of the College including receipting and disbursing of funds in accordance with allocations approved by the Board of Trustees
- b. collecting all bills owed to the College
- c. taking care of payments of salaries
- d. executing the financial matters that relate to the security of the faculty and staff, including group insurance, the retirement fund, income taxes, and social security
- e. exercising general supervisory and advisory functions with respect to all bookkeeping operations.

#### 2.1.9.1 Director of Human Resources

The responsibilities of the Director of Human Resources include

- a. maintaining the confidential personnel files for all employees of the College
- b. assisting administrative and faculty officers in the recruiting of qualified persons to fill vacancies including
  1. advertising vacancies
  2. corresponding with applicants
  3. arranging interviews
  4. coordinating the evaluation of applicants
  5. notifying applicants.
- c. developing the fringe benefit package for College personnel
- d. assisting in collecting evaluation information on College personnel.

#### 2.1.10 Director of Facilities and Management

Specific duties include

- a. consulting with the Vice President of Administration and Finance and making recommendations on matters pertaining to the upkeep of College property
- b. exercising responsibility for supervising his/her staff and checking their work.

The Superintendent of Buildings and Grounds reports to the Vice President of Administration and Finance.

#### 2.1.10.1 Supervisor of Transportation Services

Specific duties include

- a. supervising all janitorial services on campus
- b. making arrangements for the use of College vehicles

The Supervisor of Transportation Services reports to the Superintendent of Buildings and Grounds.

The administrative structure of Talladega College consists of the Board of Trustees, the President; President's Administrative Assistant; Provost/Vice President of Academic Affairs; Vice President of Administration and Finance; Vice President of Student Affairs; Vice President of Institutional Advancement, and professional support staffs. (A detailed description of the College's administrative organization is given in Appendix A).

### 3.1 Definition of the Faculty Member

These by-laws define the organization and function of the faculty of Talladega College. Further rights and responsibilities of faculty members are delineated in the Faculty Handbook.

#### 3.1.1 Article I. Membership of Academic Assembly

##### A. Membership

Faculty of Talladega College shall consist of all persons holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Visiting Professor, Head Librarian, Adjunct Faculty President, and Provost/Vice President of Academic Affairs. The academic assembly will include the faculty and the Dean of Students, Business Manager, Registrar, Director of Development, and the Director of Admissions.

##### B. Voting Rights

All members of the academic assembly will have voting privileges, with the exception of those members at the administrative level who will later vote to approve or adopt measures passed by assembly. Administrators who are also part of the teaching faculty may vote on issue that will not be reviewed later by the administration.

C. Parliamentary Authority

Meetings shall be conducted according to parliamentary procedure as outlined in Robert's Rule of Order (newly revised edition).

D. Responsibilities

Faculty members are expected to function in a professional manner, and to perform those duties contingent on their positions as outlined in the faculty handbook.

The Academic Assembly

1. enacts any general regulations governing the conduct of the academic program at the College
2. reviews and acts upon decisions made by the various committees,
3. establishes requirements for admission and for degrees
4. serves as the center of dialog between the faculty and the officers of administration.

3.1.2 Article II Organization

Executive Committee and Officers

The administrative responsibility of the faculty organization shall be vested in an Executive Committee comprised of the Provost/Vice President of Academic Affairs, Associate Dean, Secretary, Parliamentarian, Faculty Representatives to the Board of Trustees, and Chairpersons of all standing committees. This group will advise the Provost concerning the business of the faculty assembly and will nominate members for faculty committees as needed.

3.1.3 Article III. Duties of the Officers

- A. Chair: The Provost/Vice President of Academic Affairs will ordinarily be the Chair of the faculty assembly.
- B. Secretary: The secretary will record the minutes of the faculty meetings and serve as custodian of its records.

The duties of the secretary include the following:

1. taking or arranging to have taken, and keeping in permanent form the minutes of the Executive Board and of the faculty meetings

2. receiving and filing copies of the official faculty membership list, the official faculty membership list, the official list of the Executive Board Members, and the proceedings of each meeting of the faculty and all committee reports
  3. keeping and updating the permanent file of all official documents of the faculty
  4. keeping a permanent file of all publication of the faculty, and the Executive Board.
- C. Parliamentarian: The Parliamentarian will insure that the by-laws of the faculty assembly, Robert's Rule of Order, and any other special rules that the faculty may adopt will be observed during faculty meetings.

#### 3.1.4 Article IV Committees

- A. The standing committees of faculty include the following:

1. **The Faculty Executive Committee**
2. **The Curriculum Study Committee**
3. **The Academic Review Committee**
4. **The Faculty Affairs Committee**
5. **The Promotions and Tenure Committee**
6. **The Admissions Committee**
7. **The Library Committee**
8. **The Awards and Scholarship Committee**
9. **The Testing Committee**
10. **The Ceremonial Occasions Committee**
11. **The Arts Festival-Lecture Recital Committee**
12. **The Religious Activities Committee**

- B. Duties of the Standing Committees

1. The duties of the Faculty Executive Committee will be to advise the Provost and Vice President of Academic Affairs in matters concerning the faculty.
2. The duties of the Curriculum Study Committee will be to review all proposed changes in the academic program for the purpose of insuring that academic integrity is maintained, and to submit proposals for curriculum change to the faculty for consideration,

recommendation, and possible adoption with the approval of the provost, President, and Board of Trustees.

3. The duties of the Academic Review Committee will be to review student performance at the end of the each term, and to make recommendations for academic probation or dismissal to the Provost and President for final action.
4. The duties of the Faculty Affairs Committee shall be to consider matters pertaining to the welfare of the faculty, to develop and recommend policies on faculty welfare to the academic assembly and appropriate administrative officers, to prepare the annual slate of nominees to fill committee vacancies as provided by the by-laws, to act as a grievance committee addressing problems concerning faculty integrity and academic freedom as outlined in the faculty handbook.
5. The duties of the Promotions and Tenure Committee will be to make recommendations to the Provost with regard to promotion and tenure matters.
6. The Admissions Committee is a policy committee. Its function is to set the guidelines for the admission of students to college. Its regulations are implemented by Director of Admissions. The membership of this committee is comprised of the following persons:

Director of Admissions, Chairperson  
 Director of Alumni Affairs  
 Director of Public Relations  
 Registrar  
 Vice President of Student Affairs  
 Director of Financial Aid  
 Professor of Education  
 Provost/Vice President of Academic Affairs  
 Student Representative

7. The Library Committee functions in an advisory capacity, and may make recommendations pertaining to library policy and procedure. It also serves as liaison between the faculty and library staff, and considers allocation of funds to the various departments. The following persons make up this committee:

Vice President, Chairperson  
 Chairperson of Academic Divisions  
 Students from Academic Divisions

