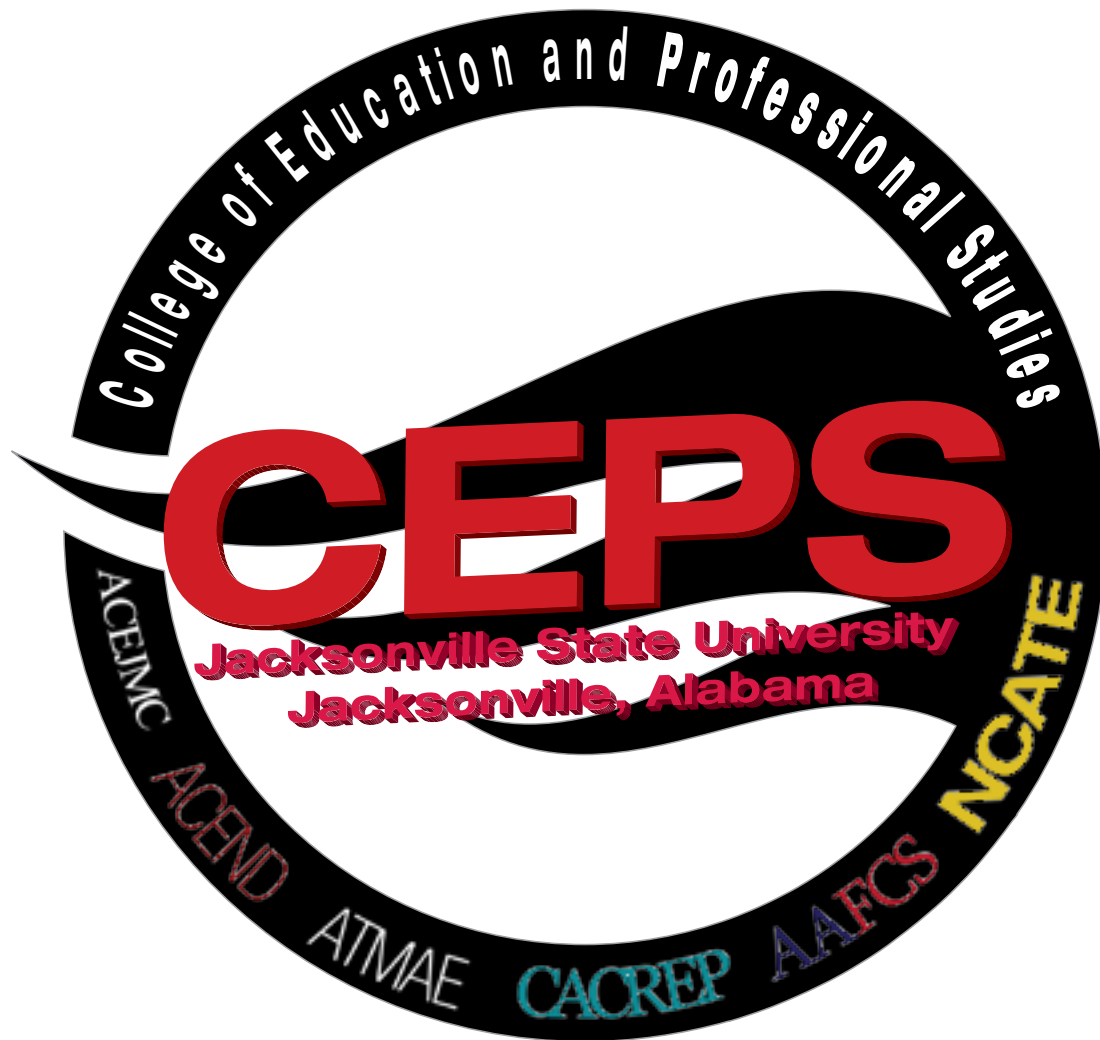


# CEPS FACULTY HANDBOOK AND PROCEDURES MANUAL





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**Jacksonville State University**

**College of Education and Professional Studies**



**Faculty Handbook**

**and**

**Procedures Manual**

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## *Notes*









## FORWARD

The College of Education and Professional Studies (CEPS) *Faculty Handbook* serves as a reference manual for faculty members and administrators in the college. It derives its authority from the policies and regulations of Jacksonville State University, and in the event of any policy conflict between this manual and any university policy, this manual defers to the university policy.

As a living document, this handbook may be subject to periodic revisions to cope with changes in college policies and regulations. Such changes must be approved by the Council of Department Heads and the dean.



## PURPOSE

This handbook serves as a summary, quick reference-source for faculty and administrators on college policies and procedures. College faculty and administrators should familiarize themselves with its entire content. This handbook and its policies do not in any way constitute, and should not be construed as, a contract of employment between the College of Education and Professional Studies (CEPS) and the faculty and/or administrators.



## **1.0 MISSION AND ACCREDITATIONS**

### **1.1 Mission**

The College of Education and Professional Studies prepares students in a learning-centered environment for professional engagement through advanced and innovative teaching, scholarship, and service.

### **1.2 Accreditations**

Programs in the College of Education and Professional Studies are accredited by numerous national accrediting agencies: the National Council for Accreditation of Teacher Education (NCATE), Alabama State Department of Education (ALSDE), Association of Technology, Management, and Applied Engineering (ATMAE), Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the American Association of Family and Consumer Sciences (AAFCS), and the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), Commission on Colleges is the regional accreditor for all programs in the College of Education and Professional Studies.

The Alabama State Department of Education (ALSDE) accredits teacher education and other school programs.

## **2.0 ADMINISTRATIVE ORGANIZATION**

The governance of the College of Education and Professional Studies is consistent with the policies of Jacksonville State University. The person officially designated to represent the College of Education and Professional Studies unit at Jacksonville State University is the dean. Each academic department in the college has a department head that provides leadership for the department and serves as its representative on the Council of Department Heads. Each non-academic department in the college has a director that provides leadership for the department and serves as its representative on the Council of Department Heads.

### **2.1 Dean**

The dean provides coordination, leadership, and direction for the college. The dean reports to the provost/vice president for academic and student affairs (provost/VPASA). The position is a twelve month appointment.

#### **ESSENTIAL FUNCTIONS**

##### **A. Leadership**

1. Establishes a shared vision for the college
2. Supports the goals and objectives of the college and university
3. Serves as a liaison between the provost/VPASA and department heads, faculty, staff, and students of the college on all matters pertaining to the college
4. Oversees the day-to-day operation of the college



5. Oversees the development and implementation of all academic programs
6. Represents the college on the President's Cabinet
7. Represents the college on the University Council
8. Represents the college on the Council of Deans
9. Serves as the chair of the Council of Department Heads and Superintendents Consortium
10. Considers recommendations from department heads in matters pertaining to the procurement, reappointment/non-reappointment, promotion and tenure of, and other issues affecting faculty and staff
11. Evaluates academic and non-academic department heads

#### B. Management

1. Manages the affairs of the college in the best interest of the college and university
2. Manages and monitors college budgets: distributes and provides oversight of department budgets
3. Manages external relationships for the purpose of fundraising
4. Works with the JSU Alumni Office and college faculty and staff to develop and maintain alumni relations
5. Oversees marketing, public relations, and recruitment activities of the college
6. Establishes college-wide committees

#### C. Other Duties

1. Performs other duties as assigned by the provost/VPASA
2. Serves on university, college, and departmental committees as assigned

## 2.2 Associate Dean

The associate dean provides coordination, leadership, and direction for the College of Education and Professional Studies. The associate dean reports to the dean of the college. The position is a twelve month appointment.

