

JACKSONVILLE STATE UNIVERSITY

FACULTY HANDBOOK

2003

Effective Fall Semester 2003

## TABLE OF CONTENTS

<b>FOREWORD</b>	<b>1</b>
<b>PURPOSE</b>	<b>1</b>
<b>EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT</b>	<b>1</b>
<b>1.0 HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE</b>	<b>2</b>
1.1 History	2
1.2 Mission Statement	3
1.3 Accreditation	3
<b>1.4 Academic Affairs Administrative/Governance Structure</b>	<b>3</b>
<b>1.4.1 Board of Trustees</b>	<b>3</b>
<b>1.4.2 President</b>	<b>4</b>
<b>1.4.2.1 Director of Institutional Effectiveness</b>	<b>4</b>
<b>1.4.3 Vice President for Academic and Student Affairs</b>	<b>4</b>
<b>1.4.3.1 Associate Vice President for Academic Affairs</b>	<b>5</b>
<b>1.4.3.2 Associate Vice President for Student Affairs</b>	<b>5</b>
<b>1.4.3.3 College Deans</b>	<b>5</b>
<b>1.4.3.4 University Librarian</b>	<b>5</b>
<b>1.4.3.5 Department Heads</b>	<b>6</b>
<b>1.5 General Institutional Governance</b>	<b>6</b>
<b>1.5.1 Academic Council</b>	<b>6</b>

1.5.2 Athletic Council	6
1.5.3 The Faculty Senate	6
1.5.4 Graduate Council	7
1.5.5 Student Government Association	7
1.5.6 University Forum	7
1.5.7 Standing Committees	8
<b>2.0 FACULTY POLICIES, REGULATIONS, AND PROCESSES</b>	<b>8</b>
2.1 Definition of Faculty Status	8
2.1.1 Ranked Faculty	8
2.1.2 Rank of Instructor	8
2.1.3 Criteria for Appointment to Specific Ranked Faculty Status	8
2.1.3.1 Instructor	9
2.1.3.2 Assistant Professor	9
2.1.3.3 Associate Professor	9
2.1.3.4 Professor	10
2.1.3.5 Exceptions to Criteria	10
2.1.4 Regular Faculty	11
2.1.5 Temporary Faculty	11
2.1.5.1 Pro-Rata Temporary Faculty	11
2.1.5.2 Adjunct Faculty	11
2.1.5.3 Visiting Faculty	12
2.1.6 Special Appointment Faculty	12
2.1.6.1 Emeriti Faculty	12
2.1.6.2 Artist/Writer/Scholar-in-Residence	12
2.1.6.3 Replacement Faculty	13
2.1.6.4 Joint Appointment	13
2.1.7 Administrators with Faculty Rank	13
2.2 Contracts	14
2.2.1 Term	14
2.2.2 Probationary/Tenure Track	14
2.2.3 Tenured	14
2.2.4 Other	15
2.2.5 Locus of Appointment	15
2.2.6 Contract Form, Issuance, and Receipt	15
2.3 Search/Appointment/Orientation	15

2.3.1 Search/Appointment Procedures	16
2.3.2 Orientation	16
2.3.3 Equal Opportunity/Affirmative Action	16
2.3.4 Nepotism/Employment Conflict of Interest	16
2.4 Faculty Evaluation	16
2.4.1 Teaching Effectiveness	17
2.4.1.1 Criteria for Teaching Effectiveness	17
2.4.1.2 Evidence of Teaching Effectiveness	17
2.4.2 Academic Advisement	18
2.4.2.1 Criteria for Effectiveness in Academic Advisement	18
2.4.2.2 Evidence of Effectiveness in Academic Advisement	18
2.4.3 Professional Effectiveness of Librarians	18
2.4.3.1 Criteria for Professional Effectiveness of Librarians	19
2.4.3.2 Evidence of Professional Effectiveness of Librarians	19
2.4.4 Scholarship, Research, and Creative Work	19
2.4.4.1 Criteria for Scholarship, Research, and Creative Work	20
2.4.4.2 Evidence of Scholarship, Research, and Creative Work	20
2.4.5 Service	20
2.4.5.1 Criteria for Service to the University	20
2.4.5.2 Evidence of Service to the University	21
2.4.5.3 Criteria for Service to the Profession/Discipline	21
2.4.5.4 Evidence of Service to the Profession/Discipline	22
2.4.5.5 Criteria for Service to the Community	22
2.4.5.6 Evidence of Service to the Community	22
2.4.5.7 Criteria for Collegiality	22
2.4.5.8 Evidence of Collegiality	22
2.4.6 Evaluation Procedures	23
2.4.6.1 Criteria for Evaluation Procedures	23
2.4.6.2 Establishing Relative Importance of Criteria	23
2.4.6.3 Modification of Conclusions	23
2.4.6.4 Development of Formative Plan	24

2.5 Promotion	<b>24</b>
2.5.1 Policy	<b>24</b>
2.5.2 Procedure	<b>24</b>
2.5.3 Promotion Appeals	<b>25</b>
2.6 Tenure	<b>26</b>
2.6.1 Policy	<b>26</b>
2.6.2 Procedure	<b>27</b>
2.6.3 Tenure Appeals	<b>28</b>
2.7 Separation	<b>28</b>
2.7.1 Resignation	<b>29</b>
2.7.2 Retirement	<b>29</b>
2.7.3 Non-Reappointment	<b>29</b>
2.7.4 Expired Tenure	<b>29</b>
2.7.5 Automatic Resignation	<b>29</b>
2.7.6 Suspension	<b>30</b>
2.7.7 Problem-Solving and Discipline Policy	<b>30</b>
2.7.8 Removal for Cause: Dismissal or Termination for Adequate Cause	<b>30</b>
2.7.8.1 Dismissal	<b>30</b>
2.7.8.2 Termination	<b>31</b>
2.7.8.3 Procedures for Dismissal for Adequate Cause or Termination for Financial or Curricular Reasons	<b>32</b>
2.8 Faculty Rights and Responsibilities	<b>32</b>
2.8.1 General Statement	<b>32</b>
2.8.2 Adherence to University Regulations	<b>33</b>
2.8.3 Principal Occupation	<b>33</b>
2.8.4 Classroom Management	<b>34</b>
2.8.4.1 Classroom Procedures	<b>34</b>
2.8.4.2 Grading System	<b>34</b>
2.8.4.2.1 Undergraduate	<b>34</b>
2.8.4.2.2 Graduate	<b>35</b>
2.8.4.3 Changing of Grades	<b>35</b>
2.8.4.4 Tests and Examinations	<b>35</b>
2.8.4.5 Make-Up Examinations	<b>35</b>
2.8.4.6 Student Attendance	<b>36</b>
2.8.4.7 Official University-Excused Absences	<b>36</b>

2.8.5 Curriculum Development	36
2.8.6 Course Offerings and Content	36
2.8.7 Absences	37
2.8.8 Use of Copyrighted Material	37
2.8.9 Deadlines	38
2.8.10 Academic Freedom	38
2.8.11 Code of Professional Ethics	39
2.8.11.1 Statement on Professional Ethics	39
2.8.11.2 Statement on Freedom and Responsibility	40
2.8.11.3 Classroom Conflict of Interest	41
2.8.11.4 Statement on Sexual Harassment	41
2.8.11.5 Drug-Free Workplace and Drug and Alcohol Policy	42
2.8.11.6 Americans with Disabilities Act	43
2.8.12 Consensual Relations Policy	44
2.8.13 Violations of Faculty Rights, Academic Freedom, and Professional Responsibilities	44
2.9 Academic Calendar and Workload	44
2.9.1 Teaching Load	45
2.9.1.1 Overloads	45
2.9.2 Other Duties and Expectations	45
2.9.2.1 Academic Advisement	46
2.9.3 Availability and Office Hours	46
2.10 Financial Exigency	47
2.11 University Hearing Committee	47
2.11.1 Procedure for an Appeal or Grievance	47
2.12 Leaves, Holidays, Absences	48
2.12.1 Leave With Pay	48
2.12.1.1 Sick Leave	48
2.12.1.1.1 Extended Disability and Salary Continuation	49
2.12.1.1.2 Procedure for Applying for Extended Disability and Salary Continuation	49

2.12.1.2 Bereavement Leave	<b>50</b>
2.12.1.3 Maternity and Parental Leave	<b>50</b>
2.12.1.4 Personal Leave	<b>51</b>
2.12.1.5 Professional Development Leave	<b>51</b>
2.12.1.6 National Faculty Exchange	<b>52</b>
2.12.1.7 Civic Duty	<b>52</b>
2.12.1.7.1 Part-time Public Office	<b>52</b>
2.12.1.7.2 Jury Duty	<b>53</b>
2.12.1.8 Military	<b>53</b>
2.12.1.9 Holidays	<b>53</b>
2.12.1.10 Inclement Weather Policy	<b>53</b>
2.12.2 Without Pay	<b>54</b>
2.12.2.1 Leave of Absence	<b>54</b>
2.12.2.2 Full-time Public Office	<b>54</b>
2.13 Compensation Policies	<b>54</b>
2.13.1 Salary Schedule and Rationale	<b>54</b>
2.13.1.1 Salary Schedules	<b>55</b>
2.13.1.2 Pay Increases	<b>55</b>
2.13.1.3 Compensation for Administrative Officers	<b>55</b>
2.13.2 Summer Appointments	<b>55</b>
2.13.2.1 Non-teaching Summer Activities	<b>55</b>
2.13.2.2 Summer Overloads	<b>56</b>
2.13.3 Payroll Period	<b>56</b>
2.13.4 Payroll Deductions	<b>56</b>
2.13.4.1 Required Deductions	<b>56</b>
2.13.4.2 Optional Deductions	<b>56</b>
2.13.5 Advances	<b>56</b>
2.14 Faculty Records	<b>56</b>
2.14.1 Personnel Files	<b>56</b>
2.14.1.1 Personnel	<b>57</b>
2.14.1.2 Credentials File	<b>57</b>

2.14.1.3 College and Departmental Files	57
2.15 Experimental Course	57
<b>3.0 ACADEMIC ORGANIZATION</b>	<b>58</b>
3.1 Library	58
3.1.1 Objective	58
3.1.2 Collection	58
3.1.3 Hours	58
3.1.4 Services	58
3.2 Academic Support Services	59
3.2.1 Academic Computing Services	59
3.2.2 Learning Services	60
3.2.3 Instructional Services Unit	60
3.2.4 Center for Economic Development	61
3.2.5 Jacksonville State University at Gadsden	61
3.2.6 Center for Continuing Education	62
3.2.7 Office of Distance Education	62
3.2.8 In-Service Education Center	62
3.2.9 Center for Economic Education	62
<b>4.0 FRINGE BENEFITS AND INSTITUTIONAL FACILITIES</b>	<b>62</b>
4.1 Insurance and Annuities	63
4.1.1 Health Insurance	63
4.1.2 Teachers Insurance and Annuity Association/ College Retirement Equities Fund Supplemental Retirement Programs	63
4.1.3 Long-Term Disability Insurance/Salary Continuation	63
4.1.4 Term Life Insurance	63
4.1.5 Liability Insurance	63
4.2 Mandatory Benefits	64
4.2.1 Teachers' Retirement System	64
4.2.2 Social Security	64
4.2.3 Workmen's Compensation	64
4.2.4 Unemployment Compensation	64
4.3 Institutional Benefits	64
4.3.1 Tuition-Assistance Program	64