8. The Awards and Scholarship Committee is a committee of five members appointed by the Vice President of Academic Affairs. This committee identifies the awards and scholarships to be made with assistance of the Business and Financial Aid Offices. The Provost/Vice President for Academic Affairs and the Financial Aid Director are also ex-officio members of the Committee. When the donor has not designated a method for selecting the recipient, the faculty decides by vote based upon the prescribed criteria.
9. The Testing Committee is composed of five members appointed by the Provost/Vice President of Academic Affairs who serves as its chairperson. Appointments are made from departments and programs that most frequently administer standardized and locally designed tests. The work of the committee is primarily that of coordinating testing services.
10. The chairperson and members of the Ceremonial Occasions Committee are appointed by the College President to plan the four major convocations and other major activities such as Commencement. It is composed of composed of critical administrators, faculty, staff and student representatives.
11. The purpose of the Arts Festival-Lecture Recital Committee is to provide cultural enrichment for the campus community in a co-curricular fashion. The Chairperson is the Head of the Division of Humanities and appoints a variety of members from across the campus that is necessary to program implementation due to their areas of expertise.
12. The Religious Activities Committee oversees the spiritual life of the campus community and is led by College Chaplain. S/he appoints faculty, staff and students to the Committee to carry out its purposes as deemed best. The Committee works in conjunction with the Provost.

### 3.1.1 Article V Faculty Meetings

Faculty meetings are held regularly. Faculty Chairpersons will meet the Provost at the beginning of the academic year to establish the dates and time. Other faculty meetings may be called if the proposed agenda warrants it, or if as many as one-fourth of the members of the faculty petitions for a meeting. A quorum shall consist of sixty percent of the total number of voting faculty members. All faculty members are expected to be present at all meetings.

### 3.1.6 Article VI Amendments

These By-Laws may be amended by an affirmative vote of two-thirds of the membership subject to the approval of the administration and the Board of Trustees provided such amendments shall be placed in writing and circulated by the Executive Committee to each member thirty days prior to a scheduled meeting.

### **3.2 Definition of Academic Rank**

Persons appointed as instructor, assistant professor, associate professor, and professor are considered to be ranked faculty. Persons appointed as lecturer, adjunct professor and visiting professor are considered to be unranked faculty.

### **3.3 Policies in Recruitment and Appointment of Faculty**

#### **3.3.1 Certification of a Vacancy**

Vacancies in faculty ranks are determined by appropriate department heads, in consultation with the division dean, and with the approval of the Provost and Vice President of Academic Affairs and the President.

#### **3.3.2 Faculty Search**

The department head in consultation with the division dean and the Provost and Vice President of Academic Affairs will establish criteria for the anticipated position and commence the search for a qualified candidate.

#### **3.3.3 Screening and Interviewing**

All applications and nominations resulting from the faculty search will be received and screened by a committee led by department heads and division deans, consisting of faculty and students of the appropriate department and divisions, the department chairperson, and the dean of the division in which the search department is located. The committee will review all applications and nominations to determine if the persons in question meet the required qualifications. The committee will rank the applicants on the basis of qualifications, and will forward the names of the three top ranking candidates to the Provost/Vice President of Academic Affairs. The Provost/Vice President of Academic Affairs will facilitate the scheduling of personal interviews, or delegate the responsibility to the department head or the division dean.

#### **3.3.4 Interviewing Process**

All candidates selected for campus visits will be interviewed by the screening and interviewing committee as well as other appropriate college faculty, students and administrative officers. Interviews may be scheduled with

committee members individually or as a group. Acting as a member of the screening committee, the Provost/Vice President of Academic Affairs will forward the name and credentials of the leading candidate to the President with recommendation of appointment.

### 3.3.5 Appointment of Faculty

In accordance with the rules and regulations approved by the Board of Trustees, the President will make appointments to the faculty.

#### 3.3.5.1 Lecturer

The title of lecturer may be used for part-time teachers. It may also be applied to full-time teachers who do not possess full qualifications for assignment to faculty rank.

#### 3.3.5.2 Minimum Requirements for Appointment to the Rank of Instructor

- a. Academic preparation
  - 1. Master's degree or competency in area of appointment

#### 3.3.5.3 Minimum Requirements for Appointment to the Rank of Assistant Professor

- a. Academic preparation
  - 1. Master's degree in area of appointment
  - 2. At least one year of additional graduate work beyond the Master's degree or equivalent experience in a relevant area
- b. Professional status

Evidence of professional status includes:

- 1. an earned doctorate/terminal degree, or A.B.D.;
- 2. successful teaching experience at college level;
- 3. recognition or recommendation as a person of professional promise;
- 4. record of professional activity (exhibits, concerts, publications, etc., may be considered).

#### 3.3.5.4 Minimum Requirements for Appointment to the Rank of Associate Professor

- a. Academic preparation:
  - 1. Earned doctorate degree or

2. Master's degree and at least two years of additional study in the area of appointment, or equivalent experience
- b. Professional status:
1. Four years of successful teaching experience at the college level
  2. Consideration will be given to professional activity, such as publications, concerts, exhibits, etc.
  3. Recognition by colleagues of professional contribution in organization work (as demonstrated in service on faculty, College Council or administratively appointed committees, student services such as advising individuals), papers or publications
  4. Promise of academic leadership

#### 3.3.5.5 Minimum requirements for Appointment to the Rank of Professor

- a. Academic preparation
1. Earned doctorate/terminal degree
  2. In exceptional cases consideration may be given to outstanding experience, training and education leadership.
- b. Professional status as a teacher
1. Six years of successful teaching at the college level
  2. Membership and active participation in one or more professional societies
  3. Recognition should be given to continued growth, professional contribution in scholarly organization, and publications

#### 3.3.5.6 Minimum requirements for appointments as unranked faculty are defined in section 3.2.

Persons appointed to the position of visiting lecturer, or visiting professor, shall possess qualifications commensurate with those stated in 3.3.5.1, 3.3.5.2, 3.3.5.3, 3.3.5.4, and 3.3.5.5 of the Faculty Handbook

#### 3.3.5.7 Criteria for the Evaluation of Faculty

Faculty is evaluated during the spring semester of each year. Faculty is evaluated by their department chairs; department chairs are evaluated by their division deans; division deans are evaluated by the Provost/Vice Presidents of Academic Affairs.

.All faculty will be evaluated based on various aspects of their involvement with Talladega College, the community, and academe in general. More specifically, the categories are:

1. Scholarly Activities (20-30%)

While Talladega College is not a publish or perish institution, faculty are expected to engage in scholarly activities which may range from participation in professional meetings to publication.

## 2. Teaching/Related Activities (50-60%)

Talladega College is primarily a teaching institution; therefore, the quality of instruction is of the utmost importance. Instruction is evaluated by students and the department chair. Evaluation of this category also includes those things associated with teaching. Such as holding office hours, turning in grades, reports, participation in department activities, etc.

## 3. Service to the College (20-30%)

By contract, faculty members are required to attend certain functions and ceremonial occasions of the College, others are voluntary. For evaluation purpose, service to the College may mean fundraising, recruiting, public relations, proposal writing, etc.