### ESSENTIAL FUNCTIONS

#### A. Leadership

1. Assists the dean in the day-to-day administrative operations of the college
2. Serves as the coordinator of assessment and faculty development for the college, including service as the NCATE/CAEP coordinator
3. Serves as the coordinator of grants for the college
4. Serves as the chair of the College Curriculum Committee and the chair of the Teacher Education Council
5. Serves as the dean's designee and liaison to university offices, committees, and external agencies
6. Assists the dean with community outreach
7. Assists the dean with fundraising
8. Serves on the Council of Department Heads

#### B. Management

1. Assesses professional development needs of the college and directs professional development activities
2. Coordinates student services efforts such as Preview Days, Freshman Orientation,



academic appeals, academic forgiveness, academic dismissal, and other services as designated by the dean

3. Reviews all grant materials before submission to the Institute for Research and Collaboration (IRC)
4. Annually plans and evaluates college level PRISM reporting and assists departments with PRISM planning
5. Processes curriculum changes and corresponds with both the University Curriculum Committee and the Graduate Council

#### C. Other Duties

1. Performs other duties as assigned by the dean
2. Serves on university, college, and departmental committees as assigned

### 2.3 Department Head

The department head provides coordination, leadership, and direction for the department. The department head reports to the dean of the college. The position is a twelve month appointment.

#### ESSENTIAL FUNCTIONS

##### A. Leadership

1. Establishes a shared vision for the department
2. Oversees the day-to-day operation of the department and each of its programs
3. Oversees the development and implementation of all academic programs within the department
4. Represents the department on the Council of Department Heads
5. Presides over all departmental meetings
6. Directs the implementation of university, college, and departmental policies and procedures
7. Serves as the link between the dean of the college and department faculty and staff
8. Promotes faculty development

##### B. Management

1. Manages the day-to-day operations of the department
2. Conducts faculty and staff evaluations
3. Makes recommendations on matters pertaining to promotion and tenure, new faculty/staff hires, reappointment/non-reappointment of faculty, dismissal of faculty/staff
4. Plans and manages departmental budgets
5. Establishes departmental committees
6. Guides department and program assessments
7. Directs curriculum development and implementation
8. Assigns faculty workloads (teaching and advisement)

C. Teaching: Teaching load consists of fifteen semester hours per year

##### D. Other Duties

1. Serves on university, college, and departmental committees as assigned
2. Performs other duties as assigned by the dean



## **2.4 Director of Teacher Education Services**

The director of Teacher Education Services provides coordination, leadership, and direction for initial and advanced teacher and other school personnel certification.

### **ESSENTIAL FUNCTIONS**

- A. Serves as the certification officer for the college
  - 1. Responsible for graduation checkout of all initial and advanced candidates
  - 2. Responsible for recommending initial and advanced candidates to the Alabama State Department of Education for certification
- B. Serves as the liaison between the college and the Alabama State Department of Education
  - 1. Responsible for communicating to college administrators, faculty, staff, and students any changes/modifications to Alabama State Board of Education certification policies and procedures pertaining to initial and advanced teacher and other school personnel certification requirements and any changes/modifications to Alabama State Board of Education reaffirmation requirements.
  - 2. Responsible for developing and submitting all reports required by the Alabama State Department of Education
- C. Serves as the director of the Teacher Education Services (TSC)
  - 1. Responsible for directing and evaluating TSC staff
  - 2. Responsible for the advisement of any non-degree seeking students taking education courses
  - 3. Responsible for communicating academic progress of initial and advanced candidates with respect to GPA to academic department heads
- D. Other Duties
  - 1. Serves on university, college, and departmental committees as assigned
  - 2. Performs other duties as assigned by the dean

## **2.5 Director of Clinical Experiences**

The director of Clinical Experiences provides coordination, leadership, and direction for the clinical experiences component of the teacher education programs.

### **ESSENTIAL FUNCTIONS**

- A. Serves as a liaison between JSU and P-12 school systems in the JSU service area
- B. Coordinates practicum and internship placements
- C. Coordinates and oversees practicum and internship supervision
- D. Coordinates orientation meetings for students, faculty (university and school based), and staff



E. Other Duties

1. Serves on university, college, and departmental committees as assigned
2. Performs other duties as assigned by the dean

**2.6 Director of the JSU In-Service Center**

The director provides coordination, leadership, and direction for the JSU In-Service Center.

ESSENTIAL FUNCTIONS

- A. Supervises the day-to-day operations
- B. Maintains communications with and oversight of staff assigned to Alabama Math, Science, and Technology Initiative (AMSTI), Technology in Motion (TIM), and Alabama Science in Motion (ASIM)
- C. Maintains necessary program documentation
- D. Develops the program budget
- E. Works closely with the ALSDE staff

F. Other Duties

1. Serves on university, college, and departmental committees as assigned
2. Performs other duties as assigned by the dean

**2.7 Director of the Instructional Services Unit**

The director of Instructional Services Unit provides coordination, leadership, and direction for the Teaching/Learning Center (TLC), the Learning Resource Center (LRC) and the Multimedia Instructional Laboratories (MIL) component of the teacher education programs.

ESSENTIAL FUNCTIONS

- A. Supervises the day-to-day operations within TLC, LRC, and MIL
- B. Implements technology needs within the college
- C. Coordinates ISU staff and student workers
- D. Manages ISU budgets
- E. Reviews college publications and other documents

F. Other Duties

1. Serves on university, college, and departmental committees as assigned
2. Performs other duties as assigned by the dean



## 2.8 Director of Television Services and Engineering

The director of Television Services and Engineering provides coordination, leadership, and direction for the department of TV Services.