4.3.2 Campus Security	65
4.3.3 Parking Decals	65
4.3.4 Office and Building Keys	65
4.3.5 Athletic Discount Tickets	65
4.3.6 Drama Discount Tickets	65
4.3.7 Health Services	65
4.3.7.1 Student Health Center	65
4.3.7.2 Nursing Center Clinic	66
4.4 Institutional Facilities	66
4.4.1 Telephone Service	66
4.4.2 Faculty Mail	66
4.4.3 Print Shop and Printing Policy	66
4.4.4 Faculty Wellness	67
4.4.5 Building Maintenance, Equipment, and Cleaning Services	67
4.4.6 Campus Food Service	67
4.4.7 Child-Development Facility	68
4.4.8 Bookstore	68
4.4.9 Transportation Services	68
4.5 Benefits of Retired Faculty	68
4.6 Benefits of Emeriti Faculty	69
<b>5.0 STUDENT AFFAIRS INFORMATION</b>	<b>69</b>
5.1 Student Rights and Responsibilities	69
5.1.1 Sexual Harassment	69
5.1.2 Student Conduct Code	70
5.1.3 Privacy Rights of Students	70
5.1.4 Student Discipline Code	70
5.2 Faculty References and Recommendations	70
5.3 Student Information	71
5.3.1 Student Handbook	71
5.3.2 SGA Constitution	71
5.3.3 Student Organizations	71
<b>6.0 DEVELOPMENT AND INTERNAL/EXTERNAL AFFAIRS</b>	<b>71</b>
6.1 Consulting and Extra Compensation	71
6.2 Conflict of Interest	71
6.3 Faculty Research Grant Program	72

6.3.1 Guidelines	72
6.3.2 Faculty Research Committee	72
6.4 University Travel and Self Improvement Grants	73
6.5 Externally Funded/Sponsored Projects and Grants	73
6.6 Development Council, Fund Raising, Endowments, and Gifts	74
6.7 Patents, Copyrights, and Intellectual Property	74
6.8 Equipment	75
6.9 Experimental Subjects	75
6.10 Hazardous Waste	75
6.11 Injury, Illness, Incident, and Accidents	75
6.12 Publicity and Publications	76

## **FOREWORD**

The Jacksonville State University Faculty Handbook, as approved by the Board of Trustees, serves as a reference manual for faculty members and administrators. It is the product of faculty and administrative consultation; much of its content was recommended by the Faculty Senate, the Academic Council, and individual members of the faculty. Therefore, it reflects broad-based participation in the governance of the University.

The Faculty Handbook is a compilation of selected policies, regulations, procedures, and guidelines currently in operation. It may be revised from time to time to reflect official policy changes. When official policies are changed by the Board of Trustees or other duly constituted authority, such changes become effective on the date designated at the time of their adoption and supersede any contrary provisions of the Faculty Handbook.

Changes in the Faculty Handbook will be distributed through normal organizational channels by the Vice President for Academic and Student Affairs, whose office is the repository for the official master copy. Individual faculty members are responsible for maintaining their own copy or referring to the Jacksonville State University website ([www.jsu.edu](http://www.jsu.edu)).

## **PURPOSE**

This handbook is provided for faculty members to use as a ready reference and as a summary of Jacksonville State University academic faculty policies, work rules, and benefits. It is to a faculty member's advantage to read the entire handbook as soon as possible to have a complete understanding of the material. This handbook and the policies herein do not in any way constitute, and should not be construed as, a contract of employment between Jacksonville State University and the faculty member, or a promise of future or indefinite employment. The policies and procedures contained in the handbook can be changed, modified, or amended.

## **EQUAL OPPORTUNITY/AFFIRMATION ACTION STATEMENT**

Jacksonville State University affirms its policy of equal employment opportunity. Jacksonville State University is committed to a program of affirmative action in maintaining and promoting non-discrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. It is specifically the intent of the University to recruit, hire, and promote all faculty and staff without regard to race, color, religion, sex, national origin, handicap, or veteran status.

The University will consider through appropriate and designated procedures the complaint or grievance of any individual who has reason to feel he or she has been affected by discrimination because of race, color, religion, sex, national origin, handicap, or veteran status.

As an institution of higher education, and in keeping with its policy of equal employment opportunity, the University hereby declares its policy of equal educational opportunity. All applicants for admission will be considered solely upon the basis of individual qualifications. All available student job opportunities will be distributed without regard to an applicant's race, color, religion, sex, national origin, handicap, or veteran status. This policy will be noted in all student handbooks, and the complaint or grievance of any student or prospective student who has reason to feel he or she has been affected by discrimination will be considered through appropriate procedures.

A representative has been appointed as Equal Opportunity Officer for the University. The Equal Opportunity office serves as an extension of the President's office and is directly responsible for the administration of the Affirmative Action Plan of the University.

## **1.0 HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE**

### **1.1 HISTORY**

From modest beginnings, Jacksonville State University has evolved into the educational center of Northeast Alabama. The Alabama Legislature in the 1882-83 session created a state normal school when Governor Edward O'Neal signed into law a bill creating the school on February 22, 1883. Jacksonville State Normal School acquired the facilities and equipment of Calhoun College, consisting of 12 acres of land and a two-story brick building. The Board of Directors elected James G. Ryals, Jr., as the first president. The school opened with three instructors: W. J. Borden, Mathematics; Eliza A. Bowen, English; and Ida J. Woodward, primary department. As stipulated in the establishing act, the Normal School administered a preparatory school for children of the town and surrounding areas. At the end of the first year, on August 15, 1884, William Mark Hames, President of the Board of Directors, reported that funds totaling \$4,751.25 had been received, including \$2,500 from the state; that 25 students were enrolled in the normal school; and that 222 were in the preparatory school.

The Normal School remained in operation until 1930, when it became Jacksonville State Teachers College. Five years later, the College earned regional accreditation from the Southern Association of Colleges and Schools. The name again changed to Jacksonville State College in 1957 when the first graduate program—the master's degree in elementary education—was created. On August 2, 1966, the Legislature authorized the State Board of Education to elevate the College to university status. On August 17, 1967, the Legislature established an independent Board of Trustees for the University and divested jurisdiction from the State Board of Education.

Jacksonville State University has been served by 11 presidents: James G. Ryals, Jr. (1883-85), J. Harris Chappell (1885-86), Carleton Bartlett Gibson (1886-92), J. B. Jarrett (1892-93), Jacob Forney IV (1893-99), Clarence William Daugette (1899-1942), Houston Cole (1942-71), Ernest Stone (1971-81), Theron E. Montgomery (1981-86), Harold J. McGee (1986-99), and William A. Meehan (1999-present).

Jacksonville State University has developed into a modern regional university serving Northeast Alabama on a 392-acre campus with 63 buildings. In addition, the University operates an off-campus center in Gadsden and videoconferencing sites throughout Alabama and Northwest Georgia. . Through its programs of teaching, research, and service, Jacksonville State University has served the region and state for more than 100 years.

## **1.2 MISSION STATEMENT**

Jacksonville State University is a public, comprehensive teaching institution that provides educational, cultural, and social experiences for a diverse undergraduate and graduate student population. As a student-centered university, Jacksonville State University strives to balance academic challenges with a range of support services for students' academic, career, and personal goals. As an academic institution, Jacksonville State University seeks to produce broadly educated graduates with skills for employment, citizenship, and life-long learning. As comprehensive university, Jacksonville State University supports scholarly and service activities consistent with its academic and professional strengths.

## **1.3 ACCREDITATION**

Jacksonville State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and Educational Specialist's degrees.

## **1.4 ACADEMIC AFFAIRS/ADMINISTRATIVE GOVERNANCE STRUCTURE**

### **1.4.1 BOARD OF TRUSTEES**

The Board of Trustees is the governing body for Jacksonville State University. The Board has the statutory authority to organize the University; to appoint the faculty and other employees; to fix salaries and compensation and increase or reduce the same at its discretion; to regulate, alter, or modify the government of the University; to prescribe courses of instruction and rates of tuition and fees; to confer degrees; and to do whatever else it may deem best for promoting the interests of the University.

The Board of Trustees consists of two members from the congressional district in which the institution is located, one from each of the other congressional districts in the state, and one member from the state at large. The Governor is President of the Board and, together with the State Superintendent of Education, is an ex-officio voting member. The trustees are appointed by the Governor, by and with the advice and consent of the State Senate, and hold office for a term of 12 years or until their successors are appointed and qualified. The board is divided into three groups, as nearly equal in number as possible, so that one third may be chosen quadrennially.

The Board of Trustees holds its annual meeting at the University on the third Monday in October. Quarterly meetings are scheduled at this session unless the Board determines to hold its meetings at other times. Special meetings of the Board may be called by the Governor or upon the written application of any three members of the Board.

The Board appoints the President and other officers of the University. The President serves as the Secretary to the Board.

## **1.4.2 PRESIDENT**

The Board of Trustees invests the President with full administrative responsibility for the institution. As the Chief Executive and Administrative Officer of the University, the President is responsible for the governance of the Institution and for carrying out the policies of the Board.

To assist the President in the administration of the University, the Board has established these major administrative positions: Vice President for Academic and Student Affairs, Vice President for Institutional Advancement, and Vice President for Administrative and Business Affairs.

In the implementation of the overall administrative responsibility for the University, the President seeks the advice and assistance of faculty, students, and administrative personnel. This assistance is accomplished primarily through elected and appointed faculty and student representatives and through administrative appointments and delegations of authority.

### **1.4.2.1 DIRECTOR OF INSTITUTIONAL EFFECTIVENESS**

The Office of Institutional Effectiveness is responsible for institutional research and assessment. Institutional research provides University information in a timely and effective manner for internal decision-making, external reporting, and accountability purposes. Assessment involves assisting planning units in developing student-outcome goals and objectives, appropriate measures of intended outcomes, and administration of tests and surveys to measure success in achievement of intended outcomes. The Institutional Effectiveness Office also provides support for the University's Institutional Effectiveness committee. The director reports to the President.

### **1.4.3 VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS**

The Vice President for Academic and Student Affairs (VPASA) has administrative jurisdiction over academic personnel and programs, including Jacksonville State University Gadsden, the University Library, the Office of the Registrar, the Office of Distance Education and the International House and International Programs. The Vice President for Academic and Student Affairs recommends to the President long-range plans for academic development and formulates policies to implement approved plans; coordinates and furnishes direction and guidance to the deans in the development and operation of their academic programs; presides at meetings of the academic faculty; and

serves as chair of the Academic Council. All academic personnel and departments report through their appropriate department heads and deans/directors to the VPASA who, in turn, reports to the President.

#### **1.4.3.1 ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Associate Vice President for Academic Affairs (AVPAA) reports to the Vice President for Academic and Student Affairs. The AVPAA is responsible for divisional activities such as, but not limited to, Military Science, the coordination of student advisement and orientation, faculty development, external contracts and grants, accelerated high school and dual enrollment programs. The AVPAA is a member of the Academic Council and other standing committees as deemed appropriate by the VPASA and President.

#### **1.4.3.2 ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS**

The Associate Vice President for Student Affairs (AVPSA) reports to the Vice President for Academic and Student Affairs. The AVPSA is responsible for the Academic Center for Excellence, Admissions, Career Placement Services, Counseling and Career Services, Disability Support Services, Financial Aid, Multicultural Services, Recreational Sports, Student Activities, Student Health Center, University Housing and Residence Life, and the University Police Department. The AVPSA serves as the University's Affirmative Action Officer and is a member of the President's staff, Administrative Council, Academic Council and other standing committees as deemed appropriate by the President or Vice President.

#### **1.4.3.3 COLLEGE DEANS**

College deans are responsible for coordinating and managing the operations within their respective colleges. Deans report to the Vice President for Academic and Student Affairs. The individual dean is the administrator of the College and serves as a liaison between the Vice President for Academic and Student Affairs and the College. College deans have certain responsibilities for personnel matters; the development and maintenance of programs, plans, and goals for the College; and other assigned duties. College deans are members of the Academic Council.

#### **1.4.3.4 UNIVERSITY LIBRARIAN**

The University Librarian reports to the Vice President for Academic and Student Affairs and is responsible for Library operations, collections, and services. The University Librarian is responsible for personnel; the development of programs, plans, and goals for the library; and other assigned duties. The University Librarian is a member of the Academic Council.

#### **1.4.3.5 DEPARTMENT HEADS**

Department heads are responsible for the general direction and supervision of their departments. Department heads report to their respective deans. The department head is an administrator and the academic leader of the faculty in the development of the department's programs, plans, and goals. The department head maintains liaison between the department, the dean, and external agencies.