## 4. Community Service (5-10%)

Talladega College is an advocate of strong community relations. Service to the community may mean, sitting on boards, judging science fairs, volunteering for United Way, spearheading a blood drive, developing and/or hosting activities for the community, etc.

### 3.3.5.8 Schedule for faculty promotion and tenure

A schedule of faculty members due for consideration for promotion or tenure will be maintained in the Office of the Provost/Vice President of Academic Affairs. Eligible faculty members and the promotion and tenure committee will be notified by the Provost/Vice President of Academic Affairs twelve months in advance of the date on which such advancement will be considered.

## 3.4 The Faculty Committees on Promotion and Tenure

The Faculty Committee on Promotion is composed of eight elected members, including the five tenured and three non-tenured members. Members are elected for a term of three years.

### 3.4.1 Procedure for Promotion in Rank

- a. Nominations for promotion in rank are normally made by the department heads and/or division deans who forward them to the Provost/Vice President of Academic Affairs. However, an individual faculty member may also initiate his or her application. Each department head and division dean must consider all nominations and available student, peer, and departmental evaluations.
- b. The division dean forwards all nominations to the Provost/ Vice President of Academic Affairs, who then forwards them without comment to the Committee on Promotion.
- c. Guided by the criteria listed in sections 3.3.5.1, 3.3.5.2, 3.3.5.3, 3.3.5.4, and 3.3.5.6 of the Faculty Handbook, the committee will send its recommendations, together with supporting materials, to the Provost/ Vice President of Academic Affairs, who will forward them with his/her recommendations to the President.
- d. A quorum of six members is required to convene a meeting. . In the event that an elected member cannot serve, the faculty must supply a replacement, meeting the qualifications outlined in 3.4 above. The committee will decide approval or disapproval of the application by simple majority.
- e. The committee is obligated to provide the applicant with written notification of its recommendation within three days of the decision.
- f. The committee shall meet at least once every semester.
- g. The committee shall elect its own chairperson, vice chairperson, and secretary.
- h. The committee considers written applications for promotions in rank; these applications should come through the channels outlined above. The committee makes further investigations if necessary.
- i. Committee members having a conflict of interest regarding an application will excuse themselves from that particular decision.

#### 3.4.2 Procedure for Advancement to Tenure

- a. The department heads and division deans make nominations after considering all applications and available student, peer, and departmental evaluations. An individual faculty member should initiate his/her application.

- b. The division dean forwards all nominations to the Provost/ Vice President of Academic Affairs who forwards them without comment together with supporting material to the Faculty Committee on Tenure.
- c. The Faculty Committee on Tenure will consider all nominations received through the procedure outlined in a. and b.
- d. The committee will decide approval or disapproval of the nomination by consensus. When a consensus cannot be reached, decisions require a minimum of three similar votes. Business may be conducted with a quorum of four members.
- e. The committee is obligated to notify the nominees of this recommendation in writing within three days of the decision.
- f. The committee is obligated to consider all cases with reasonable dispatch and report to the President in ample time to insure a recommendation to the Board of Trustees at its fall meeting.

#### 3.4.3 Eligibility for Tenure

On matters of eligibility for academic tenure the policy of Talladega College shall include the following:

- a. For an initial full-time appointment to the faculty, a probationary period at the institution should not exceed seven years. However, when a faculty person has had prior experience of three or more years as a teacher at another institution of higher education, the new appointment is for a probationary period of not more than four years, even though this may extend the applicant's total probationary period in the academic profession beyond seven years.
- b. First appointments in whatever academic rank are normally for a definite period of time, with no exceptions of a continuance of the relationship beyond the period of contract.
- c. Appointments may be renewed upon proper recommendation, either for an additional period or for permanent tenure.
- d. Tenure may be granted only to persons holding rank of associate professor or professor.
- e. A grant of tenure is the statement of expectation by the board that the employment of the member selected for tenure will be permanent. In the normal course of events tenured faculty members are expected to remain until retirement. A tenured faculty member is subject to termination of

appointment, however, for any of the following: 1) elimination of the position as a result of academic reorganization or financial exigency; 2) misconduct that reflects adversely on the college; 3) physical or mental incapacity; 4) failure to discharge responsibilities in a manner consistent with the standards of the College.

In the event of termination of appointment, a tenured faculty member shall have the right to reasonable notice of such termination, a statement of the causes for the action, an opportunity to respond in writing, and a right to a review by a Board committee. In addition, any faculty member whose appointment has been terminated shall have the right to appeal to the Academic Affairs Committee of the Board of Trustees by filing such a written appeal with the President. The action of this committee with respect to an appeal shall be final. Tenure does not prevent the periodic review and evaluation of the work of the faculty member.

- f. Persons in divisions which have already reached a seventy percent quota of tenured members and who become eligible for consideration for tenure may continue as employees of the college with a two to five-year contract which may be renewed, provided that normal evaluations of their work is satisfactory. Such persons will be considered for tenure, according to the procedures of section 3.4.2 of the Faculty Handbook, as soon as a vacancy in the tenured ranks of their division becomes available. If there is more than one person eligible for a particular tenured position, the faculty member with the longest period of service at Talladega College will be given first consideration.

The Committee on Tenure will provide at least a six-month notice to the candidate for tenure so that adequate time for preparation of documentation of qualifications can be prepared.

- g. If the person under consideration is not given tenure he/she will be given notice that the next year will be the final year of employment at Talladega College.

#### 3.4.4 Appeal of Committee Decision

If a nominee for a promotion or tenure is dissatisfied with the decision of the committee, this person may appeal the decision through the following procedure:

- a. The nominee will request in writing that the President of the College call an Ad Hoc committee which must meet within a week after receipt of the request.

- b. The President will name a committee which will consist of the following members:
  1. The Provost/Vice President of Academic Affairs of the College
  2. The dean of the nominee's division
  3. The head of the nominee's department
  4. The chairperson of the Committee on Tenure
  5. The member of the faculty (chosen by the appellant)

If any of these hold two, or conceivably three of these offices, this individual may represent only one office in this Ad Hoc committee. Vacancies may be filled by the President from other divisions or department chairpersons or Tenure Committee members.

- c. The appellant, along with an advisor of the appellant's choice, may present the case to the Ad Hoc committee.
- d. After due consideration of the case, and within a week, the Ad Hoc committee shall make a recommendation to the President in writing.

#### 3.4.5 Date of Tenure

The Board of Trustees will consider nominations for the advancement to tenure at its fall meeting. If the Board votes to extend tenure to an individual, the effective date of tenure shall coincide with the first date of the next contract year.

### **3.5 Policies and Procedures Relating to Severance**

#### 3.5.1 Non-Reappointment

Notice of non-reappointment should be given in writing in accordance with the following standards:

- a. not later than March 1 of the first academic year of service, if the appointment expires at the end of that year or, if a one-year appointment terminates during the academic year, a candidate should be given notice at least three months in advance of termination;
- b. not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;

- c. at least twelve months before the expiration of an appointment after two or more years in the institution.