### ESSENTIAL FUNCTIONS

- A. Coordinates TV Services personnel staff
- B. Manages TV programming
- C. Manages promotional video and commercial production for Jacksonville State University
- C. Implements promotional video and commercial production for Jacksonville State University
- D. Provides engineering support and experiential learning opportunities for the Department of Communication
- F. Technical and video support to the Department of Communication, the Department of Distance Education, WJXS-TV24, WLJS-FM92J and the JSU Sports Network
- G. Other Duties
  - 1. Serves on university, college, and departmental committees as assigned
  - 2. Performs other duties as assigned by the dean

## 2.9 Director of The Cynthia H. Harper Child Study Center

The director of the Harper Child Study Center provides coordination, leadership, and direction for the center

### ESSENTIAL FUNCTIONS

- A. Supervises the day-to-day operations of the Center, the staff, and practicum students
- B. Maintains communications with parents
- C. Maintains necessary program documentation
- D. Develops the program budget
- E. Other Duties
  - 1. Serves on university, college, and departmental committees as assigned
  - 2. Performs other duties as assigned by the dean





### **3.0 FACULTY POLICIES, REGULATIONS, AND PROCESSES**

#### **3.1 New Faculty Selection/Appointment Process**

JSU Policy and Procedure for Employment

[http://www.jsu.edu/busaffairs/polprocman/pdf/I\\_02\\_07.pdf](http://www.jsu.edu/busaffairs/polprocman/pdf/I_02_07.pdf)

##### **A. Materials Needed From Candidate**

1. Needed immediately: Letter of application and a CV
2. Needed before an on-campus interview: Three current letters of recommendation, and one official copy of the transcript(s)

##### **B. Screening Committee Procedure**

1. The department head or director receives verbal approval to fill a position from the dean. It is recommended that screening committee be selected prior to the Request to Post is initiated in the electronic recruitment system by the department head or director.
2. Human Resources (HR) must train the screening committee members before each search. After this is completed, committee members will receive access to the electronic applicant files. Committee members are instructed to maintain confidentiality of records from non-committee members. Department faculty and/or staff members not on the screening committee are able to offer feedback once candidates are brought to campus for personal interviews and presentations. In cases of extreme distance, Skype or other similar process may be used to conduct live interviews.
3. The position is advertised. An aggressive search is conducted including letters and phone calls for minority candidates nationally listed with the Affirmative Action Department.
4. In the spirit of collegiality, the screening committee, department head/director, and dean will work closely together throughout the process.
5. The screening committee determines how candidate screening and interviewing are to be conducted following a legal process. All relevant faculty members are involved.
6. The screening committee chairperson, if different from the department head/director, works with the department head and the dean, to develop a timetable of activities and deadlines.
7. Upon notification from the department head/director that approval has been received from the dean and the provost/VPASA for interviewing, the committee will begin interviewing.
8. The department head/director, after consultation with the dean, is to bring forward recommendations from the committee and complete a Hiring Proposal for the candidate for hire in the electronic recruitment system, and submits it to the dean.
9. The dean, after consultation with the provost/VPASA, forwards the electronic Hiring Proposal to the provost/VPASA for official approval.
10. The provost/VPASA forwards the Hiring Proposal to the Affirmative Action Officer to review for diversity. The AA Officer then forwards to HR for budget verification. HR forwards the request to the president for final approval.
11. Once approved by the president, HR will notify the department head/director that they may make a conditional offer of employment to the approved candidate. The offer is conditional upon a successful Criminal Background Check. The department head/



director forwards the Criminal Background Check form to the candidate who will submit it directly to HR.

12. HR notifies the department head/director when a successful background investigation is complete. Following this, the university issues a contract to the selected candidate. The candidate accepts or rejects the offered contract.
13. Once an accepted contract is signed and returned to JSU, the department head/director shall contact other interviewed candidates to inform them of the decision. Once this action is complete, the department head/director will notify HR.
14. HR will transition the position to Filled in the electronic recruitment system. This will automatically send emails to ALL non-selected candidates telling them the search is completed and encouraging them to watch for future positions of interest to them.

see... *JSU Faculty Handbook* 2013, [http://www.jsu.edu/academicaffairs/fac\\_resources.html](http://www.jsu.edu/academicaffairs/fac_resources.html) and *JSU Manual of Policies and Procedures* <http://www.jsu.edu/hr/policies.html>.

### **3.2 Orientation**

All new full-time faculty members are expected to attend the following orientations:

- A. The office of the provost/VPASA conducts a session on policies, regulations, and procedures of the university
- B. The department head of the new faculty member will hold a meeting at which time s/he will explain specific duties and responsibilities. The promotion and tenure process and procedures are to be explained at that time. A faculty mentor will be assigned at the meeting.
- C. The new faculty member will meet with the librarian assigned to the CEPS for an orientation on the services offered at the Houston Cole Library

### **3.3 Faculty Evaluation**

Each department head shall conduct an annual performance review of all faculty members at the end of the spring semester. It shall be based on evidence of performance in the prior twelve months (May 1 through April 30). At the time of their third evaluation, tenure-track faculty shall be evaluated on their performance over the past thirty-six months to ensure that any issues are identified early in the tenure process. This is known as the "Third Year Review." Results of faculty annual evaluations are used in decisions regarding salary, probationary faculty reappointment, promotion and tenure, and participation in faculty development activities (for details on the CEPS faculty evaluation,

see... [http://www.jsu.edu/edprof/pdf/Faculty\\_Evaluation\\_Instrument\\_-\\_April\\_2011.pdf](http://www.jsu.edu/edprof/pdf/Faculty_Evaluation_Instrument_-_April_2011.pdf).

### **3.4 Promotion and Tenure**

To be considered for promotion and/or tenure, faculty members must meet time and performance criteria listed on pages 24-28 of the *JSU Faculty Handbook*, 2013 edition in addition to College of Education & Professional Studies criteria found in

[http://www.jsu.edu/edprof/pdf/Promotion\\_Tenure\\_Requirements\\_-\\_April\\_2011.pdf](http://www.jsu.edu/edprof/pdf/Promotion_Tenure_Requirements_-_April_2011.pdf).



### 3.4.1 Procedures

Early in the academic year, a call for promotion and tenure applications and nominations is issued from the provost/VPASA's office

see... <http://www.jsu.edu/academicaffairs/promotiontenure/index.html>.

### 3.4.2 Portfolio

Candidates for tenure and/or promotion must prepare a portfolio according to the guidelines published by the office of the provost and vice president for academic and student affairs. In the case of a tenure applicant, all tenured faculty in the candidate's department or college shall be allowed to review the portfolio and be invited to submit letters to the department head, dean, and/or provost/VPASA. When an applicant is pursuing promotion in rank, only those departmental faculty holding rank equal to or higher than the rank a faculty member is pursuing may review portfolio materials. The department head's evaluation of those applying for promotion and/or tenure shall be based on evidence contained in the portfolio. The portfolio will be forwarded to the dean, along with the department head's recommendation and any letters from tenured faculty—who are equal to or higher rank than the candidate—in the candidate's department. The dean will review all nominations, applications, and portfolios, and will submit recommendations to the provost/VPASA, who will then make a recommendation to the president. see... <http://www.jsu.edu/academicaffairs/promotiontenure/guidelines.html>.