### **1.5 GENERAL INSTITUTIONAL GOVERNANCE**

#### **1.5.1 ACADEMIC COUNCIL**

The Academic Council is the main administrative unit of the division of academic affairs. The Vice President for Academic and Student Affairs serves as chair of the Academic Council and establishes additional standing and ad hoc committees as deemed necessary.

Members of the Council include the Associate Vice Presidents for Academic and Student Affairs, the Dean of each College, the University Librarian, the Director of Institutional Effectiveness, the Director of Jacksonville State University Gadsden, the Director of the International House and Programs, the Director of Distance Education, a representative for the Student Government Association, a representative for the Vice President of Administrative and Business Affairs, the Director of Distance Education, the SGA, the Registrar, and the President of the Faculty Senate.

#### **1.5.2 ATHLETIC COUNCIL**

The Athletic Council is a committee that serves at the pleasure of the University President. It consists of representatives from faculty, staff, athletic department, and students. It is chaired by the Faculty Athletic Representative, who represents the University's interest before any appropriate conference and before the National Collegiate Athletic Association. The Council is charged with the responsibility of insuring that athletic policies are consistent with the overall educational objectives of the Institution.

The Council also advises to the President; serves as a link between academics and athletics; serves as the due process body for adjudicating athletic grievances; reviews the University's philosophy, policies, and objectives regarding athletics; and reviews aspects of the athletic program such as admission prices, sponsorships, and personnel needs or changes.

#### **1.5.3 THE FACULTY SENATE**

The faculty elects from among its members a representative body known as the Faculty Senate. The Faculty Senate is an advisory body and as such may consider and make recommendations through the Vice President for Academic and Student Affairs. Those areas affecting the academic activities of the University and faculty welfare are



appropriate for consideration by the Faculty Senate. The minutes of the Faculty Senate are published on its website [www.jsu.edu/depart/facultysenate/](http://www.jsu.edu/depart/facultysenate/).

#### **1.5.4 GRADUATE COUNCIL**

The Graduate Council is responsible for recommending policies and regulations relative to all aspects of graduate education. Membership consists of representatives of the graduate faculty, graduate students, the Deans of the colleges offering graduate courses, and the Vice President for Academic and Student Affairs. The Dean of the College of Graduate Studies serves as chair, ex-officio, of the Graduate Council. Among the advisory responsibilities are student recruitment, admission, advisement, financial assistance, and retention; student appeals; faculty qualifications; curricula; graduate course numbers, titles, descriptions, and prerequisites; and graduation requirements.

#### **1.5.5 STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is composed of four branches of government: Executive, Legislative, Judicial, and Student Activities Council. All registered students are automatically members of this organization. The SGA Office is located on the fourth floor of the Theron Montgomery Building. The Director of Student Activities oversees the SGA.

The SGA President presides over the Executive Branch, which is comprised of the First Vice President, Second Vice President, Controller, and Chief Justice.

The SGA First Vice President is in charge of the Legislative Branch of government and serves as the President of the Senate. The Legislative Branch is made up of various committees and the 35 voting students who make up the Student Senate. The Chief Justice serves as head of the Judicial Branch, which serves as the disciplinary appeal process for students and also coordinates the Traffic Court.

The Second Vice President presides over the Student Activities Council and is in charge of entertainment and recreational activities including concerts, lectures, movies, comedy clubs, and other special events. The Controller monitors the SGA funds and prepares the budget. The Controller is also in charge of the Appropriations Committee.

#### **1.5.6 UNIVERSITY FORUM**

The purpose of the University Forum is to advise and to assist the President of the University in the review, discussion, referral, and recommendation of ideas, procedures, and policies so that Jacksonville State University may attain its goals as outlined in the University's Statement of Purpose. The Forum emphasizes campus-wide communication and dissemination of information. The Forum allows for the presentation of ideas and recommendations from faculty, students, and administrative personnel through University committees, the Faculty Senate, and the Student Government Association.

## **1.5.7 STANDING COMMITTEES**

Standing University committees exist for admissions, assessment, budget, calendar, communications, honors and awards, library, personnel, planning, printing and publications, safety and environmental health, scholarship and financial aid, student appeals, substance abuse, and wellness. Ad hoc committees and task forces are appointed at Presidential discretion. The President's office maintains a current list of committee memberships.

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

### **2.1 DEFINITION OF FACULTY STATUS**

The faculty generally includes all persons appointed as Regular Full-Time Faculty, Pro-Rata Temporary Faculty, Adjunct, Visiting Faculty, and Special Appointment Faculty. Specific employment contracts are awarded to all faculty.

#### **2.1.1 RANKED FACULTY**

A ranked faculty member is an employee of the University who has been appointed to one of the four regular full-time academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. Librarians will have the same rank structure as teaching faculty.

#### **2.1.2 RANK OF INSTRUCTOR**

The rank of Instructor is a non-tenured rank. A faculty member holding this rank does not possess any right to permanent or continuous employment; does not have any manner of legal right, interest, or expectancy of renewal or any other type of appointment; and is subject to annual renewal by the University.

#### **2.1.3 CRITERIA FOR APPOINTMENT TO SPECIFIC RANKED FACULTY STATUS**

At the time of initial appointment of a regular faculty member, the dean, in consultation with the division and/or department head, makes a recommendation about rank for the initial contract, using the criteria described below. Upon approval of the Vice President for Academic and Student Affairs, written copies of the appointment will be provided to the department involved and the individual involved. Thereafter, rank changes are subject to Section 2.5: Promotion. All faculty members are contract employees with the University.

As referenced herein below, a college/university of "recognized standing" means a college/university accredited by one of the six regional accrediting associations, e.g., the Southern Association of Colleges and Schools, or a college/university of recognized international standing.

### **2.1.3.1 INSTRUCTOR**

General criteria for rank of Instructor shall be:

- A. Possession of a master's degree from a graduate institution of recognized standing or equivalent experience and professional recognition.
- B. Either demonstrated or presumptive potential to obtain an appropriate earned doctoral degree or the terminal professional degree recognized by the college and university.
- C. Either demonstrated or presumptive potential for effective teaching and for satisfying the duties and responsibilities of a faculty member.
- D. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

### **2.1.3.2 ASSISTANT PROFESSOR**

General criteria for the rank of Assistant Professor shall be:

- A. Possession of an appropriate earned doctorate or an appropriate terminal professional or academic degree from a graduate institution of recognized standing or accomplishments that are considered equivalent (e.g., recognized performance in the creative arts or in the business community).
- B. Either demonstrated or presumptive potential for effective teaching and for satisfying the duties and responsibilities of a faculty member.
- C. Either demonstrated or presumptive scholarship in subject matter field.
- D. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

### **2.1.3.3 ASSOCIATE PROFESSOR**

General criteria for the rank of Associate Professor shall be:

- A. Possession of an appropriate earned doctorate or an appropriate terminal professional or academic degree from a graduate institution of recognized standing or experience and professional recognition (e.g., outstanding performance in the creative arts or in the business community).
- B. A minimum of five years of full-time teaching at the rank of assistant professor at a regionally accredited college or university (or its equivalent).
- C. Evidence of sustained, noteworthy teaching effectiveness.
- D. Evidence of noteworthy research, scholarly, creative, or professional activities; or discipline-related community service.
- E. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

#### **2.1.3.4 PROFESSOR**

General criteria for the rank of Professor shall be:

- A. Sustained excellence in teaching, scholarship, and service.
- B. Possession of an appropriate earned doctorate from a graduate institution of recognized standing, or an appropriate terminal professional or academic degree from a graduate institution of recognized standing, or widely acclaimed accomplishments in the field (e.g., the creative arts or the business community).
- C. A minimum of ten years of full-time ranked teaching in a regionally accredited college or university (or its equivalent), with a minimum of five years of full-time teaching at the rank of Associate Professor.
- D. Credit for the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.

#### **2.1.3.5 EXCEPTIONS TO CRITERIA**

Exceptions to the requirement for a terminal degree may be made in cases of extraordinary faculty performance in teaching, service, or scholarship. To qualify as an exception, the faculty member's accomplishments must be more extensive in quantity and generally more impressive in quality than those of faculty members with the same length of service and with the terminal degree who have been promoted. Furthermore, the faculty member's extraordinary performance must be recognized regionally or nationally.

## **2.1.4 REGULAR FACULTY**

Generally, a regular faculty member:

- A. Has full-time teaching duties or teaching and other duties (e.g., research, academic administration, advising) equivalent to a full-time workload (See Section 2.9).
- B. Fulfills the duties and responsibilities of a faculty member.
- C. Holds academic rank as described in Section 2.1.1.

## **2.1.5 TEMPORARY FACULTY**

### **2.1.5.1 PRO-RATA TEMPORARY FACULTY**

Pro-rata temporary faculty are temporary faculty members who are given appointments equivalent to half-time workload or more. Pro-rata temporary faculty will be issued term contracts. They are ineligible for tenure and will receive no fringe benefits other than FICA.

### **2.1.5.2 ADJUNCT FACULTY**

Adjunct faculty members teach on a per course basis, as needed.

Adjunct faculty:

- A. Teach no more than 7 semester hours during a regular term and no more than 4 semester hours in any short term.
- B. Have no other faculty duties and responsibilities, except those listed below and in Section 2.8: Faculty Rights and Responsibilities.
- C. Have the minimum number of hours of graduate work required by the accrediting agency in the area of teaching responsibility.
- D. Always receive a Term Contract (See Section 2.2.1).
- E. Receive no fringe benefits other than FICA.
- F. Do not accrue time towards, and are not eligible for, tenure or promotion.
- G. Are expected to be available for student consultation at least one hour per week for

each three-hour course taught.

### **2.1.5.3 VISITING FACULTY**

All visiting faculty appointments are for a limited period of time with no intent of ongoing employment. Visiting appointments by rank are reserved for faculty members who meet minimum requirements for full-time faculty employment.

### **2.1.6 SPECIAL APPOINTMENT FACULTY**

#### **2.1.6.1 EMERITI FACULTY**

Retired Professors, Associate Professors, Assistant Professors, Instructors, and Administrative Staff who have been in the service of the University for ten or more years are eligible for Emeritus status. They must have been members of the faculty who have made outstanding contributions in teaching, research, or service.

Nominations for Emeritus status shall be made to a Committee on Faculty Honors chosen by the Faculty Senate and with one representative from each College within the University. The Committee shall make final recommendations to the Vice President for Academic and Student Affairs for recommendation to the President. Recommendations for Administrative Staff shall come from the Academic Council. The final decision to award the designation shall be made by the President.

Those enjoying Emeritus status are entitled to the full honors of their rank; to participate in all formal ceremonies of the University; to share in the social life of the faculty; to continue to use University facilities such as the cafeteria, the library, and recreational facilities. They are invited to attend all formal events held by the University. They may also obtain tickets to concerts, lectures, and sports and recreational events at faculty rates.

Compensation is neither earned nor accrued by virtue of this rank, unless by mutual agreement between the Vice President for Academic and Student Affairs and the individual, the individual is offered a part-time term contract to teach or fulfill other duties. In such cases, compensation and supplementary benefits, if any, shall be set forth in the contract.

#### **2.1.6.2 ARTIST/WRITER/SCHOLAR-IN-RESIDENCE**

The University may appoint distinguished artists, writers, poets, or scholars to the special faculty status of Artist/Writer/Scholar-In-Residence. Such appointments shall be full-time or part-time, depending on the needs of the University. The appointments are non-tenure-track.

### **2.1.6.3 REPLACEMENT FACULTY**

The University may appoint faculty members as adjunct faculty, visiting faculty, or pro-rata temporary faculty to replace faculty on leave for the duration of such leave. Service under such contracts does not count for tenure, promotion, or professional development leave unless such service is recognized by the Vice President for Academic and Student Affairs at the time of offering a probationary (tenure-track) contract.