### 3.5.2 Resignation

A faculty member who elects to resign an appointment at the end of an academic year is obligated to give notice in writing at the earliest possible opportunity, but not later than May 15; or, thirty days after receiving notification of the terms of an appointment for the coming year, whichever date is the later. Except by agreement with the College, a faculty member should not leave a position during an academic year for which this person holds an appointment.

### 3.5.3 Termination

From time to time unusual circumstances arise which render a faculty member unable to fulfill the duties and responsibilities as outlined under the terms of appointment. Given such situation, the College reserves the right to consider the appointment, and if necessary to take necessary steps to insure that the duties and responsibilities of that faculty member are in some way adequately fulfilled.

#### 3.5.3.1 Prolonged Mental or Physical Illness

A faculty member who suffers from prolonged mental or physical illness, and who is unable to fulfill the duties and responsibilities of an appointment, will receive sick leave benefits as outlined in section 3.9.1. If, within a reasonable period of time (to be determined) there is not a sufficient change in the faculty member's condition to allow that person to assume the responsibilities of the appointment, the College will be forced to initiate appropriate procedures for replacement.

#### 3.5.3.2 Financial Exigency

The termination of an appointment before the end of a specified term may occur under extraordinary circumstances. For example, termination may occur because of a demonstrably Bona Fide financial exigency (i.e., an imminent financial crisis which threatens the survival of the College as a whole, and which cannot be alleviated by less drastic means). As particular reductions are considered, rights under academic tenure should be protected whenever possible. In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the

released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

### 3.5.3.3 Changes in Academic Program

There should be early, careful and meaningful faculty involvement in decisions relating to the reduction of instructional and research programs. In making such decisions financial considerations should not be allowed to obscure the fact that instruction and research constitute the essential reason for the existence of the College.

Given a decision to reduce the overall academic program, it should then become the primary responsibility of the faculty working in conjunction with the administration, to determine where within the program reductions should be made. Before any such determination becomes final, those whose life's work stands to be adversely affected should have the right to be heard.

Among the various difficulties and often competitive considerations that have to be taken into account in deciding upon particular reductions, the retention of a viable academic program should necessarily come first. Particular reductions should follow considered advice from the concerned departments, or other units of academic concentration, on the short-term and long-term viability of reduced programs.

### 3.5.3.4 General Procedure

If the administration issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before a committee. At that hearing, the administration will be required to indicate the existence and extent of the condition.

## 3.5.4 Dismissal

The College exercises great care in selecting its faculty appointees. The dismissal proceedings for instructional staff with or without tenure will be an exceptional event. Reasons for the dismissal of a faculty member who has tenure or whose appointments has not expired include the following:

- a. professional incompetence or dishonesty;
- b. substantial, manifest, or repeated failure to fulfill professional duties or responsibilities;

- c. personal behavior including felony violations of the law which prevent the faculty member from satisfactory fulfillment of professional duties or responsibilities.

#### 3.5.4.1 Procedures

When the question of a faculty member's fitness arises, an appropriate administrative officer (usually the Provost/Vice President of Academic Affairs or the President), shall discuss the matter with the faculty member to effect adjustment, if possible.

If no acceptable adjustment is forthcoming, the Faculty Affairs Committee will be notified in confidence by the administration. The Faculty Affairs committee will begin the process with a written communication to the faculty member, informing him/her in detail of the changes being brought against him/her. The communication will explain the formal dismissal proceedings and extend an invitation to the faculty member to prepare a defense. The communication will also state the faculty member's right to a hearing. By written reply, the faculty member will indicate the desire for such a hearing, which will then be held to determine whether the faculty member should be removed from his position on the stated grounds. The hearing committee, which will be elected by the faculty, will then conduct the hearing at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare a defense. Upon conclusion of the process, the committee will forward its recommendation to the President.

The hearing committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. During the hearing, both the faculty member and the College have the right to have counsel present. The President should transmit to the Board of Trustees the full report of the hearing committee's recommendations and the President's actions.

#### 3.5.4.2 Accounting for College Property

In the event of dismissal or other forms of severance, the faculty member is required to return, or otherwise account for, all items of college property in his/her care or possession. Items belonging to the College will be turned over to the appropriate employees of the College. The College reserves the right to withhold payment for the final paycheck pending the satisfactory accounting for College property and other matters. A clearance form will be used to verify the completion of this accounting procedure.

#### 3.5.5 Types of Discipline

The College may reprimand or suspend an individual guilty of offenses of lesser gravity than those which would warrant dismissal.

#### 3.5.5.1 Oral Reprimand

An oral reprimand by the President may be required in cases where remedial attempts on the part of department heads, division chairpersons, and the Provost/ Vice President of Academic Affairs have met with failure.

#### 3.5.5.2 Written Reprimand

A more serious offense may require a written reprimand from the President, which would become part of the faculty member's permanent record. The faculty member has the right to insert a written statement regarding the case in his or her file.

#### 3.5.5.3 Suspension

A faculty committee formed under the provisions in 3.5.4.1 to hold a hearing to determine a faculty member's fitness to continue to serve may recommend a suspension for a stated period of time with or without pay if circumstances of a particular case warrant. Such a recommendation will be presented to the President for concurrence and implementation.

### **3.6 Faculty Duties and Responsibilities**

The college teacher is a citizen, a member of a learned profession and an officer of an educational institution. Because of this person's professional standing, the perception of the public will be that this individual will be generally identified as a representative of the College. The position imposes special obligations of dignified and responsible behavior, and unavoidably covers all three of the faculty member's roles.

#### 3.6.1 General responsibilities

General responsibilities of the faculty member include:

- a. teaching, advising and being generally available to students and colleagues;
- b. participation in work of committees and faculty meetings, in order to shape and control the educational environment;

- c. involvement in the College community by attendance at ceremonies and special events, such as lectures and performances of students, colleagues, and visitors;
- d. maintaining competency in one's professional area(s).

### 3.6.2 Professional Conduct

In conducting their activities College faculty should

- a. continually seek to improve their scholarly competence
- b. exercise critical self-discipline and judgment in using and transmitting knowledge
- c. practice intellectual honesty
- d. encourage free pursuit of learning in students
- e. respect the opinion of others
- f. demonstrate the highest scholarly standards to students
- g. acknowledge academic debts
- h. respect students as individuals
- i. foster honest academic conduct
- j. evaluate students and colleagues on basis of merit and maintain records of such evaluations
- k. respect confidentiality in teacher-student advising relationships
- l. protect academic freedom of students and colleagues
- m. secure prior approval from appropriate administrative officer for planned absences or rescheduling of tasks
- n. provide due notice of their intentions and decisions when such will have an effect upon the College.