## 3.5 Adherence to University Regulations

Each faculty member has a responsibility to be knowledgeable of regulations and adhere to them. Faculty should have knowledge and make use of *The College of Education and Professional Studies Faculty Handbook*, *JSU Faculty Handbook*, *University Policy and Procedures Manual*, *Jacksonville State University Student Handbook*, *College of Education and Professional Studies Pre-Service Teacher Handbook*, current *JSU Catalogs*, as well as departmental handbooks and other documents relevant to faculty and student governance.

### ***JSU Faculty Handbook***

[http://www.jsu.edu/academicaffairs/fac\\_resources.html](http://www.jsu.edu/academicaffairs/fac_resources.html)

### **Policies & Procedures Manual**

<http://www.jsu.edu/busaffairs/polprocman/index.html>

### **Student Handbook**

<http://www.jsu.edu/studentaffairs/handbook.html>

## 3.6 Organizational Structure

When interpretations and/or decisions regarding policies and procedures are necessary, the matter follows the traditional chain of command. Faculty and staff are to consult with their respective supervisor (department head or director). If further interpretations and/or decisions are required, the matter goes to the dean or associate dean (when appropriate), then the provost/VPASA, and finally the president. Approval of college-level committee recommendations goes to the dean, and then moves to the provost/VPASA and president if necessary.



### 3.7 Syllabus

An approved syllabus must be provided to each student at the beginning of each semester (*JSU Faculty Handbook*, 2013, page 35). In addition, the CEPS requires the college's **Honesty Policy** to be included in all syllabi. All teacher education and other school personnel programs require the **Grade Dismissal Policy** to be included. It shall be noted that there might be other necessary additions specific to program area. The department head shall be consulted regarding possible program specific additions.

### 3.8 Student Attendance

In the CEPS, students shall attend a minimum of seventy-five percent of the class sessions in order to receive a passing grade. Faculty are permitted to establish stricter policies with approval of the department head.

### 3.9 Records

Faculty must maintain clear records, making sure that class rolls are current, all grades are accurately recorded, attendance is recorded at each class, test papers are returned promptly, and grade sheets are submitted accurately and in a timely manner. Documentation pertaining to grades and attendance shall be maintained for one calendar year following the date the grade was recorded in Banner.

### 3.10 Grade Change

Faculty members are accountable for accurate grading and recording. In cases where an error in calculating a grade or assigning the wrong grade in Banner occurs, the faculty member shall submit a **Change of Grade** form to his/her respective department head. This shall be done within six weeks from the time the grade was posted in Banner. To remove an incomplete and assign a permanent grade, a faculty member will need to complete the **Change of Grade** form and submit it through the department head to the associate dean.

### 3.11 Final Examination

The Registrar is responsible for drafting the final examination schedule. The schedule is posted online on JSU's website. All final examinations shall be given at the scheduled time, unless the department head approves the change.

Faculty members are asked to follow these guidelines:

- A. Evaluation is explained to each class at the beginning of each course.
- B. Final exams are normally comprehensive.
- C. All tests must be proctored.
- D. Schedules are to be maintained unless the dean has given approval of change.
- E. Make-up exam procedures are explained at the beginning of each course (*JSU Faculty Handbook*, 2013, page 36).



### **3.12 Copyrighted Material**

Faculty are responsible for knowing and observing the laws concerning copyrighted material as stated in Title 17, U.S. Code., Section 1007 of the Federal Copyright Law Revision of 1978.

### **3.13 Office Hours**

The College of Education and Professional Studies abides by the following policy regarding office hours. Faculty members are expected to hold ten office hours per week suitably spread over three days during regular fall and spring semesters. During summer semesters (including May term), faculty are expected to hold five office hours per week suitably spread over two days. Unless agreed upon by the department head, faculty office hours are to be held between the hours of 8:00 AM and 4:30 PM. When appropriate, substituting in-office, office hours with online office hours is acceptable, but must first be approved by the department head and dean.

Office hours are posted on faculty office doors. Copies are maintained in departmental offices as well as in the dean's office. The proper office (department head, dean, etc.) is notified and records are kept so that the faculty member can be located if necessary. When professional travel is required, appropriate travel forms must be completed. At the end of each month, a summary of faculty absences is filed in the dean's office for each department.

### **3.14 Personal and Sick Leave**

#### **A. Faculty Personal Leave**

Each faculty member may request two personal days of leave for each academic year with no explanation. Personal days will not be used to expand official university holidays. Arrangements for covering teaching assignments and other duties must be made by the faculty member. All arrangements for the absence must be made by the faculty member with ten days' written notice to the department head and dean. The classes to be missed and the provisions made for coverage of classes must be reported by the faculty member in writing. (*JSU Faculty Handbook*, 2013, page 47)

#### **B. Faculty Sick Leave**

Rate of Earning and Accumulation: Sick leave is accrued by all full-time faculty members at the rate of eight hours per month for the period September through May. Sick leave is accrued by full-time faculty at the rate of eight hours per month during the summer months (June–August) for each month the faculty member is on the payroll. The maximum accrual of sick leave by full-time faculty during any twelve-month period is 96 hours. For example, if a faculty member teaches during the summer and receives pay in June and July, the faculty member accrues two days of sick leave. Escrowing salary does not affect the rate of accumulation. Sick leave may be accumulated to an unlimited amount. The accumulated amount may be used for employee's illness, injury, surgery, childbirth, doctor/dentist appointments; or for the illness, injury, surgery, doctor/dentist appointments for immediate family member of employee. Immediate family member is defined as legal spouse, child, parent of employee or spouse, sibling of employee, grandparent of employee.



Taking of Leave: Sick leave is granted to the faculty member in relation to eight-hour days. When a faculty member is absent from the University for a full day's responsibilities, eight hours of sick leave should be reported. (For example, if a faculty member is scheduled for two hours of class and two hours of office time for a particular day and is unable to fulfill those responsibilities because of illness, the employee will report eight hours of sick leave.) Four hours of sick leave should be reported if the faculty member is absent only one-half day and thereby misses a class or office hour. When a faculty member is absent for less than one-half day, sick leave should be reported in one-hour increments. The University reserves the right to require a faculty member to obtain a physician's statement of the employee's illness or family member's illness. (*JSU Faculty Handbook*, 2013, page 55)

### **3.15 Procedures for Covering Administrative Offices**

All administrative offices shall be covered during normal working hours to attend to students, faculty, staff and other members of the public who walk in or telephone or email. If any exceptions need to be made for any reasons, the dean's office is to be notified. Department heads shall inform the dean's office if s/he needs to be away from the office for an extended period.

### **3.16 Teaching Load**

The standard teaching load obligation is equivalent to 80% of the expected workload for full-time faculty. The teaching obligation shall be adjusted at the discretion of the department head and dean to accommodate special faculty roles and the needs of the university, both off and on-campus. The department head shall determine teaching load credit for supervising students enrolled in independent study, research, practical internship, and similar courses with approval by the appropriate dean. (*JSU Faculty Handbook*, 2013, page 41) Faculty members who teach graduate courses are expected to be actively involved in scholarly pursuits. Thus, the differentiation of teaching load assignments between undergraduate and graduate levels is to allow faculty at the graduate level more time to pursue such activities. This scholarship expectation is consistent with the mission of the College of Education and Professional Studies and Jacksonville State University. It is important for faculty to serve as intellectual role models for students. Scholarly activities are demonstrated by faculty through activities such as refereed journal publications, refereed conference presentations, creative and professional activities, grant-writing, etc.