### **2.1.6.4 JOINT APPOINTMENT**

"Joint appointment" refers to those full-time or part-time term, probationary, or tenure contracts held by one person with specific contractual designation in more than one program area. For the purposes of salary determination, promotion, tenure, performance assessment, and other personnel matters, individuals holding joint appointments shall be assigned by the President, upon recommendation of the Vice President for Academic and Student Affairs and the appropriate deans and department heads, to a program area as determined by the percentage of workload or level of responsibility. Such appointments shall be made only when the credentials of a faculty member and/or the needs of the degree or program area so justify.

### **2.1.7 ADMINISTRATORS WITH FACULTY RANK**

Full-time ranked faculty who accept full-time administrative appointments (above the level of department head) shall retain the rank held at the time of the administrative appointment. Faculty holding tenure at the time of an administrative appointment shall retain tenured faculty status. Faculty in probationary tenure-track appointments who accept an administrative appointment may continue to pursue tenure. Should tenure not be granted, the individual shall continue in the administrative position and receive a courtesy faculty appointment with the approval of the Vice President for Academic and Student Affairs and the President. All administrators with the University are contract employees.

Applications for courtesy appointments to the faculty may be made to the Vice President for Academic and Student Affairs by qualified administrators or staff. Applicants must meet minimum criteria as outlined in Section 2.1.3 and must receive recommendations from the Dean and department head. Courtesy appointment faculty are ineligible for tenure and shall not be considered for full-time faculty positions except by participation in a normal search process for an authorized vacancy.

Administrators holding tenure shall, upon cessation of an administrative appointment, return to a full-time faculty appointment at a salary determined by the University. Non-tenured administrators with probationary faculty appointments who leave administrative appointments for any reason may continue their probationary faculty appointments upon

the recommendation of the appropriate department head, dean, and Vice President for Academic and Student Affairs, and with the approval of the President.

## **2.2 CONTRACTS**

### **2.2.1 TERM**

All faculty are contract employees. A full-time or part-time term contract is for a designated period and automatically expires at the end of that period. Term contracts are given to all non-tenure track faculty. Reemployment of the faculty member after expiration of a term contract is at the discretion of the University. Term contracts may also be utilized for faculty appointments in summer sessions, temporary situations, or for other short terms.

The University shall not be bound by any prior promises, agreements, or understandings, oral or written, regarding the faculty member's contractual employment with the University. The terms and conditions applicable to the faculty member's appointment may not be changed orally but only in writing and duly signed by the University through its authorized representative in accordance with established procedures.

The contractual rights of the faculty member and University are personal to each party and may not be assigned or transferred to any other person or entity. The faculty member's duties and responsibilities may not be delegated.

### **2.2.2 PROBATIONARY/TENURE-TRACK**

A full-time probationary/tenure-track contract is for a designated period. Tenure-track appointments shall begin with appointment to the rank of full-time assistant professor or a higher rank. The probationary period for tenure shall not exceed seven years. Included within this period shall be approved full-time service at other institutions of higher education. This is subject to the provision that a faculty member has completed a term of probationary service of more than three years in one or more institutions prior to employment at Jacksonville State University. It may be agreed in writing that his/her new appointment is for a probationary period of at least four years at Jacksonville State University, even though thereby the faculty member's total probationary period in the academic profession is extended beyond the normal maximum of seven years.

### **2.2.3 TENURED**

Tenured contracts are awarded to ranked faculty members who have attained tenure as provided for in Section 2.6: Tenure.



## **2.2.4 OTHER**

Contracts are also used to provide compensation for faculty who perform supplemental duties, such as consulting.

## **2.2.5 LOCUS OF APPOINTMENT**

All faculty appointments to term or probationary contracts have as the initial locus of their appointment the department stated in the letter of appointment. Locus of appointment for tenured faculty shall be the department in which they hold tenure. Faculty members who change departments within the University retain their tenure or progress toward tenure. Locus of appointment is subject to change at the discretion of the University.

## **2.2.6 CONTRACT FORM, ISSUANCE, AND RECEIPT**

Faculty contracts shall typically include the following:

- A. Type of contract and appointment.
- B. Salary.
- C. Designation of program area(s).
- D. Designation of academic rank, academic title, or special academic status.
- E. Duration of contract.
- F. Special conditions (if any).

All tenure-track and non-tenure-track contract renewal offers for any academic year will generally be issued on or before March 1. Signed contracts must be returned within ten working days or the first working day thereafter. The contractual rights of the faculty member and University are personal to each party and may not be assigned or transferred to any other person or entity. The faculty member's duties and responsibilities may not be delegated.

All contracts are issued and returned on an individual basis.

## **2.3 SEARCH/APPOINTMENT/ORIENTATION**

### **2.3.1 SEARCH/APPOINTMENT PROCEDURES**

The University gives notice of employment opportunities by appropriate publication and follows procedures outlined in the Jacksonville State University Manual of Policies and Procedures in the evaluation and appointment of applicants.

### **2.3.2 ORIENTATION**

The office of the Vice President for Academic and Student Affairs shall have the primary responsibility for distribution of the Faculty Handbook and for orientation of first-year faculty to the policies, regulations, and procedures of the University. Orientation to specific duties and responsibilities shall be conducted at the college and departmental levels.

### **2.3.3 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

It is the policy of the University not to unlawfully discriminate against any employee or applicant for employment because of race, color, age, sex, national origin, religion, veteran status, or disability status. No employee shall unlawfully discriminate against another employee or student. For additional information see the Jacksonville State University Equal Opportunity Policy and Policy of Nondiscrimination and Affirmative Action in the Jacksonville State University Manual of Policies and Procedures.

### **2.3.4 NEPOTISM/EMPLOYMENT CONFLICT OF INTEREST**

It shall be considered a conflict of interest in employment for an employee to serve in a direct supervisory capacity over a relative or dependent. For the purposes of this policy, "relative" refers to any person within the first degree of consanguinity, any spouse, or any in-laws, and "dependent" refers to any person as defined in Section 152 of the United States Internal Revenue Code.

## **2.4 FACULTY EVALUATION**

Faculty evaluation should be objectively conceived and applied; encourage faculty to fully develop their potential as teachers, scholars, and citizens of the academic community (formative purpose); prompt activities and achievements that further the goals of the University; and provide appropriate information for making personnel decisions (summative purpose).

Generally, procedures developed for evaluation of faculty should be rigorous and fair, and be conducive to the development and support of a wide range of faculty talent and

interests, while channeling faculty efforts toward teaching and other activities essential to the University's fulfillment of its mission.

Since academic disciplines differ, it is appropriate that each discipline develop its own faculty evaluation procedures and conduct its own evaluations. The information in this handbook section represents guidelines to be followed by each unit in developing evaluation procedures. All evaluation systems should address the areas of teaching and advising (as assigned), research and scholarly productivity, and service. They must also describe general procedures for using evaluation data.

## **2.4.1 TEACHING EFFECTIVENESS**

### **2.4.1.1 CRITERIA FOR TEACHING EFFECTIVENESS**

Evaluation procedures must properly reflect that teaching is the most important activity of faculty members. The following areas of effective teaching should be addressed:

- A. Content expertise, which includes command of one's subject; knowledge of current developments in one's discipline and pedagogy; and the ability to relate one's subject to other areas of knowledge.
- B. Instructional delivery skills, which include those interactive skills that promote or facilitate learning by creating an appropriate learning environment; effectiveness in communicating with students; the ability to stimulate and broaden student interest in the subject matter; and the ability to motivate students to engage in independent work.
- C. Instructional design skills, which include the ability to design and implement effective instructional experiences so as to promote student learning.
- D. Testing and assessment skills, which accurately measure and confirm that learning has indeed occurred.

### **2.4.1.2 EVIDENCE OF TEACHING EFFECTIVENESS**

Each program or department should use as many of the following sources as are appropriate and feasible to provide evidence of teaching effectiveness:

- A. Student evaluations. The evaluator using these data must be cognizant of the relevant class and course characteristics that affect student ratings.
- B. Evaluations by the department head, program director or by the Dean.

- C. Evaluations by peers from inside and/or outside the University.
- D. Self-evaluation.
- E. Further course work or other continuing educational activities such as seminars and workshops in one's field.
- F. Participation in seminars and workshops on pedagogy.
- G. Evidence of student learning attributable to the instructor.

## **2.4.2 ACADEMIC ADVISEMENT**

### **2.4.2.1 CRITERIA FOR EFFECTIVENESS IN ACADEMIC ADVISEMENT**

The following criteria should be addressed when evaluating student advisement:

- A. Ability to help students select a course of study appropriate to their interests and aptitudes.
- B. Ability to assist students in academic and career planning.

### **2.4.2.2 EVIDENCE OF EFFECTIVENESS IN ACADEMIC ADVISEMENT**

Effectiveness in advisement should be assessed and documented by the following:

- A. Evaluation by the department head or program director.
- B. Self-evaluation.
- C. Student evaluations.
- D. Participation in workshops or seminars designed to improve academic advisement skills.

## **2.4.3 PROFESSIONAL EFFECTIVENESS OF LIBRARIANS**

Since librarians are seldom involved in formal pedagogical activities with students, they are usually evaluated on Professional Effectiveness rather than Teaching Effectiveness (See Section 2.4.1) and Academic Advisement (See Section 2.4.2).

### **2.4.3.1 CRITERIA FOR PROFESSIONAL EFFECTIVENESS OF LIBRARIANS**

The attributes and qualifications to be documented in assessing effectiveness of librarians should be related to the appropriate position classification and include, but not be limited to, the following:

- A. Command and knowledge of one's specialty area and ability to instruct in such areas as required.
- B. Fulfillment of one's principal responsibilities as stated in the job description, performance contracts, or other guidelines, as published by the University Librarian.
- C. Ability to direct the activities of subordinate staff members.
- D. Knowledge of current developments in one's area of responsibility.
- E. Ability to effectively use ideas gained from individual study and observation for the improvement of one's area of responsibility in the library.
- F. Ability to interact and communicate effectively with library patrons.

### **2.4.3.2 EVIDENCE OF PROFESSIONAL EFFECTIVENESS OF LIBRARIANS**

Sources of documentation for evaluating librarians' effectiveness should include, but are not limited to, the following:

- A. Self-ratings.
- B. Supervisor ratings.
- C. Ratings by users of the librarian's expertise.
- D. Ratings by outside experts.

### **2.4.4 SCHOLARSHIP, RESEARCH, AND CREATIVE WORK**

Participation of faculty in scholarly activities enhances subject matter mastery, provides effective intellectual role models for students, and offers opportunities for students to cooperate with faculty. Inasmuch as what is considered appropriate scholarly activity varies from discipline to discipline, it is the responsibility of the colleges and departments to define what constitutes appropriate scholarship, research, or creative work. In the evaluation of such activities, quality should prevail over quantity.

#### **2.4.4.1 CRITERIA FOR SCHOLARSHIP, RESEARCH, AND CREATIVE WORK**

Scholarly activity should include, but not necessarily be limited to, the following:

- A. Sustained inquiry in an area of one's discipline.
- B. Scholarly productivity demonstrated by publication or, when appropriate, artistic works and performances.
- C. Submission of significant proposals for research grants and projects.
- D. Presentation of research findings at professional meetings.
- E. Willingness to share expertise with the University community.
- F. Use of research in developing new curricula, teaching methods, library services, or programs.

#### **2.4.4.2 EVIDENCE OF SCHOLARSHIP, RESEARCH, AND CREATIVE WORK**

Excellence in scholarly activity should be assessed by evidence produced by the following types of procedures and activities:

- A. Documented self-report of activities.
- B. Evaluation by professional peers.
- C. Publications.
- D. Awards of grants, prizes, or commendations.
- E. Demonstrated skills in the methods of one's scholarly discipline.

#### **2.4.5 SERVICE**

The University considers service to include activities related to the University, the profession, and the community.