### 3.6.3 Teaching

The major responsibility of all Talladega College faculty is teaching undergraduate students. This focus is emphasized in all activities, not only those directly related to the classroom experience, but also those in research, practical experiences, and college-sponsored extra-curricular activities. Other activities of the faculty that are considered as part of the teaching function are described below, including cooperation in department, divisions, and general college activities to better serve the needs of the students.

#### 3.6.3.1 Service to the Department

Members of a department may be required to, or are expected to

- a. attend scheduled and called departmental meetings
- b. advise students regarding academic and other matters
- c. attend and participate in departmental events and activities such as seminars and project defenses
- d. serve on departmental committees

- e. other duties, as designated by chairperson.

### 3.6.3.2 Service to the Division

Members of a division are required to:

- a. attend scheduled and called divisional meetings
- b. attend and participate in division events and activities
- c. serve on divisional committees and projects
- d. other duties, as designated or specified by chairperson.

Divisional chairpersons and departmental heads, or their designees are expected to do a certain amount of public relations, recruitment and development.

### 3.6.3.3 Service to the College

Each faculty member in the employ of the College is required to

- a. attend convocations, commencement, and other ceremonial occasions
- b. participate on College committees
- c. attend faculty meetings.

### 3.6.3.4 Faculty Availability

The emphasis on the role of the faculty member as a teacher requires an understanding that full-time faculty will be generally available to students and colleagues for consultation. Further, activities and meetings in which faculty may be asked to participate may occur outside of the usual business hours, especially evenings. The valuable time of faculty and their private interests will be respected, but all faculty members will be expected to share responsibilities such as supervising student organizations and social and cultural events so that the supervision assignments can be shared equally. Full time faculty serve as role models for students and, as such, are expected to demonstrate support and interest in campus intellectual, cultural, religious, social and athletic events through a reasonable amount of participation and attendance. Related concerns are listed under 3.7.4, 3.7.5 and 3.7.6.

### 3.6.3.5 Student Advising

All faculty members are expected to participate in academic advising of students. Academic advising is viewed as an integral and necessary counseling function which is part of the higher education process designed to achieve maximum educational benefits available to students. The five levels of the advising process are guides for Talladega College faculty:

- a. exploration of life goals
- b. exploration of career/educational goals
- c. selection of education program
- d. selection of courses
- e. scheduling of classes

Department heads are to advise the students majoring in their respective departments. Where the number of students to be advised warrants it, a second or third person in a department is also assigned to advise majors. Instructional sessions on procedures and techniques of advising students as well as an academic advising procedures manual are provided for faculty by the Office of the Provost / Vice President of Academic Affairs.

#### 3.6.3.6 Grading

In grading students the usual letter grades A, B, C, D, and F, are used. A grade of A indicates work of exceptional merit, B is good, C is average, D is poor but passing, and F is unsatisfactory. For work that has not been completed, a grade of I, signifying Incomplete, may be given. In determining the grade point average, a grade of A counts 4 points, B counts 3 points, C counts 2 points, D counts 1 point, and F counts 0 points. Although teachers may wish to assign grades of A plus, A minus, and so on, the plus and minus signs are not recorded on a student's transcript, nor do they count in calculating the grade point average. The college is now equipped with computer service, so that much of the work of handling the grades is done electronically.

#### 3.6.3.7 Make up of I Grades

A student must complete work to remove an "I" grade by the end of the next semester except when equipment and material are involved, in which case the work must be made up by the end of the semester in which the course is repeated. An "I" may be removed from a student's record at mid-semester. A list of "I" grades for the semester is to be sent by each teacher to the division chairperson.

#### 3.6.3.8 F Grades, D Grades in the Major

Students who earn F grades in any course and D grades in the major may have the grades deleted from the grade point average once the applicable course has been repeated and passed, or in the case of the major course, C or better grade is earned. Grades of D and F will continue to count in the student's cumulative grade point average until better grades are earned.

#### 3.6.3.9 Transfer Credits

Transfer credits, if accepted, are to be accepted at face value, but are not to be used in calculating grade point averages or averages for honors, rank in class, or Greek letter organizations at Talladega College.

#### 3.6.3.10 Mid-semester Grades

Mid-semester grades are required for all freshman students before the Thanksgiving recess in the first semester, and prior to the spring recess in the second semester. The cut-off dates for each semester will be specified by the Provost/Vice President of Academic Affairs; in addition, at Mid-semester, all teachers are requested to submit a list of all students in their classes whose grades at that time are D or F.

The Provost/Vice President of Academic Affairs will then notify the students and their parents that up to that time these students are not doing satisfactory work in the classes indicated.

#### 3.6.3.11 Procedures

The registrar's office, prior to final examination period each semester, will send to every teacher for each course he/she is teaching, a roster for all students registered.

Each teacher should assign grades to all students listed on the roster and turn in to the Registrar's Office.

Teachers should make every effort to submit grades correctly and promptly. No grades should be submitted with the intention of possibly erasing or changing it at a later date; in any case where the student has not completed the work, and work is still to be accepted, the grade of I should be submitted. This grade of I automatically becomes an F at the end of the next semester, in which the course is taught, if not previously changed by the instructor. Any grade that has been entered incorrectly by the teacher should be corrected immediately and submitted to the Registrar's office in writing.

#### 3.6.3.12 Teacher Request for Change of Student Grade

A grade of I should be changed to the permanent grade by completing and submitting a grade change form to the Office of the Registrar.

3.6.3.13 Except in unusual circumstances, no grade may be changed 60 days after grades have been submitted to the Registrar's Office (Except I grades).

#### 3.6.3.14 Cheating and Plagiarism

Cheating and plagiarism are not condoned at Talladega College. All cases of cheating and plagiarism are to be handled initially by the faculty member concerned, with referral to the Judiciary Committee subsequently, if necessary.

#### 3.6.4 Graduation Requirements

Graduation requirements are detailed in the College Catalog. It is important that all faculty understand both general and major requirements in order that they accurately advise students.

#### 3.6.5 Academic Review Committee Regulations

A student may be dropped by vote of the Academic Review Committee of the faculty when it is found that the student does not possess sufficient ability for the work or that it is impossible for the College to develop in the student any interest for the work. All freshman and transfer students will be kept for the first two semesters, regardless of academic standing unless admitted on probation for one semester. The following guidelines will be used to determine the academic status of the student:

- a. Students with a cumulative grade point average of 1.5 or below may be asked to withdraw.
- b. A student with a cumulative grade point average of between 1.5 and 2.0 will be judged by the committee as to whether he/she will be placed on probation or asked to withdraw.
- c. Any student with a grade point average of 2.0 will be allowed to remain as a general rule.
- d. Any student whose cumulative grade point average is less than 2.0, but whose semester average is 2.0 or better may be given consideration by the committee and placed on probation.

##### 3.6.5.1 Academic Probation

A student on probation is expected to bring his/her grade point average up to 2.0 within one semester. If this is not done, an additional semester may be allowed. If the grade point average is not up to 2.0 in two semesters the committee will seriously consider asking the student to withdraw. Normally, students will be asked to withdraw only at the end of the spring semester. However, the Academic Review Committee reserves the right to impose a one-semester suspension and the concomitant right to ask a student to withdraw at the end of the first semester.