Department heads will consider the overall productivity of faculty, the proportion of non-teaching assignments, and other factors to determine whether a faculty member has time and opportunity to meet expectations for teaching, scholarship, and service.

An exchange load that results in a reduced teaching load shall be determined by the needs and goals of the university, the college, and the department. Any faculty member teaching one or more graduate courses in the fall and/or spring semester would have a teaching load computed at the ratio of one graduate course being equal to four semester hours of teaching load. This results in a nine-hour teaching load when all the courses are at the graduate level. A nine-hour teaching load also results when the faculty member has completed teaching three graduate courses over two or more terms.



### **3.17 Recency Requirement—Teacher Education Faculty**

All faculty who teach methods courses and/or supervise practicum and internship students will document twenty hours of teaching in a P-12 setting(s) during the academic year to meet the Alabama State Department of Education's requirement of recent experience in a P-12 school setting. Recent School Experience forms must be submitted annually to department heads. The form may be accessed here: <http://www.jsu.edu/edprof/faculty-forms.html>

### **3.18 Assignment of Office Space**

The department head or director assigns offices. Seniority, the length of service to the CEPS, is used as the criterion for selection. The department head or director must approve furniture removal.

## **4.0 TEACHER EDUCATION**

### **4.1 Admission to Teacher Education**

The following are guidelines for the interviews:

- A. Each department and/or academic program shall conduct interviews.
- B. Departmental offices will coordinate times and places for the interviews. The department heads will assign faculty to interview committees.
- C. Each interviewing committee will consist of three faculty members. Consensus shall be obtained on the decision of all interviewees for admission.
- D. Individual departments and/or academic programs will develop their respective procedures for the interviews. The department head is responsible for approving the procedures prior to implementation.
- E. If a student fails to pass the interview, the student shall be notified with reason(s) for the decision communicated. Once the necessary corrections are made, a second interview shall be scheduled with a different committee. No student shall be granted more than two interviews for admission.

### **4.2 Admission and Retention**

All faculty members are expected to be familiar with the requirements for admission and retention, especially for their area of assignment. Current requirements can be obtained from the Teacher Education Services and/or by reviewing the following websites:

<http://www.jsu.edu/edprof/tsc/>

[http://www.jsu.edu/edprof/tsc/admission\\_requirements.html](http://www.jsu.edu/edprof/tsc/admission_requirements.html)

[http://www.jsu.edu/edprof/tsc/docs/statement\\_of\\_understanding.pdf](http://www.jsu.edu/edprof/tsc/docs/statement_of_understanding.pdf)

[http://www.jsu.edu/edprof/tsc/docs/TEP\\_Candidate\\_Checklist\\_092010.pdf](http://www.jsu.edu/edprof/tsc/docs/TEP_Candidate_Checklist_092010.pdf)

[http://www.jsu.edu/edprof/tsc/program\\_checklists.html](http://www.jsu.edu/edprof/tsc/program_checklists.html)



### **4.3 Clinical Experiences**

The College of Education and Professional Studies provides quality, comprehensive, and sequential clinical experiences for students aspiring to become teachers in business education, early childhood–elementary education, special education, secondary education, physical education, music education, and family and consumer sciences education.

- A. Supervision Model: Practicum and internship supervision involves the distribution of orientation materials for cooperating teachers, making site visits for contacts, physical and videoed observations, evaluations, conferencing, as well as completing necessary forms for evaluations and references.
- B. Travel Reimbursement: Supervisors are reimbursed at the state rate for travel involved in supervising students in practicum and internship. Consult the clinical experiences coordinator for details.
- C. Assessment for Field Experience and Clinical Practices: Rubrics aligned with the Alabama State Department of Education Analysis forms are used to evaluate all clinical experiences.

### **4.4 Graduate Clinical Experience**

Graduate clinical experiences include practica and internships required in individual programs. Practica and internships follow State Department of Education guidelines that are specifically planned by program faculty.

## **5.0 STUDENT POLICIES—TEACHER EDUCATION**

### **5.1 Cheating**

- A. Cheating: First Offense – A student who cheats on an examination (or any other graded work) will receive a failing grade (“F”) in the course.
- B. Cheating: Second Offense – A student who cheats, a second time, on an examination (or any other graded work) will be dismissed from the program of study, and will not be allowed to enroll in any other program of study in the College of Education and Professional Studies at Jacksonville State University.

### **5.2 Plagiarism**

- A. Plagiarism: First Offense – A student who plagiarizes will receive a failing grade (“F”) in the course. In addition, the student will be required to complete a remedial seminar on plagiarism. Failure to do so will result in an automatic second Offense.
- B. Plagiarism: Second Offense – A student who plagiarizes a second time will be dismissed from the program of study, and will not be allowed to enroll in any other program of study in the College of Education and Professional Studies at Jacksonville State University.

### **5.3 Exhibiting Unethical Disposition**

- A. Exhibiting Unethical Disposition: First Offense – A student who exhibits an unethical disposition such as lying and/or falsifying documentation to anyone in a supervisory role during any school or school-related activity associated with coursework will receive a failing grade (“F”) in the course.



- B. **Exhibiting Unethical Disposition: Second Offense** – A student who exhibits an unethical disposition such as lying and/or falsifying documentation to anyone in a supervisory role a second time will be dismissed from the program of study, and will not be allowed to enroll in any other program of study in the College of Education & Professional Studies at Jacksonville State University.

*Note: It should be noted that the occurrence of cheating or plagiarizing is cumulative, i.e., it carries over to any other course taught in the College of Education & Professional Studies. If a student wishes to appeal at any level of the honesty policy, s/he is to follow the College of Education and Professional Studies' grade appeal process.*

## 5.4 Dispositions

### Rationale

The College of Education and Professional Studies has an obligation to ensure that those who receive education degrees are well-prepared, mature individuals who have the desire to teach and can demonstrate the required knowledge, skills, and dispositions at a proficient level. Preparation and skill are relatively straightforward to evaluate, however, maturity, desire to teach, commitment to the process, and other attitudinal characteristics form a separate, intangible set of behaviors, which are associated with responsible teaching. Decades of experience with pre-service teachers indicate that failure in internship is associated more routinely with the latter than the former set of abilities. Unfortunately, these weaknesses are often not addressed until the student has already expended considerable time and resources.

### Description of the Process

Students in the field of education need to exhibit proper ethical and scholarly dispositions. Students are expected to work collaboratively and respectfully with their peers and instructor, be diligent, follow all policies and required procedures, be prompt in attendance and in completion of assignments, and be responsible and committed to quality in all endeavors. Disposition forms will be completed and put in the candidate's file in the event that proper dispositions are not exhibited.