##### **2.4.5.1 CRITERIA FOR SERVICE TO THE UNIVERSITY**

University service should include, but is not necessarily limited to, the following:

- A. Service on departmental committees, attendance at departmental meetings, participation in decision-making, curriculum development, and program evaluation.
- B. Participation on college/university committees.
- C. Leadership in some area of college/university governance.
- D. Service as chair of a committee, director (without extra compensation) of a program, or officer of the Faculty Senate.
- E. Service as an advisor to an approved student organization.
- F. Service as a representative of the University to the larger regional, national, or international community.

#### **2.4.5.2 EVIDENCE OF SERVICE TO THE UNIVERSITY**

Demonstration of University service activities should include, but is not necessarily limited to, the following types of evidence:

- A. Documented self-report of activities.
- B. Ratings by the Dean, department head, or program director.
- C. Committee or committee-chairperson ratings, ratings by the supervisor of an activity, or ratings by the beneficiary of a service.

#### **2.4.5.3 CRITERIA FOR SERVICE TO THE PROFESSION/DISCIPLINE**

Service activities in support of the profession/discipline include, but are not necessarily limited to:

- A. Leadership positions in professional organizations.
- B. Appointment in a scholarly capacity to a state or national post.
- C. Participation in professional organizations.
- D. Presentation of papers (other than research) before learned societies.
- E. Service in the individual's professional area as a consultant or resource person.
- F. Review of creative work (without extra compensation).

#### **2.4.5.4 EVIDENCE OF SERVICE TO THE PROFESSION/DISCIPLINE**

Demonstration of service to the profession/discipline should include, but not necessarily be limited to:

- A. Documented self-report of activities.
- B. Evaluation by professional peers.
- C. Published citations or acknowledgments of contributions.

#### **2.4.5.5 CRITERIA FOR SERVICE TO THE COMMUNITY**

Service to the community should reflect the application of knowledge and skills related to one's professional field and may include, but is not necessarily limited to, the following:

- A. Lectures to community groups.
- B. Participation as a member of, or as a consultant (without compensation) to, non-profit organizations designed to serve the general public.

#### **2.4.5.6 EVIDENCE OF SERVICE TO THE COMMUNITY**

Demonstration of appropriate service to the community should include, but not necessarily be limited to:

- A. Self-reports, adequately documented.
- B. Citations by community groups or leaders.
- C. News articles or announcements.

#### **2.4.5.7 CRITERIA FOR COLLEGIALITY**

Demonstrated willingness and ability to work effectively with colleagues to support the mission of the University and the common goals of the academic unit.

#### **2.4.5.8 EVIDENCE OF COLLEGIALITY**

Demonstration of collegiality should include, but not necessarily be limited to:



- A. Self-reports, adequately documented.
- B. Evaluation by professional peers.
- C. Published citations or acknowledgments of collegiality.

## **2.4.6 EVALUATION PROCEDURES**

An annual performance review of all faculty shall be conducted by the department head, dean/director, or supervisor at the end of the spring semester; it shall be based upon evidence of performance in the prior twelve months (May 1 through April 30). At the time of their third evaluation, tenure-track faculty will be reviewed on their performance of the past thirty-six months to ensure that any problems are identified early in the tenure process. The results of faculty evaluations shall be used in decisions regarding salary, reappointment of probationary faculty, promotion and tenure decisions, and participation in faculty development activities.

### **2.4.6.1 CRITERIA FOR EVALUATION PROCEDURES**

As referenced hereinabove, the evaluation process used in each College shall be based on Teaching Effectiveness (See Section 2.4.1) and Academic Advisement (See Section 2.4.2); Scholarship, Research, and Creative Work (See Section 2.4.4); Service (See Section 2.4.5); and Professional Effectiveness of Librarians (See Section 2.4.3).

### **2.4.6.2 ESTABLISHING RELATIVE IMPORTANCE OF CRITERIA**

In determining an overall rating of faculty members, the combined criteria of teaching effectiveness and academic advisement should generally account for no more than 80% of the evaluation and a combination of scholarly activity and service should determine the remaining percentage. These weightings for evaluation should reflect the workload of the faculty member (See Section 2.9). Any deviation from these weightings should be based upon documented modification of the faculty member's work assignment. Unless the faculty member's position description or assignment reflects non-teaching activities (e.g., administrative duties or research) as the primary responsibility, the combined criteria of teaching effectiveness and academic advisement should normally account for at least 50% of the overall evaluation.

### **2.4.6.3 MODIFICATION OF CONCLUSIONS**

After a review of all information, the department head's and/or dean's conclusions will be communicated to the faculty member.

#### **2.4.6.4 DEVELOPMENT OF FORMATIVE PLAN**

Following communication of the department head's evaluation, the department head and the faculty member will establish a formative plan that sets the goals, objectives, and weightings for the next evaluation period. The formative plan should be consistent with the goals and needs of the department and the University.

### **2.5 PROMOTION**

#### **2.5.1 POLICY**

Faculty are promoted on the basis of the fulfillment of qualifications discussed in Section 2.1.3: Criteria for Appointment to Specific Ranked Faculty Status and in Section 2.4: Faculty Evaluation.

Although the department head and dean of the college may recognize superior service by recommending advancement in rank and although the University may concur by offering advancement in rank, individual faculty members ordinarily may not apply for advancement until the minimum length of time in current rank has been completed (See Section 2.1.3). Leave time will not count toward promotion. Faculty members must be tenured to be eligible for promotion to the rank of full professor.

#### **2.5.2 PROCEDURE**

Annually, generally in September, the Vice President for Academic and Student Affairs will call for nominations and applications for promotion from all faculty. The promotion process proceeds from the department head, to the Dean, to the Vice President for Academic and Student Affairs, to the President. Candidates for promotion are responsible for compiling a portfolio and for meeting appropriate deadlines. The responsibility of applying for advancement rests with the individual faculty member.

Assistant Professors who have completed five academic years of full-time employment in a tenure-track position at the University, or who have a combination of University full-time employment and credit for prior service with a total of five academic years and have been reappointed for the sixth academic year, may be considered for promotion during the sixth academic year. For any other tenure-track rank, faculty members who have met minimum criteria and time-in-rank requirements for promotion, including any prior service, should make application for promotion through their department heads. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment.

The department head's evaluation will be based on evidence contained in the portfolio. Candidates for promotion will prepare a portfolio according to the guidelines published by the office of the Vice President for Academic and Student Affairs. All faculty in the candidate's department or College having rank equivalent to, or higher than, that being sought will be allowed to review the portfolio and be invited to submit letters to the department head, dean, and/or Vice President for Academic and Student Affairs. The portfolio, the department head's recommendation, and any letters from eligible faculty in the candidate's department will be forwarded to the Dean, who will review all nominations, applications, and portfolios and will submit recommendations to the Vice President for Academic and Student Affairs, who will then give a recommendation to the President.

When a department head is applying for promotion, the application must be accompanied by a recommendation from the Dean. When the Dean is applying for promotion, the application must be accompanied by a recommendation from the Vice President for Academic and Student Affairs. These evaluations should specifically address the degree to which the candidate meets or fails to meet the appropriate criteria (2.1.3: Criteria for Appointment to Specific Ranked Faculty Status and 2.4: Faculty Evaluation).

Upon completion of the review, the Vice President for Academic and Student Affairs will notify the applicant of the action taken. When an application for promotion is approved, the promotion will normally be effective October 1 of the next academic year.

Exceptions to this policy may be made in unusual cases upon the approval of the Vice President for Academic and Student Affairs and the President.

### **2.5.3 PROMOTION APPEALS**

The following establishes a Promotion Appeals Committee and procedure for promotion appeals:

- A. Following the Vice President for Academic and Student Affairs' denial of promotion, the appellant faculty member may file an appeal, in writing, via certified mail, with the President of the Faculty Senate and the Vice President of Academic and Student Affairs within seven working days of the date of the Vice President for Academic and Student Affairs' letter of denial.
- B. Barring unusual circumstances, the Promotion Appeals Committee should act on the appellant faculty member's appeal within 30 working days.
- C. The Promotion Appeals Committee shall be composed of one member from each College, elected or appointed, as determined by the Faculty Senate. The President of the Faculty Senate shall name its chair for the academic year.
- D. All members of the Promotion Appeals Committee shall hold rank at or above that

for which the appellant faculty member is appealing.

- E. Deans, department heads, and other administrators shall be excluded from membership on this committee.
- F. The Vice President for Academic and Student Affairs shall submit the appellant's complete promotion portfolio to the chair of the Promotion Appeals Committee. The Promotion Appeals Committee shall make its decision based on the written record.
- G. The Promotion Appeals Committee shall incorporate its recommendation(s) into the candidate's portfolio and return it to the President for his/her decision. The committee shall send copies of its recommendations to the candidate, the Vice President for Academic and Student Affairs, and the President.
- H. The decision of the President is final.

## **2.6 TENURE**

### **2.6.1 POLICY**

Tenure shall not be construed to mean that a faculty member has the right to indefinite employment. Tenure does assure that if a faculty member's employment is terminated, the faculty member must be informed of the reason(s) for termination and provided an opportunity to present his/her case before the University Hearing Committee (UHC) (See Section 2.11).

The ranks of Assistant Professor, Associate Professor, and Professor are tenure-track ranks. Other ranks are not eligible to be considered for tenure. Those holding the rank of Instructor who were previously awarded tenure will continue as tenured faculty. Tenure is not automatic; it is awarded because of demonstrated performance and collegiality. The areas in which performance will be evaluated are teaching, scholarly activity, and service. The following are minimum requirements for tenure consideration:

- A. Earned terminal degree as defined by discipline.
- B. Evidence of candidate's performance and collegiality.
- C. Evidence of effective teaching.
- D. Evidence of service to and for the University.
- E. Evidence of scholarly activity in research, writing, grantsmanship, or creativity as defined by discipline.

## **2.6.2 PROCEDURE**

Annually, generally in September, the Vice President for Academic and Student Affairs shall call for nominations and applications for tenure from all faculty. Candidates for tenure are responsible for compiling a portfolio and for meeting appropriate deadlines. The responsibility of applying for tenure and the burden of demonstrating and establishing performance and collegiality rest with the individual faculty member. The tenure process proceeds from the department head, to the Dean, to the Vice President for Academic and Student Affairs, to the President.

Faculty members who have completed five academic years of full-time employment in a tenure-track position at the University and have been reappointed for the sixth academic year will be considered for tenure during the sixth academic year. Faculty members who hold tenure-track positions and who have met minimum criteria and time requirements should make application for tenure through their department heads. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment. Leaves of absence shall not count as time eligible toward tenure.

Candidates for tenure must prepare a portfolio according to the guidelines published by the office of the Vice President for Academic and Student Affairs. 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 Vice President for Academic and Student Affairs. The department head's evaluation of those applying for promotion 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 in the candidate's department. The Dean will review all nominations, applications, and portfolios and will submit recommendations to the Vice President for Academic and Student Affairs, who will then give a recommendation to the President.

Faculty who were tenured at another institution may be considered for tenure. Faculty promoted from Instructor to Assistant Professor may apply for credit towards tenure for up to two years of prior service as an Instructor at the University. Such applications shall be made to the department head and shall be subject to review by the tenured faculty in the candidate's department.

If tenure is granted, the faculty member will be properly notified. When tenure is denied, the faculty member will generally be informed by March 1 of non-reappointment beyond the following terminal academic year. Faculty members in tenure-track positions may reapply for tenure during their terminal academic year, but will not be reappointed or awarded a new teaching contract beyond the terminal year unless tenure is awarded.

Regardless of the stated term or other provisions of any tenure track appointment, written notice that a tenure-track appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment and according to Section 2.7.3: Non-reappointment. Failure to issue timely notice does not constitute an award of tenure.

Exceptions to this policy may be made in unusual cases upon the approval of the Vice President for Academic and Student Affairs and the President.

### **2.6.3 TENURE APPEALS**

The following establishes a Tenure Appeals Committee and procedure for tenure appeals.