#### 3.6.5.2 Withdrawal for Academic Reasons

Any student who has been asked to withdraw for academic reasons by the Academic Review Committee is to consider himself/herself suspended from Talladega College for one or more semesters.

#### 3.6.5.3 Readmission

At the end of one or more semesters, if the student can show evidence which was not available to the Committee at the time of the suspension and which will likely show that he/she has a greater promise of academic success as a college student here, the student will be considered for readmission to Talladega College. This evidence may include one of the following items and must be sent directly to the Provost/Vice President of Academic Affairs:

- a. credit from another accredited college or university, showing a high degree of achievement (at least twelve hours of courses with grades of C or higher); this transcript should be sent directly from the institution to the Admissions Office, which will forward it to the Provost/Vice President of Academic Affairs;
- b. service in the Armed Forces;
- c. full time work experience (at least six months on the job), with an exceptionally good work record; a letter should be addressed to the Provost/Vice President of Academic Affairs verifying this good work record and should be mailed directly from the supervisor;
- d. certification by a professional that a student has overcome or adjusted to a physical, mental, or emotional disturbance which may have contributed to his/her unsatisfactory past academic performance.

Students who have been asked to withdraw from the College for academic reasons and who wish to re-apply for re-admission must submit readmission forms to the Admissions Office at least one month prior to the semester they wish to enroll. The Admissions Office

considers an application for readmission after the student has been evaluated by the Academic Review Committee and/or the Provost/Vice President of Academic Affairs. The readmission forms can be obtained from the College Admissions Office. The Admissions Office and/or the Provost/Vice President of Academic Affairs will notify the student regarding the readmission decision.

### 3.6.6 Attendance Regulations

Students are obligated to attend class. The student is responsible for all work missed regardless of the legitimacy of an absence. When a student takes a cut and misses a class activity, the teacher is not obligated to provide make-up work.

#### 3.6.6.1 Cut Allowance

All students will be allowed one cut per credit hour in each course each semester. Students are encouraged to save these cuts for illnesses, family problems, or other emergencies. No excuse will have to be submitted for the allowable absences. The above allowance does not apply to any unannounced class activity such as a quiz, test, oral report, laboratory experience, assignment due on a given date, and other previously assigned work. Where unannounced tests are a part of the work of the class, the teacher is not obligated to provide make-ups.

#### 3.6.6.2 Permission to Exceed Cut Allowance

Upon request by a student and concurrence of his/her teacher in a specific course, a student of exceptional ability and a superior record (interpreted as an A grade only) may be allowed to exceed the cut allowance and be given independent study commensurate with his/her ability. Such circumstances must be extenuating and exceptional. Such an arrangement should be written and contractual between student and teacher with copies filed with the head of the department in which the course is offered, dean of the division in which the department is located, and Provost/Vice President of Academic Affairs. The regular procedure for independent study must be followed.

#### 3.6.6.3 Absence Excuses

Excuses for absences beyond the allowance will be at the discretion of the faculty member involved in consultation with the Provost/Vice President of

Academic Affairs. The excuses will be entertained only in cases of extended illness verified by the College Nurse and/or an attending physician, deaths in the immediate family, school sponsored activity, and attendance in court. The teacher is obligated to provide make-up activity only in cases of approved, extended absences. However, even if an absence is excused, the teacher is not obligated to provide make-up work for unique classroom experiences such as discussion in which students are expected to participate, presentation by outside speakers and audio-visual presentations.

#### 3.6.6.4 Absences Before and After Holiday Periods

Absence from the last day before a holiday period or the first class after a holiday period might effect a student's final grade.

#### 3.6.6.5 Sanctions

Students who exceed the cut allowance will have their grade in the course reduced by one letter grade unless the excessive absences are excused.

When a student has exceeded the absence number of unexcused absences specified in paragraph 3.6.6.1 the teacher involved will send written notification to the Provost/Vice President of Academic Affairs. The Office of Academic Affairs will be responsible for investigating the circumstances related to the excessive absences and will be given written notification of the initiation of the investigation and the results of the investigation both to the teacher involved and to the student. If the teacher involved still judges the excessive absences to be unexcused, the student has the opportunity to appeal by sending a written request to the Provost/ Vice President of Academic Affairs. The appeal committee will be made up of the Vice President of Student Affairs and three faculty members, one of whom shall be appointed by the Provost/Vice President of Academic Affairs, the second by the faculty member involved, and the third by the student. The appeal committee will hear evidence presented by the student, the faculty member involved, and the Office of Academic Affairs.

### 3.7 The Faculty Responsibilities

Standing faculty committees are described in the Faculty By-Laws.

#### 3.7.1 Faculty Workload

A faculty member's workload includes, but is not limited to, providing instruction, serving on academic committees, and advising students.

### 3.7.1.2 Academic Workload

The normal academic teaching load is fifteen credit hours, which includes no more than three different preparations. This teaching load of fifteen credit hours includes teaching of classes and laboratories. Two hours of laboratory work including individualized instruction and internship supervision are considered equivalent to one hour of lecture work.

### 3.7.1.3 Office Hours

All faculty members are required to post a schedule on their office doors listing periods of times when they will be available to students. A maximum number of hours each week are expected to equal one hour of office conference time for each course taught. Appointments should be scheduled according to the perceived needs of the students and general understanding of the department head and division dean.

### 3.7.1.4 Academic Administration

The teaching workload of division and department chairpersons is adjusted to allow for administrative responsibilities. Division chairpersons teach nine hours each semester, department chairpersons are expected to teach nine hours each semester.

### 3.7.1.5 Release Time

The College recognizes release time for funded research and special assignments. The Provost/Vice President of Academic Affairs recommends the adjusted workload of the faculty member involved in research and/ or special assignments.

### 3.7.1.6 Specific Duties

Faculty members should order textbooks well in advance of the opening date for classes in each semester. Approximate registration figures for the various courses may be obtained from the Registrar's office after the pre-registration period. The choice of textbooks should be consistent with departmental goals and objectives. All orders for textbooks are to be placed through the bookstore. The college does not supply desk copies but will request a desk copy at the time a textbook order is placed, provided the instructor has specifically requested a desk copy on his/her requisition. However, textbook publishers do not always grant such requests, especially if paperbacks are ordered as texts.

### 3.7.1.7 Class Meetings

It is expected that each faculty member will meet his/her class every time it is scheduled. Whenever it is necessary for a teacher to be absent from class, the Department head, chairperson of the division and the Provost/Vice President of Academic Affairs should be notified, and the reason for the absence should be given on the official absence request form. If the absence is due to attendance at a professional meeting, the official absence request form should be submitted to the Provost/Vice President of Academic Affairs before leaving. In addition, the faculty member must indicate what arrangements have been made for his/her classes during the absence. In case of illness, the notification of absence is sufficient (see 3.9.2 Long Term Leave With or Without Pay).