A. **First Offense:** Disposition form placed in the student file in the departmental office.

B. **Second Offense:** Disposition forms placed in the student file in the departmental office.

Once the student has received the second disposition notice, the student will:

1. Meet with the Student Review Committee (SRC).
2. Write a Responsibility Contract to present to the SRC for approval.

The Responsibility Contract will identify the following:

- a. What I did wrong
  - b. What I need to do
  - c. How and when I am going to do it
3. The student will be required to provide evidence that the Responsibility Contract was successfully completed and approved by the SRC.

The Responsibility Contract may not extend beyond the semester following the offense without SRC approval. Any student who fails to successfully complete the SRC requirements may be referred to the Disciplinary Action Committee (DAC).

*Note: Some details of this process may vary according to departments.*



## **5.5 Grade Dismissal Policy – Education Programs Only**

- A. If a student receives consecutive grades of “D” or “F” (or any combination of “D” and “F” grades) in a “professional studies” course (or any course that requires admission to teacher education as a prerequisite), s/he will be dismissed from the program regardless of his (her) grade point average (GPA). The only avenue for readmission is if the student employs the academic forgiveness policy removing one or more of the grades.
- B. If a student accumulates more than three (3) grades of “D” or “F” (or any combination of “D” and “F” grades) in “professional studies” courses (or any course that requires admission to teacher education as a prerequisite), s/he is dismissed from the program regardless of his (her) grade point average (GPA). The only avenue for readmission is if the student employs the academic forgiveness policy removing one or more of the grades.

## **5.6 Grade Point Average (GPA) Dismissal Policy – Education Programs Only**

Once undergraduate students are admitted to the teacher education program, they must maintain a minimum grade point average (GPA) of 2.5 “overall”, 2.5 in the “professional studies” courses, and a 2.5 in the “teaching field” courses. If at any time during the program the GPA falls below the 2.5 minimum in any of the three areas, the student will be dismissed from the program. Readmission is possible if one of the following circumstances occurs:

- A. The student receives academic forgiveness; and by doing so, the GPA increases to the 2.5 level or higher.
- B. If the GPA drops below 2.5 in the “teaching field” or “overall” the student may reapply to teacher education once the GPA has increased to the 2.5 level of higher.

*Note: The only avenue for readmission if the GPA drops below 2.5 in “professional studies” is if the GPA increases to 2.5 or higher as a result of academic forgiveness. A student will not be allowed to retake “professional studies” courses since s/he must be admitted to teacher education in order to enroll in those courses.*

## **6.0 FACULTY RESEARCH**

### **6.1 Faculty Research Awards**

The Faculty Research Committee reviews applications, and makes recommendations concerning award recipients. For more information, see... <http://www.jsu.edu/academicaffairs/facultyawards/index.html>).

### **6.2 External Funds**

Faculty members are encouraged to seek externally funded projects. The Institute for Research and Planning (IRC) provides faculty assistance in locating sources, developing proposals, and obtaining coordination between the university and funding agencies. Specific guidelines and policies for submission of proposals may be found in the Proposal Development unit within the IRC. All grant proposals must be submitted to the associate dean’s office prior to obtaining signatures elsewhere on campus.



## **7.0 SPECIAL OFFICES/SERVICES**

### **7.1 The Instructional Services Unit**

The purpose of the Instructional Services Unit (ISU) is to provide support assistance for faculty, students, clinical experiences, and the community. The ISU provides services through three service divisions.

<http://www.jsu.edu/edprof/isu>

The Teaching/Learning Center

<http://www.jsu.edu/edprof/isu/tlc.html>

The Learning Resource Center

<http://www.jsu.edu/edprof/isu/lrc.html>

The Multimedia Instructional Laboratories

<http://www.jsu.edu/edprof/isu/mil.html>

### **7.2 JSU In-Service Educational Center**

The purpose of the Jacksonville State University In-Service Education /Center (JSU-ISEC) is to provide high quality professional development programs to meet the ever increasing needs of public school teachers and administrators. The JSU-ISEC provides services through three service divisions.

<http://www.jsu.edu/inservice/>

Science In Motion

<http://www.jsu.edu/inservice/science.html>

Technology In Motion

<http://www.jsu.edu/inservice/technology.html>

Alabama Math, Science, Technology Initiative

<http://www.jsu.edu/inservice/amsti.html>

### **7.3 Teacher Education Services**

The purpose of the Teacher Education Services (TEC) is to facilitate student progression through the teacher education program, from admission to entry into the job market. As a primary source of information for students and faculty, the TEC provides current information to ensure accurate advisement and career planning. Information regarding frequently asked questions can be obtained by reviewing the following websites:

<http://www.jsu.edu/edprof/tsc/>

[http://www.jsu.edu/edprof/tsc/admission\\_requirements.html](http://www.jsu.edu/edprof/tsc/admission_requirements.html)



## **7.4 JSU Campus Wellness Center**

The JSU Wellness Center (JSU-WC) is located in Room 204 Pete Mathews Coliseum. The Wellness Center offers students, faculty, staff and their dependents an opportunity to increase awareness of healthy lifestyle choices available on campus. Information about the JSU-WC can be obtained by reviewing the following websites:

<http://www.jsu.edu/edprof/hper/wcenter/>

<http://www.jsu.edu/edprof/hper/wcenter/about.html>

## **7.5 Television Services**

The purpose of Television Services (TVSER) is to provide video production, engineering support, and experiential learning opportunities that will positively impact Jacksonville State University's public image and the instructional mission of the university. Information about TVSER can be obtained by reviewing the following websites:

<http://www.jsu.edu/tv>

<http://www.jsu.edu/tv/contact.html>

## **8.0 COPIER AND BULLETIN BOARD USE PROCEDURES**

### **8.1 Copier Use**

Each department maintains a copier for faculty use. When appropriate, faculty members are encouraged to prepare a booklet of all handouts to be used in class. These booklets are submitted to the department head who then contacts the JSU print shop and the bookstore to determine the cost effectiveness of printing said booklets and arranging for sale in the bookstore. All jobs requiring more than 100 copies should be submitted to the print shop through the appropriate departmental secretary.

### **8.2 Bulletin Board**

Departments maintain all departmental bulletin boards. Nothing shall be attached to walls or doors in or outside academic buildings.



## *Notes*



## Appendix





## Appendix A

### Independent Studies

It is recognized that students do encounter situations in their lives, which affect their academic programs and necessitate special attention. Independent Studies are not encouraged, but will be permitted a when need is justified.

Procedures:

1. The student is to submit a letter of request to the faculty member whom is responsible for the course needed. The letter is to clearly state the reason for the independent study course.
2. A faculty member shall endorse or reject the students request in writing. The decision shall be communicated to the student with a copy to the department head.
3. The department head will either support or deny the request. The decision of the department head is final.