- A. After the Vice President for Academic and Student Affairs' denial, the appellant faculty member may file an appeal, in writing, to the President of the Faculty Senate and the Vice President for Academic and Student Affairs, via certified mail, within 7 working days of the date of the Vice President for Academic and Student Affairs' letter of denial.
- B. Unless unusual circumstances occur, the Tenure Appeals Committee should act on the appellant faculty member's appeal within 30 working days.
- C. The Tenure Appeals Committee shall be composed of one member from each College, elected or appointed, as determined by the Faculty Senate. The President of the Faculty Senate shall name its chair for the academic year.
- D. All members of the Tenure Appeals Committee shall be tenured.
- E. Deans, department heads, and other administrators shall be excluded from membership on this committee.
- F. The Vice President for Academic and Student Affairs shall submit the candidate's complete tenure portfolio to the chair of the Tenure Appeals Committee. The Tenure Appeals Committee shall make its decision based on the written record.
- G. The Tenure Appeals Committee shall incorporate its recommendation(s) into the candidate's portfolio, which shall be returned to the President for his/her decision. The Tenure Appeals Committee shall send a copy of its recommendation(s) to the candidate and the Vice President for Academic and Student Affairs.
- H. The decision of the President is final.

### **2.7 SEPARATION**

### **2.7.1 RESIGNATION**

Any faculty member who does not wish to be employed by Jacksonville State University for the next academic year shall submit a written resignation to his/her immediate supervisor by March 15 of each year.

Tenure is relinquished upon resignation.

### **2.7.2 RETIREMENT**

Retirement benefits are discussed in Chapter Four of this Faculty Handbook. Information on eligibility and the application for retirement benefits are available in the Office of Human Resources.

Faculty members moving to institutions in other states or withdrawing from the teaching profession may withdraw contributions toward retirement under certain conditions. Information on this procedure is also available in the Office of Human Resources.

Tenure is relinquished upon retirement.

### **2.7.3 NON-REAPPOINTMENT**

Non-tenured faculty members are employed on a year-to-year basis. A faculty member's status will be periodically reviewed with the department head. A non-tenured faculty member shall not have expectancy of appointment for the next academic year. A non-tenured faculty member shall receive written notification of reemployment or non-reemployment according to the following schedule: not less than three calendar months in advance of the appointment's expiration (generally March 1) if the faculty member is in the first year of service; not less than six calendar months in advance if in the second through the sixth year of service (generally December 1); at least twelve calendar months before the expiration of an appointment (generally June 1) after six or more years of service.

### **2.7.4 EXPIRED TENURE**

Tenure expires upon the retirement of any full-time faculty member who has been awarded tenure or upon the event of permanent inability of a faculty member to continue to perform his/her assigned duties.

### **2.7.5 AUTOMATIC RESIGNATION**

A faculty member shall automatically forfeit and waive his/her tenure or probationary/temporary contract upon failure to report for service at the designated date of the beginning of any academic term. Such failure to report shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report.

### **2.7.6 SUSPENSION**

The Vice President for Academic and Student Affairs may suspend a faculty member from his/her assigned duties at the Vice President for Academic and Student Affairs' discretion to safeguard the health and safety of faculty, students, or employees of the University; to prevent a disruption of normal operations of the University; or upon the recommendation of a department head and dean.

### **2.7.7 PROBLEM-SOLVING AND DISCIPLINE POLICY**

Generally, in dealing with problem solving and discipline, it is helpful if a series of communications and informal actions occurs to facilitate positive modification of behavior. In such instances, department heads, directors, and other supervisors may use the sequence of progressive steps specified below. A faculty member may be allowed to review his/her departmental file upon written request.

- A. Aid to Memory. The supervisor may discuss the matter with the faculty member. A written summary of the discussion may be placed in the faculty member's personnel file.
- B. Written Notice. The supervisor may provide written notice to the faculty member regarding the inappropriate behavior/action. This action will be retained in the individual's personnel file.
- C. Actions Referencing Disciplinary Recommendations. The supervisor may notify the faculty member in writing of continued unacceptable behavior and describe some appropriate disciplinary action to be taken.

### **2.7.8 REMOVAL FOR CAUSE: DISMISSAL OR TERMINATION FOR ADEQUATE CAUSE**

#### **2.7.8.1 DISMISSAL**

A faculty member with tenure, or a faculty member on a tenure-track appointment prior to the end of the appointment, or a faculty member on a temporary appointment prior to the end of the appointment, may be dismissed. It is impossible to list all potential



disciplinary problems and the various circumstances that may lead to dismissal. In general, reasons for dismissal may include, but may not be limited to, the following:

- A. Inability, refusal, or failure to perform the duties or responsibilities for which the faculty member was employed.
- B. Unexcused absenteeism.
- C. Refusal or failure to comply with the policies of the University, College, or department.
- D. Insubordination or refusal or failure to perform specific assignments designated by a supervisor.
- E. Dishonesty.
- F. Illegal or improper use of narcotics or intoxicants or a violation of the University's drug and alcohol policy.
- G. Violation of academic or professional ethics.
- H. Unauthorized disclosure of confidential information.

### **2.7.8.2 TERMINATION**

A faculty member with tenure may be terminated for financial or curricular reasons, which include, but which may not be limited to, the following:

- A. Financial exigency as declared and/or determined by the University.
- B. Reduction in student enrollment.
- C. Program discontinuance.

A tenured faculty member who is terminated because of financial exigency or reduction in student enrollment plan may be eligible, at the discretion of the administration, to transfer to any other vacant academic position in the University for which he/she is qualified if a need for said terminated faculty member exists and if said transfer is consistent with the requirements of the University. Any such transfer must take into consideration the faculty member's education and training.

When a tenured faculty member is terminated due to financial or curricular reasons, the position will not be filled by a new faculty appointee with the same areas of specialization as the terminated faculty member within a period of one academic year, unless the terminated faculty member has been offered, in writing, via first class U. S.

mail, reappointment to the position at his/her previous rank and salary, with tenure, and has failed or refused to accept the appointment. The official notification address is the record of address in the Human Resources Office. It is the responsibility of the terminated faculty member to keep his/her address current and accurate. If the terminated faculty member does not respond to a written offer of reappointment within 30 days, the offer of reappointment is presumed to be rejected by the terminated faculty member and is therefore withdrawn; the University may then proceed to fill the vacancy at its discretion.

### **2.7.8.3 PROCEDURES FOR DISMISSAL FOR ADEQUATE CAUSE OR TERMINATION FOR FINANCIAL OR CURRICULAR REASONS**

1. The Vice President for Academic and Student Affairs shall notify the faculty member, in writing, of his/her dismissal (or termination). The notice shall state reasons for dismissal or termination and inform the faculty member of his/her right to request an appeal/hearing. Should the dismissed/terminated faculty member desire to appeal the dismissal, an appeal may be allowed, provided the dismissed faculty member requests such appeal in writing. The written request for appeal may be mailed via certified mail and must be received by the Office of the Vice President for Academic and Student Affairs within seven working days from the date of the faculty member's notice of dismissal. Failure to request an appeal to the Vice President for Academic and Student Affairs within seven working days from the date of delivery precludes any further appeal by the faculty member; and the dismissal is final.

2. If a hearing is requested in a timely fashion, an appeal/hearing will be conducted by the University Hearing Committee (UHC), according to the procedures of the UHC (See Section 2.11).

## **2.8 FACULTY RIGHTS AND RESPONSIBILITIES**

### **2.8.1 GENERAL STATEMENT**

Membership in the academic profession carries with it responsibility for the stimulation of students' intellectual growth, the advancement of knowledge, and the improvement of society. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.

Moreover, the faculty has a special obligation to understand the nature of Jacksonville State University and to appreciate its unique characteristics, its philosophy, and objectives. The faculty should strive to improve the intellectual and practical effectiveness of the University.

While teaching shall normally be a faculty member's primary responsibility, faculty are

also responsible for scholarship, which sustains and enriches teaching; research; publication; and service. In the arts, faculty are responsible for such evidences of creativity as exhibits, performances, and publication. Other faculty responsibilities are academic advisement, participation in department college and university governance, student recruitment, and community service. A faculty member shall be responsible for carrying out assigned duties satisfactorily. The responsibility to give time and talents to improve one's education and teaching, to seek professional achievement in one's academic discipline, and to support a general education shall also be an obligation of faculty members. During the term of, or upon the renewal of, the faculty member's appointment, the University reserves the right to change the faculty member's duties and responsibilities or to reassign the faculty member to another position, including one in a different academic department consistent with the needs of the University, so long as such change or reassignment take into consideration the faculty member's education and training.

The University does not wish to impose a rigid body of codified rules upon the members of its faculty. The University does, however, have certain legitimate expectations concerning the conduct of professional academics. The obligations incumbent on faculty members at Jacksonville State University are outlined below in a general way:

### **2.8.2 ADHERENCE TO UNIVERSITY REGULATIONS**

An organization can operate effectively and consistently only if it has policies, guidelines, and rules to guide it and its members. The material in this faculty handbook represents an attempt to summarize those regulations pertaining directly to the faculty. Any new or amended policies will be approved by the appropriate bodies of the University and as needed will be disseminated in writing to the University community.

Each faculty member has a responsibility to know these regulations and to adhere to them. If questions of interpretation arise, clarification should be sought from the department head, dean, Vice President for Academic and Student Affairs, or the President. Any exceptions mutually agreed to by the University's administration and a faculty member must be in writing and signed by the faculty member and the appropriate University officials.

### **2.8.3 PRINCIPAL OCCUPATION**

A faculty member is appointed with the expectation that he/she shall be principally occupied with the academic growth and development of students. Teaching shall normally be the primary concern and occupation of faculty, unless otherwise directed in writing by the University. Participation in individual learning/development projects (e.g., faculty development activities, research, grants, contracts, etc.) is encouraged. The faculty member is required to devote his or her full effort to teaching, scholarly activity, and service, unless an exception has been agreed to by the University and the faculty

member. The University expects that all faculty members will avoid activities that create a conflict of interest with their duties and responsibilities as faculty members. The University also expects that faculty members will observe the highest moral and ethical standards in any dealings in which they represent the University. (See also Article 6.0 hereunder and the Jacksonville State University Manual of Policies and Procedures).

## **2.8.4 CLASSROOM MANAGEMENT**

### **2.8.4.1 CLASSROOM PROCEDURES**

The faculty member must, at the beginning of each semester, prepare a syllabus that explains:

- A. The course objectives.
- B. Special requirements for the course, such as term papers, oral reports, field trips, etc.
- C. Grading procedures.
- D. Attendance policy.

Faculty members must maintain clear records of all grades. Students will be allowed to review grades by appointment. Faculty shall report grades of students making D's, F's, or NC's on the official mid-term grade report.

A faculty member is expected to:

- A. Meet and conduct classes in a professional manner.
- B. Grade and return test papers within a reasonable time.
- C. Maintain adequate records of grades and be accountable in grading.
- D. Maintain regular, scheduled office hours.

Faculty members shall consult the current Jacksonville State University Student Handbook for policy statements on academic honesty.

### **2.8.4.2 GRADING SYSTEM**

#### **2.8.4.2.1 UNDERGRADUATE**

Faculty members shall refer to the current undergraduate catalogue for the undergraduate grading system.

#### **2.8.4.2.2 GRADUATE**

Faculty members shall refer to the current graduate catalogue for the graduate grading system.

#### **2.8.4.3 CHANGING OF GRADES**

No grade except Incomplete (I) may be changed after the submitting of final grades except in the case of error. Within 6 weeks after the turning in of grades, an instructor desiring to change a grade other than an “I” must make written application through the appropriate department head to the Office of the Registrar, stating the reason for the error and the need to change. Faculty members are accountable for accurate grading and recording. This procedure does not apply to removal of incompletes. To remove an Incomplete and assign a permanent grade, faculty that do not have a College policy on Incomplete reporting may go to the Office of the Registrar to change the grade or send a signed memorandum to the Registrar to initiate the procedure.

#### **2.8.4.4 TESTS AND EXAMINATIONS**

In fairness to students, instructors shall apprise students of the nature of their methods of evaluation. The final examination normally is a comprehensive survey of the work of the whole semester.