### 3.7.1.8 Course Syllabi

Each teacher is expected to submit a course syllabus for the work to be covered in each course at the beginning of the semester to the Provost/Vice President of Academic Affairs, department head and division chairperson. The course outline should be submitted to the department chairperson. Courses that are repeated without change of content do not need to have a second syllabus filed. Whenever the syllabus is changed, however, it should be filed in the Office of the Provost/Vice President of Academic Affairs and of the Department.

### 3.7.1.9 Final Examinations

The final examination is to be given during the regularly scheduled examination period. Teachers are not authorized to vary from the official examination schedule without prior approval from the Provost/Vice President of Academic Affairs.

## 3.7.2 Professional Growth and Development

The College encourages professional growth and development by alerting faculty to opportunities for advanced study, and by allocating funds when available for that study. The College also allocates funds when available to assist faculty in going to professional meetings. The College encourages research and publication by assisting faculty in identifying funding resources where available and by providing access to the College library, archives, laboratories, etc.

### 3.7.2.1 Advanced Study

Faculty seeking a terminal degree may apply for faculty development funds through their Department head and their Division chairperson to the Provost/Vice President of Academic Affairs. Applications must include very specific objectives with time lines budget needs. Coverage of academic responsibilities when absent for advanced study must be worked out specifically with the Department head and the Division chairperson, who must approve every application, regardless of funding sources. Faculty seeking non-degree studies programs must go through the same procedure.

#### 3.7.2.1 Participation in Professional Activities

Faculty may apply to the Provost/Vice President of Academic Affairs for travel funds to attend one professional meeting a year; they may apply for full expenses if they appear on the program (see manual on policies and procedures). Funds are limited, and priority will be given to senior faculty and applications recommended by the department and division chairpersons.

#### 3.7.2.2 Research and Publication

The College does not provide funds for research and publication except in the instances of specific grants which provide for this activity in terms of travel, released time, equipment, secretarial; assistance, etc. College facilities, however, are made available so long as usage does not impair the ongoing academic program. The College is primarily a teaching not a research institution. Nevertheless, the College encourages leaves of absences to faculty wishing to devote time to research and writing.

#### 3.7.3 Community Service

Community refers to the area in which one lives and service refers to voluntary, uncompensated time spent in organizing and participating in community enterprises, such as scouting, parent teacher organizations, civic clubs, community centers, community agencies, churches, regulatory, advisory, and planning boards, etc. Such activities may form a part of faculty evaluation criteria.

#### 3.7.4 Political Activity

A faculty member is free to participate in political activities as an individual citizen, but this person should remember that the public may judge one's profession and institution by one's utterances. The faculty member may hold political office so long as academic responsibilities are in no way impaired. See also 3.8.1

### **3.8 Faculty Rights and Privileges**

#### **3.8.1 Academic Freedom**

Freedom of thought and speech and freedom in the quest for truth is indispensable to the health, life, and the survival of a free democratic society. Talladega College is committed to the ideal of such a society; therefore, the College is pledged to a policy of academic freedom. The true spirit of academic freedom requires research, criticism, and presentation of ideas whether controversial or not in an atmosphere of confidence and assumption of responsibilities. It is essential to the achievement of these ends that the College faculty is guaranteed academic freedom by the governing board of the College.

The College has as its stated aim the development of literate humane persons who are willing and able to assume enlightened responsibility in citizenship. To achieve this aim the teacher must have freedom to discuss with his/her student's subject matter and any other material, whether controversial or not, that contribute to their continuing growth.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research or other professional activities that can be expected to interfere with these duties should be based upon an understanding with the authorities of the institution.

Academic freedom shall not be construed to serve as a shield for those who fall short in the discharge of their academic duties, either through neglect or through incompetence, and who break the rules of the College or the law of the land. Appointment to a college position and retention after appointment, therefore, require professional competence, diligence in the performance of duties, and loyalty to the ideals and aims of the College.

#### **3.8.2 Intellectual Property**

##### **3.8.2.1 Purpose**

To balance the interests of all constituents at Talladega College, the Board of Trustees promulgates these rules on intellectual property with the purpose to (1) provide certainty in research pursuits and technology-based relationships with third parties; and (2) encourage the timely and efficient protection and management of intellectual property.

#### Policy on Intellectual Property

#### 3.8.2.2 Individuals Subject to this Policy

This intellectual property policy applies (a) to all persons employed by Talladega College including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, and (b) to anyone using the facilities or resources of the College. All individuals subject to this policy must assign their rights in intellectual property to the Board of Trustees under this policy.

#### 3.8.2.3 Types of Intellectual Property

Intellectual Property applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, works of authorship, and computer software.

The Board of Trustees will not assert its interest in the copyright of scholarly or educational materials, artworks, musical compositions, and literary works related to the author's academic or professional field, regardless of the medium of expression. This applies to works authored by students, professionals, faculty, and non-faculty researchers. The Board of Trustees encourages these creators to manage their copyrights in accordance with established guidelines in the academic community concerning management and marketing of scholarly or educational materials.

#### 3.8.2.4 Role of Creator

Any person subject to this policy, who creates intellectual property, may give reasonable input on commercialization of inventions; provided however, that the president of the College, or his or her designee(s), in his or her sole discretion, will make final decisions, including whether and how to develop and commercialize an invention.

### **3.9 Leave and Fringe Benefit Policies**

#### 3.9.1 Leave with pay

Leave with pay can occur under the following circumstances:

- a. Sickness

- b. bereavement
- c. jury duty
- d. military leave
- e. personal business
- f. attendance at professional or scholarly meetings
- g. maternity

#### 3.9.1.1 Sick leave

Sick leave is a privilege awarded to the College faculty to protect income in case of illness and emergency. It may be used for personal illness or illness in the immediate family which includes husband or wife, son, daughter, mother, father, sister, brother, grandmother, grandfather, or corresponding in-laws. The College allows short-term absences for those who are ill or temporarily disabled.

#### 3.9.1.2 Compensation and Replacement of Work Lost During Sick Leave

As professional employees, it is expected that classes and other responsibilities missed will be made up to the students or colleagues associated with the work. No modification of compensation takes place when short-term illnesses or disabilities occur, and the work lost is made up or handled by colleagues. However, when it is determined that the leave for illness or disability will extend sufficiently long that it maybe necessary to arrange a replacement, either temporarily or permanently, or it maybe necessary to deplete the faculty member's offerings for the remainder of a term, the College will negotiate the duration of the paid absence with consideration given to medical need, the requirements of the educational program, and individual circumstances.

#### 3.9.1.3 Insurance against Illness

It is incumbent upon the individual faculty member to procure insurance against unexpected illness or disability by enrolling in one of the group plans available through payroll deductions and thus demonstrate willingness to share the responsibility for unexpected illness or disability.