## Appendix B

### Teaching Schedule Preparation

**Tentative Faculty Assignment:** Faculty are to submit their preference for courses to be taught over the next academic year (i.e., fall, spring, May-4, and summer terms) prior to December first of the current academic year. The department head will consider the preferences made by faculty to develop an overall plan for programs within the department.

**Two Year Projections:** Each academic department shall maintain a projection showing the pattern of course offerings over two years. The two-year projection is updated annually. Faculty are to use these projections when developing their Tentative Faculty Assignment.





## Appendix C

### COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES TENTATIVE FACULTY ASSIGNMENTS FOR ACADEMIC YEAR 20XX-20XX

Dept: \_\_\_\_\_ Faculty Member: \_\_\_\_\_ 9 MONTH / 12 MONTH  
\* Fall 20XX

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

COMPS \_\_\_\_ Y \_\_\_\_ N

<b>TOTAL HOURS THIS SEMESTER</b>	<b>15</b>
<b>TOTAL HOURS TO DATE</b>	

+ Spring 20XX

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

COMPS \_\_\_\_ Y \_\_\_\_ N

<b>TOTAL HOURS THIS SEMESTER</b>	<b>15</b>
<b>TOTAL HOURS TO DATE</b>	<b>30</b>

+ May Term 20XX

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

COMPS \_\_\_\_ Y \_\_\_\_ N

+ Summer \_\_\_\_ 20XX

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

COMPS \_\_\_\_ Y \_\_\_\_ N

+ Summer \_\_\_\_ 20XX

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

COMPS \_\_\_\_ Y \_\_\_\_ N

<b>TOTAL HOURS MAY AND SUMMER TERMS</b>	
<b>TOTAL HOURS FOR ACADEMIC YEAR 20XX-20XX</b>	

Submitted to Dean's Office for Review \_\_\_\_\_

facasgn.tay



## Appendix D

### FCS Attendance and Assignment Policy

Students are expected to attend class regularly beginning the first day of class. According to the attendance policy in the Department of Family and Consumer Sciences, students may miss no more than six hours of scheduled class time. It is the responsibility of each student to keep track of his/her absences. If absences exceed time specified in the attendance policy, students shall be advised to drop the course or be subject to receiving a failing grade for the course. Excessive tardiness will accumulate as absences. Students are advised that three tardies constitute one absence. It is the responsibility of the student to advise the instructor to change an absence to a tardy.

Students are responsible for all material covered in class, textbook readings, and assignments due or made during any absence from class. Late assignments may be subject to grade reduction as determined by the instructor and may not be accepted after a period of one week (seven calendar days). Make-up work for laboratory experiences and in-class activities is at the discretion of the instructor. (Faculty may insert individual policy here.)

Attendance for all examinations is mandatory. If you must miss an exam for a legitimate reason (as determined by the instructor) you should notify the instructor before the exam. If the instructor determines the absence is qualified according to the attendance policy of the Department of Family and Consumer Sciences, a make-up test will be given at a time determined by the instructor. Missed exams and project reports without instructor approval will be assigned a "0" score.

The university policies including Academic Honesty and Code of Conduct detailed in the JSU Student Handbook will be enforced in all FCS courses.

### FCS Classroom/Lab Policies

- Cell phones must be turned off in the classroom
- Students arriving late for class should not disrupt class and should follow the instructor policy for late arrivals.
- Students are expected to remain in class for the entire class period or be subject to receiving an absence.
- Visitors are not allowed in class (this includes children).





## Appendix E

### University Faculty Resources

[http://www.jsu.edu/academicaffairs/fac\\_resources.html](http://www.jsu.edu/academicaffairs/fac_resources.html)

1. Faculty Leave
2. Grants
3. University Handbooks (Faculty and Adjunct)
4. Institutional Review Board (IRB)
5. Promotion and Tenure (University)
6. Distinguished Professor
7. Distinguished Lecturer

### Faculty Evaluation (College of Education & Professional Studies)

<http://www.jsu.edu/edprof/FacultyEvaluation.html>

1. Faculty Evaluation Explanation and Instrument
2. Evaluation Portfolio
3. Guidelines for Promotion & Tenure
4. Advisor Evaluation

### Faculty Awards

<http://www.jsu.edu/academicaffairs/calendar.html>





## **Appendix F**

### **College of Education and Professional Studies Grade Appeal Process**

#### **1. Basis for Appeal**

Policies at the university level take precedence over this college process. This process is intended to conform to the current faculty and student handbook. A student may appeal a course grade if the student has reason to believe that the grade was assigned in a malicious, capricious, erroneous or arbitrary manner. For the appeal to be acted upon, the student must follow the steps outlined below, in the order indicated, and within the given time lines. In addition, the appeal of each additional step in the process must be in writing. The following steps provide a guideline for the appeals process.

#### **2. Appeal to the Faculty Member for Review of Assigned Grade**

Within two full weeks following the beginning of the next academic semester, the student must discuss the assigned grade with the faculty member. If the faculty member determines the assigned grade is incorrect, he/she will initiate the appropriate change. If the grade is to be changed and the student is satisfied, the matter is concluded. The department head and associate dean are notified using established grade change procedures. If the faculty member is no longer with JSU, the student will proceed directly to the next step. If the student is not satisfied with the outcome of the discussion with the faculty member, he/she may appeal to the department head.

#### **3. Appeal to the Department Head**

If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the department head of the department in which the course is assigned. The written appeal to the department head must be made no later than the end of the fourth, full week of the semester. The student will include all known information related to the appeal. The department head shall review with the student and the faculty member the substance of the student's appeal and seek to determine its validity.

If the department head determines the assigned grade is not appropriate, the faculty member will be instructed to submit a change of grade form. The faculty member may or may not agree with the department head's decision. If the faculty member does not agree, s/he may appeal to the dean of the College of Education and Professional Studies. If the faculty member is not satisfied with the dean's decision, s/he may appeal to the provost/VPASA.

The department head will notify the student in writing, within two week after receiving the written appeal, whether or not the initial assigned grade will be changed. If the grade is not to be changed or not changed to the satisfaction of the student, the department head will advise the student of the right to appeal to the Dean's Office of the College of Education and Professional Studies.

If the student wishes to continue the appeal process, the department head will send copies of written communication mentioned above to the associate dean of the College of Education and Professional Studies.



#### **4. Appeal to the Dean's Office of the College of Education and Professional Studies**

If the grade is not changed at the department level, the student may appeal the assigned grade, in writing, to the associate dean of the College of Education and Professional Studies. The written appeal to the associate dean must be made within two weeks of the date of the notice from the department head that the grade will not be changed.

The associate dean will meet with the student to discuss the facts and the debate related to the grade appeal. The associate dean will also meet with the faculty member and department head to gather all relevant information concerning the course.