All undergraduate tests and examinations shall be proctored. In cases where cheating is encountered or suspected, faculty members should handle each situation with good judgment. Faculty members should exercise caution and seek the advice of the department head, who may then refer the matter to the Dean of the appropriate College for action. Faculty members should consult the current Student Handbook for policy statements on academic honesty.

The Registrar is responsible for the schedule of final examinations. The schedule is printed in the schedule booklet. All final examinations shall be given at the scheduled time unless a change is approved by the department head. Under extenuating circumstances, a faculty member may reschedule a student's final examination for just cause.

#### **2.8.4.5 MAKE-UP EXAMINATIONS**

Faculty members shall, at the beginning of the semester, acquaint their classes with their policy on make-up examinations. In some areas of academic work, course work and experience cannot be made up, and the faculty member should so advise.

Students who miss announced examinations or announced classroom assignments for legitimate reasons may take a make-up examination, which shall be scheduled by the faculty member at a reasonable time and under reasonable conditions. The legitimacy of the excuse for missing the test is to be determined by the faculty member; however, the student may appeal the decision to the department head and the Dean, if there is disagreement about the legitimacy of the excuse.

#### **2.8.4.6 STUDENT ATTENDANCE**

Specific policies on attendance may be established by individual departments or colleges. Faculty members should be familiar with all policies that apply in the department and should communicate these policies to their students through the syllabus given at the beginning of the semester.

Faculty are required to maintain attendance records to support this policy. Students are held responsible for attendance at all meetings of their classes.

#### **2.8.4.7 OFFICIAL UNIVERSITY-EXCUSED ABSENCES**

Official University-excused absences may be issued to groups or individuals by the department head/director for participation in authorized Jacksonville State University activities. Although absences may be excused, work missed in class is not. It is the student's responsibility to initiate a request to make up class work missed.

Faculty members sponsoring an activity for students for which an excused absence is required may obtain the appropriate form from any academic dean's office. The form must be completed prior to the scheduled activity.

#### **2.8.5 CURRICULUM DEVELOPMENT**

The primary responsibility for development of new courses, deletion or changes in existing courses, initiation of new programs, and program modifications lies with the faculty. All proposals concerning programs and curriculum shall be reviewed by department, College, and University Curriculum Committees, in accordance with established procedures.

#### **2.8.6 COURSE OFFERINGS AND CONTENT**

All course offerings shall be in accordance with the general requirements of the

University, the needs of the department's majors, and the needs of students. Faculty members are responsible for teaching at a standard appropriate to the level assigned to the course; for planning and presenting the course material; for establishing course objectives and requirements consistent with departmental policy and making them known to students; for selecting texts and supplemental materials; for preparing, administering, and grading tests and examinations; and for assigning grades.

### **2.8.7 ABSENCES**

Faculty are expected to adhere to scheduled class-meeting times. Absenteeism can prevent the University from fulfilling its mission. It may create understaffing that may threaten teaching schedules and academic programs.

If a faculty member is unable to meet a class, appropriate arrangements shall be made by the faculty member to satisfy students' needs and the individual's own contractual obligations. Arrangements shall be with the approval of the department head.

### **2.8.8 USE OF COPYRIGHTED MATERIAL**

Faculty are responsible for knowing and observing the laws concerning copyrighted material. Title 17, U.S. Code, Section 107, of the Federal Copyright Law, Revision of 1978, provides that "fair use" of copyrighted work, including use by reproduction for purposes such as "teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright." The four statutory criteria used to determine whether the use made of a work in any particular case is a fair use include:

- A. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational uses.
- B. The nature of copyrighted work.
- C. The amount or substantiality of the portion used in relation to the copyrighted work as a whole.
- D. The effect of the use upon the potential market for, or value of, the copyrighted work.

Multiple copying for classroom use cannot exceed the number of pupils in a class; must meet strict tests of brevity, spontaneity, and non-cumulative effect; and must include a notice of copyright. "Brevity" is defined in strict and arbitrary volume terms, e.g., no more than 250 words from a poem, between 500 and 1000 words from works of prose but up to 2,500 words of a complete article. "Cumulative effect" limits copying by each instructor of a given item to only one course in the school, not more than nine instances of multiple copying for one course during one class term, and not more than one item

from the same author nor three from the same collective work or periodical volume during one class term. Under the guidelines, copies may not 1) be used as a substitute for anthologies, compilations, or collective works; 2) be made of "consumables" such as workbooks; 3) be a substitute for purchases, be directed by higher authority, or be repeated with respect to the same item by the same teacher from term to term; 4) be the subject of a charge to the student beyond actual copying cost.

Videotaping of television programs for classroom use from commercial television programming should be tested by the above statutory criteria for fair use. Before videotaping television programs for classroom use from a public broadcasting agency, the faculty member should contact the local broadcasting station as to the list of programs schools may record off the air. Also, see Jacksonville State University Manual of Policies and Procedures.

Faculty members are responsible for obeying the laws concerning computer software use and for complying with the licensing agreements pertaining to each program or set of data. Applicable federal laws on use of computer software are available in the University Computer Center. Faculty members who have questions regarding the use of software should consult the Executive Director of Data Systems Management Division.

University employees who wish to use copies of material created by others (printed material, videotape, computer software, or other materials related to electronic media) are responsible for determining its copyright status and should obtain written permission from the copyright owner before using the material except when the "fair use" criteria stated above are met.

### **2.8.9 DEADLINES**

Each faculty member is responsible for meeting appropriate deadlines established by the department head, dean, Registrar, Vice President for Academic and Student Affairs, and the Campus Bookstore.

### **2.8.10 ACADEMIC FREEDOM**

The University affirms and follows the idea that all members of the faculty are entitled to academic freedom, as defined in the following statements:

- A. Institutions of higher education are conducted for the common good. The common good depends upon the free search for truth and its expression.
- B. Academic freedom is essential to this purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the protection of the rights of the faculty member in teaching and to the student to freedom in learning.



It carries duties along with rights.

- C. The faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- D. The faculty member is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into his/her teaching controversial matter that has no relation to his/her subject.
- E. The faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational representative, he/she should remember that the public may judge his/her profession by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

## **2.8.11 CODE OF PROFESSIONAL ETHICS**

Although no set of rules or professional code can either guarantee or take the place of the faculty's personal integrity, the University endorses the following statements as reminders of the obligations assumed by all members of the academic profession:

### **2.8.11.1 STATEMENT ON PROFESSIONAL ETHICS**

- A. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- B. As teachers, professors encourage the free pursuit of knowledge in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper role as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their

- evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect students' academic freedom.
- C. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
  - D. As members of an academic institution, professors seek, above all, to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within the institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
  - E. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations against their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their College or University. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### **2.8.11.2 STATEMENT ON FREEDOM AND RESPONSIBILITY**

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others; to acknowledge their right to express differing opinions; and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression, both on and off the campus. The expression of dissent and the attempt to produce change may not be carried out in ways that injure individuals, damage institutional facilities, or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence but also given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students because of their beliefs or the possible use to which they may put the knowledge gained in a course. Students should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. Evaluation of students and the awarding of credit must be based on academic performance, professionally judged, and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

Their mastery of a particular subject and scholarship on that subject entitles faculty members to freedom of presentation of their subject in their classrooms. However, it is inappropriate for a faculty member to persistently intrude material not related to the subject being taught, and it is also inappropriate for a faculty member to fail to present subject matter announced to the students and approved by the faculty in their collective responsibility for the curriculum.

Because academic freedom has traditionally included a faculty member's full freedom as a citizen, most faculty members face no unresolvable conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institution, on the other. However, if such conflicts become acute and the faculty member's attention to obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, that faculty member cannot escape the responsibility of that choice and should either request a leave of absence or resign his/her position.

### **2.8.11.3 CLASSROOM CONFLICT OF INTEREST**

Although faculty members strive to exercise objectivity and avoid biased or preferential treatment of any student, when the student is a relative/dependent, other students are likely to perceive favoritism at their expense. Because the faculty member's credibility among students may suffer, students should be discouraged from registering in a class taught by a relative or by someone to whom they are a dependent. If a student enrolls in a course taught by a relative/dependent, the department head must be informed of this enrollment, and mutually agreed upon steps for grade determination should be made.

### **2.8.11.4 STATEMENT ON SEXUAL HARASSMENT**

It is the established policy of Jacksonville State University to provide a work and study environment for faculty, staff, and students free from all forms of sexual harassment, intimidation, and exploitation.

Sexual harassment is a form of sex discrimination that violates Federal law.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment; unreasonably interferes with an individual's work performance; or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to, the following:

The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex.

The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a coworker, or a non-employee.

The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any Jacksonville State University complaint mechanism or grievance system available.

Please refer to the [Jacksonville State University Manual of Policies and Procedures](#) and the [Jacksonville State University Student Handbook](#).

#### **2.8.11.5 DRUG-FREE WORKPLACE AND DRUG AND ALCOHOL POLICY**

Jacksonville State University recognizes the potential impairment in performing one's job responsibilities due to the use of alcohol and other drugs. Unmonitored drug use during working hours or reporting to work under the influence of drugs can represent a risk to students and to the general safety of the work environment.

Therefore, it is the University's policy to prohibit drug use and related behavior ~~which~~ that may have negative effects on the University's operations.

The sale, purchase, use, possession, or presence at work while under the influence of intoxicants, hallucinogens, marijuana, or any other non-prescribed, controlled substance is strictly prohibited while on University property or during working hours.

Prescribed drug use is also prohibited when, in the opinion of the University, the drug use significantly impairs the employee in the normal discharge of his/her duties or when it is judged that the employee poses a potential safety risk when involved in daily University activities.

Should a faculty member become concerned about the effects of drug use on himself/herself, a faculty member, or a coworker, or how drug use may be affecting his/her performance, the Director of Human Resources is available to assist with referral to an appropriate professional or service agency.

The unlawful manufacturing, distributing, dispensing, possessing, or using of a controlled substance is absolutely prohibited in or on any University-operated location. All employees, including faculty, must abide by the terms of this policy. See also the Jacksonville State University Manual of Policies and Procedures.

### **2.8.11.6 AMERICANS WITH DISABILITIES ACT**

Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures; hiring; firing; advancement; compensation; job training; and other terms, conditions, and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;

- Has a record of such an impairment; or

- Is regarded as having such impairment.

A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to, and usable by, persons with disabilities;

- Restructuring jobs, modifying work schedules, reassigning the qualified individual to a vacant position;

- Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide items such as glasses or hearing aids.

It is the policy of Jacksonville State University not to discriminate on the basis of disability or handicap. See the Jacksonville State University Equal Opportunity Policy and Policy of Nondiscrimination and Affirmative Action and the Jacksonville State University Manual of Policies and Procedures.

### **2.8.12 CONSENSUAL RELATIONS POLICY**

Faculty members, including students or other persons with teaching responsibilities, shall not have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member. Faculty members who violate this policy may be subject to dismissal. (See Section 2.7.8: Removal for Cause).

Amorous relationships between faculty and students occurring outside the instructional context may also lead to difficulties. Faculty may face serious conflicts of interest and should be careful to avoid any decisions that may reward or penalize the student involved. Faculty who fail to withdraw from participation in activities or decisions that may reward or penalize the student with whom there is an amorous relationship will be deemed to have violated ethical obligations to the student, to other students, to colleagues, and to the University. Faculty members who violate this policy may be subject to dismissal. (See Section 2.7.8: Removal for Cause).

### **2.8.13 VIOLATIONS OF FACULTY RIGHTS, ACADEMIC FREEDOM, AND PROFESSIONAL RESPONSIBILITIES**

While affirming academic freedom as a right, the University recognizes that, in some circumstances, academic freedom becomes enmeshed in questions of professional incompetence or irresponsibility. In the effort to distinguish between these two issues, the guiding principle is that charges of professional incompetence or irresponsibility shall not be used to limit academic freedom, nor shall appeals to academic freedom be automatically accepted as a shield for professional incompetence or irresponsibility.