#### 3.9.1.4 Status During Leave for Illness

No loss of professional status or right to full time affiliation or no subsequent period of required temporary reduction of workload will be based upon absence for illness.

#### 3.9.1.5 Bereavement Leave

Absence in case of death of a close relative or friend will be negotiated by the faculty member with his/her supervising colleagues and approved by the faculty member's Department head, Division chairperson, and the Provost/ Vice President for Academic Affairs using the form provided for recording absences of faculty members available from the office of the Provost/Vice President for Academic Affairs. Acceptable ways of covering missed classes should be discussed with the Department head, Division chairperson, and the Provost/Vice President for Academic Affairs.

#### 3.9.1.6 Jury Duty

Absence caused by a call to jury duty will be honored by the College, and must be recorded, using the form provided for registering absences available from the Office of the Provost/Vice President for Academic Affairs. The signature of all supervisory colleagues, including Department heads, Division chairpersons, and the Provost/Vice President for Academic Affairs must be obtained by the faculty member anticipating jury duty.

#### 3.9.1.7 Military or Special Service Leave

Leave for military duty or special services required by a governmental agency will be guaranteed without prejudice to the status or advancement of a faculty member. Conditions of the absence will be negotiated between the faculty member and the President so that the College can make adequate preparation for a substitute.

#### 3.9.1.8 Attendance at Professional Meetings and Meetings of Scholarly Societies

Faculty members are encouraged to participate in professional and scholarly meetings appropriate to their disciplines. Appropriate time for these activities must be negotiated with supervising colleagues and approved by the Department head, the Division chairperson, and the Provost/Vice President for Academic Affairs. The College, within limits of available funds, will pay all or part of expenses of persons appearing in programs of recognized professional or scholarly societies.

#### 3.9.1.9 Maternity Leave

Absences for maternity leave will be handled in the same manner as paid absences for sick leave.

### 3.9.1.10 Personal Business Leave

Short-term absences required because of personal emergencies will be negotiated through the faculty member's supervising colleague and approved by the department head, division chairperson, and the Provost and Vice President for Academic Affairs using the form provided for recording of faculty absences available from the Office of the Provost/Vice President for Academic Affairs.

### 3.9.1.10 Acceptable Ways of Covering Work Missed Due to Absence

Acceptable ways of covering classes missed by an absent faculty member include:

- a. the teaching of the class by a qualified substitute approved by Department and Division chairperson and the Provost and Vice President for Academic Affairs
- b. the planning of an experience appropriate to advancement of the class to be supervised by a qualified substitute (with appropriate prior approval)

Library assignments and other unsupervised activities are acceptable in cases where absences can be anticipated in sufficient time to avoid the loss of class time. Cancellation of a class should be regarded as a last resort to be used only if the emergency does not permit time for a substitute arrangement to be made.

### 3.9.2 Long Term Leave, With or Without Pay

Leave for one term or longer, the summer term not included, are available upon application for the purposes of continued professional growth, advanced study, research, writing and travel. In appropriate circumstances, leaves for projects of direct benefit to the instruction and for public or private service outside of the institution may be granted. Leave may also be granted for illness, recovery of health and maternity. Generally, however, the purpose of the leave program is to promote the professional development of all faculty members.

#### 3.9.2.1 Eligibility for Leave

Persons nearing retirement should be eligible for leave with pay if it is clear that leave will achieve its purposes both for the individual and the instruction.

### 3.9.2.2 Leave as a Part of Period of Service

For a non-tenured faculty member on scholarly leave for one year or less, the period of leave should count as part of the probationary period as if it were prior service at another institution. Exceptions to this policy should be mutually agreed to in writing prior to the leave.

### 3.9.2.3 Procedure for Application for Leave

A faculty member should apply for leave at a reasonable time in advance and through established procedures, so that the institution can more readily care for his/her work in his/her absence, so that the faculty member can plan to make the best of the opportunity. All evidence that the leave will increase individual effectiveness or produce academically or socially useful results should be considered in evaluating applications. A leave may either involve specialized scholarly activity or be designed to provide broad cultural experience and enlarged perspective. Administrators and faculty agencies may reasonably require the individual to submit such advanced plans as are likely to assure productive results.

### 3.9.2.4 Obligation to Return to the College

A faculty member has an obligation to return for further service following leave of absence when the circumstances of granting the leave indicate that this is the equitable action, as is often the case when leave with pay is granted. A faculty member should, of course, honor an agreement to return to the institution, unless other arrangements are mutually agreed upon. The precise term of the leave of absence should be in writing and should be given to the faculty member prior to the commencement of the leave. Even when there is no obligation to return, the faculty member who resigns while on leave should give notice according to accepted standards.

### 3.9.2.5 Frequency of Leave

Leave should not be considered as deferred compensation to which a faculty member is entitled no matter what other opportunities he/she may have had for professional development. Leave should, however, be provided with reasonable frequency and preferably be available at regular intervals because they are important to the continuing growth of the faculty member and the effectiveness of the institution.

### 3.9.2.6 Length of Leave

Whatever the source of funding, leaves of absence ordinarily should not be more than one year in length, but exceptions to this rule should be

possible in cases involving health, public service, overseas appointments, or other special circumstances.

### 3.9.2.7 Institutional Support for Leave

The institution is not obligated to assume the financial burden for a faculty member on leave for professional development.

If a faculty member on leave without pay takes a temporary but full-time appointment at another institution or organization, it is reasonable to expect the appointing institution or organization to assume the cost of instructional contributions to the individual's retirement annuity and group insurance programs.

### 3.9.3 Fringe Benefits

The current fringe benefit package includes some programs and services in which the College shares payment of costs and some programs for which the individual faculty member pays the entire costs.

#### 3.9.3.1 Group Life Insurance

Membership in the Group Life Insurance plan is optional. Information concerning the Group Life Insurance plan may be obtained from the Business Office.

#### 3.9.3.2 Medical and Hospitalization Insurance

Faculty members may subscribe to various types of medical and hospital services by joining the College's Blue Cross/Blue Shield Group. The College pays for the membership of the employed faculty member who may supplement the payment to cover additional members of his/her family group payroll deduction. Applications and descriptive information are available from the Business Office.

#### 3.9.3.3 Retirement Fund

Information regarding the Retirement Fund is available in the Business Office.

#### 3.9.3.4 Social Security

Membership in the Federal Social Security is required. The rate of payroll deduction is equal to the rate in effect at the time and is matched by the College.

### 3.9.3.5 Unemployment Insurance

Membership is required. The rate of payroll deduction is equal to the rate in effect at the time. The College pays the majority of the cost of this coverage.

### 3.9.3.6 Tuition Remission for Faculty Dependents

After three years of service, the College will remit one full tuition for each employee family member and, when more than one eligible person is involved, one half tuition up to a ceiling of three persons. This waiver is for tuition only and the employee is responsible for any and all additional charges such as room, board, insurance, activity fees, etc. Descriptive information is available from the Business Office and the Registrar's Office.