If the resolution of the student's grade appeal is not obtained through the above procedures, the associate dean may request a review of the student's appeal by the CEPS Advisory Committee, a standing committee consisting of faculty members from each department. The associate dean will appoint a replacement on the committee if a member is a participant in the dispute.

The CEPS Advisory Committee shall conduct a hearing and shall review all pertinent information presented by the student, the faculty member, and any others who may be called to assist the committee. The involved student is not allowed to bring relatives and/or attorneys to the committee meetings. However, the student and/or the faculty member are permitted to request that the committee interview parties that may provide evidence or testimony specific to the grade appeal being considered.

Documents submitted for the purpose of the grade appeal become the property of the Advisory Committee, the College of Education and Professional Studies, and Jacksonville State University. The said documents shall be used for the purpose of the appeal and the appeal only. If the student submits copyrighted materials, s/he is required to provide a specified number of copies as determined by the CEPS Advisory Committee chairperson. The committee will submit a written report on its recommendation to the associate dean within one month of the time the matter was referred.

The written report will indicate the number of votes for granting the appeal and the number against granting the appeal. Reasons for and against granting the appeal will be listed and all appropriate information and documentation will be submitted. The associate dean will then review the committee's report and all other grade appeal documentation with the dean of the College of Education and Professional Studies. At that time, a final decision will be rendered. The dean shall then notify the student, the faculty member, the CEPS Advisory Committee, and the department head of the final decision concerning the appeal.

#### **5. Appeal to the Provost/Vice President for Academic and Student Affairs**

If the grade is not changed at the college level, the student may appeal, in writing, to the provost/VPASA. The written appeal to the provost/VPASA must be made within two weeks from the date of the dean's letter indicating the final decision.

In case of an appeal to the provost/VPASA, the person making the appeal shall inform the dean of this action and the dean shall forward all materials concerning the appeal, including the committee's report and the final, college-level decision, to the provost/VPASA.



## 6. Appeals to the President

If either the student or the faculty member believes that due process has not been afforded, a written appeal may be made to the president, otherwise, the decision of the provost/VPASA is final. Such an appeal, based on denial of due process, and specifically identifying the failure of the process, must be initiated within two weeks from the time of the provost/VPASA's decision on either the student's or faculty member's appeal.

## 7. Recording of the Grade

Once the final decision has been made and the appeals process has been exhausted or the time for the appeal has passed, the dean of the College of Education and Professional Studies will notify the Registrar as to the disposition of the student's grade. S/he will also inform the student, the faculty member, the CEPS Advisory Committee chair and the department head.

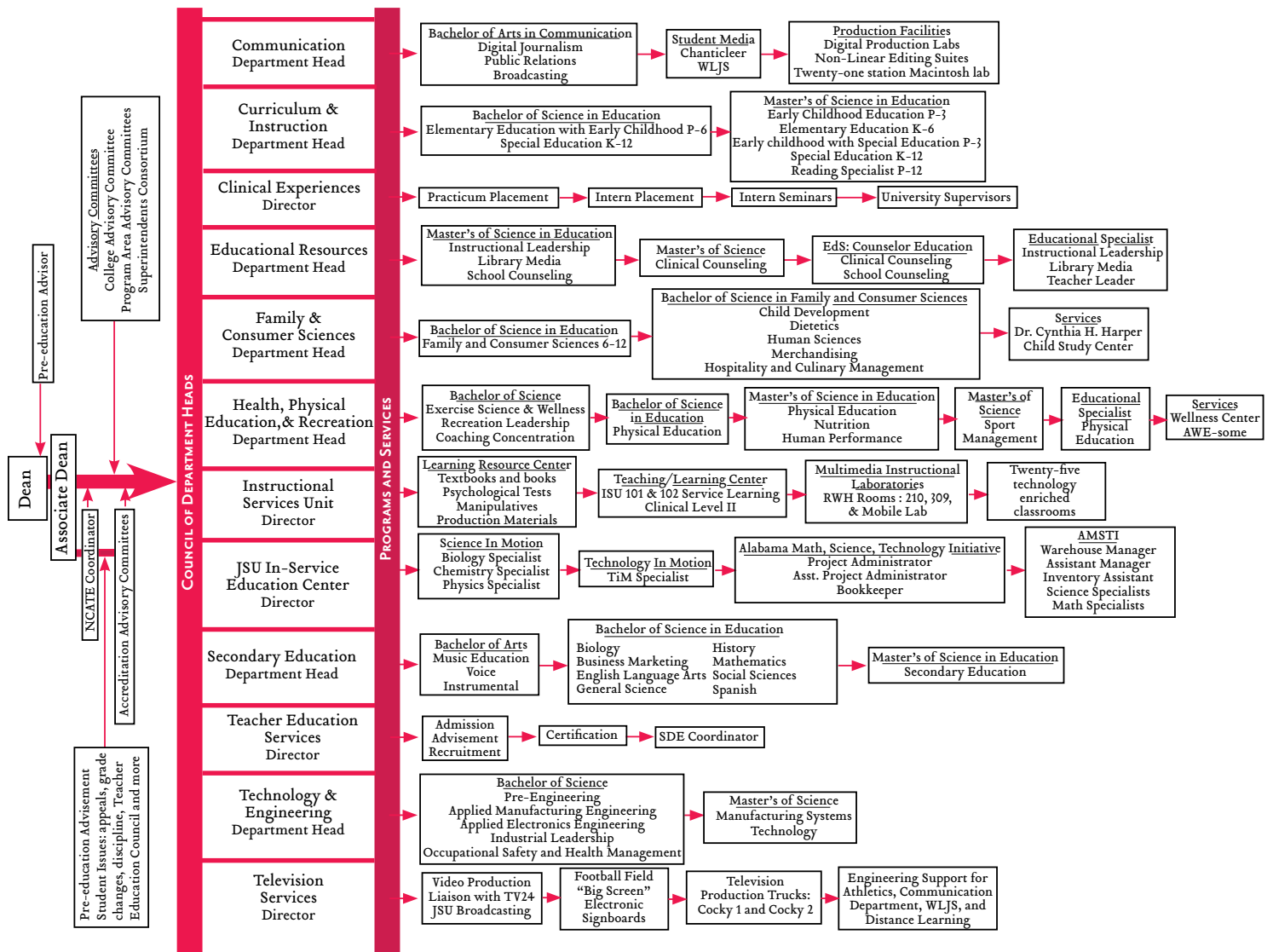




## *Notes*



# CEPS Organizational Chart



**BUILDINGS: RAMONA WOOD HALL, JSU McCLELLAN CENTER, AMSTI WAREHOUSE, MASON HALL (EAST END), SELF HALL, PETE MATHEWS COLISEUM, AND AYERS HALL**





**Jacksonville State University**  
**College of Education and Professional Studies**  
700 Pelham Road North  
Ramona Wood Hall  
Jacksonville, Alabama 36265-1602

<http://ceps.jsu.edu>

[ceps@jsu.edu](mailto:ceps@jsu.edu)

**256-782-5859**