## **2.9 ACADEMIC CALENDAR AND WORKLOAD**

The academic calendar consists of Fall and Spring Semesters and the short terms (May Term, Summer I, Summer II, and the Marathon Terms). The nine-month academic year consists of the Fall and Spring Semesters, plus the May Term. The academic year begins with the published date for the return of faculty for Fall semester and ends with the completion of the May Term. Nine-month faculty are employed for the entire academic year. The workload is comprised of a teaching load and other duties and expectations. Twelve-month faculty shall teach in the Fall and Spring Semesters, plus two of the short terms. The standard workload for faculty members is 15 hours during the Fall and Spring

Semesters and 5 hours during the short terms, with a maximum workload of 5 hours for each short term.

### **2.9.1 TEACHING LOAD**

The standard teaching load obligation is equivalent to 80% of the expected workload for full-time faculty. The teaching obligation may 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. Teaching load credit for supervising students enrolled in independent study, research, practical internship, and similar courses shall be determined by the department head with approval by the appropriate dean. Librarians performing their assigned professional duties shall be deemed to be fulfilling their teaching load obligations.

#### **2.9.1.1 OVERLOADS**

To allow faculty to concentrate their energies adequately on a reasonable teaching load, it is the policy of the University to generally avoid the use of overloads. Any arrangement for an overload must have the approval of the Dean and Vice President for Academic and Student Affairs.

### **2.9.2 OTHER DUTIES AND EXPECTATIONS**

The standard non-teaching duties required of all full-time faculty include:

- A. Academic advising.
- B. Participating in meetings of the general faculty, college, and department.
- C. Participating in departmental activities such as curriculum planning, departmental policy-making, evaluation procedures, program assessment, and care of instructional supplies and equipment.
- D. Writing letters of recommendation for students.
- E. Examining library holdings and recommending additions to the collection.
- F. Participating in student recruitment activities.
- G. Engaging in appropriate scholarly activities.

Additional activities comprising the faculty member's workload are determined by the needs and goals of the University, college, and department. Such activities include, but are not limited to:

- A. Research, writing, participation in the activities of professional societies, artistic performances, and other means of professional improvement.
- B. Sponsorship of University-recognized organizations.
- C. Service in college and University governance or on standing committees, other University committees, assignments, and task forces.
- D. Providing services to the community related to the faculty member's area of expertise.

### **2.9.2.1 ACADEMIC ADVISEMENT**

Advisement of students by faculty members is an integral part of the faculty member's responsibilities. Faculty members may be called upon to advise freshmen, undecided sophomores, and transfer students regarding scheduling of classes; and faculty may perform other duties regarding advisement during orientation or registration. Advising of junior or senior students will be done by a faculty member in the student's major. Faculty members should be familiar with the requirements for degrees in their areas and with advisement procedures as stated in the Jacksonville State University Adviser's Manual.

### **2.9.3 AVAILABILITY AND OFFICE HOURS**

All faculty members shall be available for consultation with students enrolled in their classes. During pre-registration advisory periods and during registration itself, faculty members shall be available for scheduled advising periods.

Full-time faculty members shall be regularly available on campus during class days. A part-time faculty member shall regularly be available on campus in proportion to the percentage of time for which he or she is employed. Part-time faculty shall be available for student consultation at least one hour per week for each three-hour course taught. Full-time faculty teaching off campus shall be available at the off-campus location, for student consultation, at least one hour per week for each three-hour course taught. Each faculty member shall establish, post, and make students aware of regular and adequate office hours so distributed throughout the week as to be convenient to students. Adjustment of office hours may be needed during registration and examination periods. A copy of the office hours schedule is to be submitted to the department head and dean for filing. The department head is responsible for notifying the faculty member if office hours are inadequate.



## **2.10 FINANCIAL EXIGENCY**

According to the procedures outlined in the Financial Exigency Policy, contained in the Jacksonville State University Manual of Policies and Procedures, the University may terminate or reduce the contract rights of tenured and non-tenured faculty members, when the Board of Trustees, in consultation with the President, determines that the University is faced with financial exigency.

## **2.11 UNIVERSITY HEARING COMMITTEE**

The University Hearing Committee (UHC) is the University's grievance committee. This committee considers faculty grievances and appeals concerning charges of disability, race, sex, and age discrimination; Affirmative Action-related grievances; and faculty termination and dismissal. Certain issues do not fall under this procedure, such as: sexual harassment; promotion decisions; non-reappointment; tenure decisions; evaluation; salary; suspension with pay; merit raises; benefits; assigned workload; and financial support for grants, contracts, equipment, or travel.

### **2.11.1 PROCEDURE FOR AN APPEAL OR GRIEVANCE**

Step 1: All informal and administrative appeals and/or grievance procedures must be exhausted through the college/division/department level before an appeal may be made to the UHC. The Vice President for Academic and Student Affairs shall ascertain and determine if all such appeals and/or procedures have been exhausted.

Step 2: If all such appeals and/or procedures through the college/department level have been exhausted, the faculty member may file with the Vice President for Academic and Student Affairs his/her written grievance or appeal stating the specific issues the UHC is to review.

Step 3: The UHC shall consist of the Associate Vice President for Academic Affairs, as chair (ex-officio); one dean appointed by the Vice President for Academic and Student Affairs; one department head appointed by the Vice President for Academic and Student Affairs; the President of the Faculty Senate; two faculty members appointed by the President of the Faculty Senate; and one faculty member appointed by the Vice President for Academic and Student Affairs. Members deeming themselves disqualified because of bias or interest shall remove themselves from the UHC. The Vice President for Academic and Student Affairs and/or the President of the Faculty Senate shall make new or substitute appointments as needed. Replacements or substitutes shall be chosen in the manner described above. In the event that the Faculty Senate President is disqualified for some reason, the Vice President of the Faculty Senate shall assume the President's role and function.

Step 4: At least 20 days prior to the scheduled hearing date, the chair of the UHC shall serve notice of the meeting, stating time, place, and the specific issues, appeals, and/or charges that have been made. Except for such simple publicity announcements as may be required (such as the time of the hearing and similar matters), public statements and publicity about the appeal or grievance by either the faculty member or administrative officers shall be avoided.

Step 5: At the hearing, the faculty member shall have the opportunity to present his/her appeal or grievance. The UHC may request other parties to testify as circumstances dictate. The committee shall not be bound by strict rules of legal evidence and may admit any evidence that is of value in determining the issues involved. Every effort shall be made to obtain the most reliable information available. The findings of fact and the decision shall be based on the hearing record. The hearing records, including all related documents and exhibits, shall be the property of the University.

Step 6: Following the hearing, the UHC shall make its written recommendation to the Vice President for Academic and Student Affairs. Its recommendation shall be based upon the preponderance of the evidence in the record considered as a whole. A copy of the recommendation shall be mailed to the faculty member who filed the grievance or appeal.

Step 7: The Vice President for Academic and Student Affairs shall review the recommendation of the UHC and shall affirm or deny the appeal or grievance. Unless there is a claim of denial of procedural due process, the decision of the Vice President for Academic and Student Affairs is final.

Step 8: An appeal may be made to the President only on the basis of denial of procedural due process. All appeals shall be in writing and must be mailed via certified mail (and received) by the President within 7 days of the date of the Vice President for Academic and Student Affairs' decision. The faculty member must demonstrate, in writing, to the President that a necessary policy or procedure was not followed in his/her appeal or grievance. In that case, the President shall review all relevant records and shall affirm or deny the grievance or appeal. In all such cases, the decision of the President is final. If the President determines that all policies and procedures were followed, the decision of the Vice President for Academic and Student Affairs is final.

## **2.12 LEAVES, HOLIDAYS, ABSENCES**

### **2.12.1 LEAVE WITH PAY**

#### **2.12.1.1 SICK LEAVE**

Sick Leave: Sick leave is provided as a benefit to JACKSONVILLE STATE

UNIVERSITY faculty to help offset the burden of short-term illness. Sick leave is a privilege, and its use should not be abused.

**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 employees' 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.

#### **2.12.1.1.1 EXTENDED DISABILITY AND SALARY CONTINUATION**

After one year of continuous employment, faculty will be provided disability insurance coverage for extended illness or injury. If a faculty member is disabled and unable to perform usual, normal, and customary duties, the faculty member may be provided disability insurance benefits upon the written specific recommendation and diagnosis of a physician and upon the approval of the disability insurance carrier. (See procedures set forth below.) On the date disability benefits are effective, as determined by the disability insurance carrier, the faculty member ceases to be an employee of the University. The re-employment of such a former faculty member upon his/her application is not assured or guaranteed and is within the complete discretion of the University.

#### **2.12.1.1.2 PROCEDURE FOR APPLYING FOR EXTENDED DISABILITY AND SALARY CONTINUATION**

If a faculty member has an extended illness or injury and has exhausted all sick leave,

he/she may apply for extended disability and salary continuation. An application for salary continuation should be submitted in writing to the Vice President for Academic and Student Affairs. If approved, the request will be delivered to the Office of Human Resources for processing. Generally, for extended disability and salary continuation to be approved, the disability must be medically diagnosed to last longer than 6 months from the date of the initial disability, and the faculty member must formally apply for long-term disability with the disability insurance carrier. This application process is administered by the Office of Human Resources. In the event that the application for long-term disability is denied by the University's disability insurance carrier, the faculty member's salary continuation will immediately cease, effective the date of the denial by the disability insurance carrier. If the faculty member is awarded long-term disability, the faculty member ceases to be an employee of the University on the effective date of disability benefits as determined by the disability insurance carrier.

#### **2.12.1.2 BEREAVEMENT LEAVE**

Leave may be granted for bereavement purposes in cases of death in the immediate family as defined in 2.12.1.1 or death of a person to whom unusually strong personal ties exist, due to the employee's having been supported or educated by a person of some relationship other than those specified. In such cases, the employee must file a written explanation of the circumstances along with the request for sick leave. Bereavement leave will be limited to three days per case.

#### **2.12.1.3 MATERNITY AND PARENTAL LEAVE POLICY**

- A. It is the University's policy to treat pregnancy, childbirth, and related medical conditions as it would any other form of medical or sick leave. Parental leave may be granted on the same basis as any other personal leave. Absences for maternity leave will be charged to accumulated sick leave in the same manner as any other illness. Fringe benefits will continue to be paid on the same basis that is used for other illnesses.
- B. It is also the University's policy to comply with all applicable local, state, and federal laws, in spirit as well as in specific detail. Should any provision of this policy be found to be inconsistent with an applicable legal requirement, the law shall prevail. All other provisions of this policy that are consistent with the law will remain in effect.

#### **REQUIREMENTS AND PROCEDURES**

- A. A mother who observes the requirements of this policy is entitled to such leave as her physician may recommend within the framework of this policy (See A. herein above).

- B. The purpose of this policy is to provide for the medical and physical requirements of pregnancy, childbirth, and related conditions. If there is any question as to whether a medical condition for which leave is sought is related to pregnancy and childbirth, the University may request verification from the mother's physician.
- C. Maternity leave will normally begin when the mother's physician states in writing that the mother is no longer able to work because of her condition and said writing is delivered to the Director of Human Resources.
- D. A faculty member who becomes pregnant should notify her department head/dean as soon as the pregnancy is confirmed to better accommodate planning for her absence and return.
- E. A department head/dean who receives such a notice should arrange with the Director of Human Resources to counsel the employee on the benefits and requirements of this policy.

#### **2.12.1.4 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 10 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.

#### **2.12.1.5 PROFESSIONAL DEVELOPMENT LEAVE**

Professional development leave may be granted by the President of the University to any tenured faculty member who has completed at least 6 years of full-time service with the University. The purpose of professional development leave is to relieve faculty of normal duties so that they can pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the University. Such leaves are not granted automatically upon completion of the necessary period of service.

A request for professional development leave shall be submitted to the department head or equivalent administrator on a standard University form and shall be accompanied by a description of the project to be pursued; a statement explaining how the project will contribute to the faculty member's professional growth and to the University's mission; and a list of the faculty member's qualifications for undertaking and completing the

project. The Vice President for Academic and Student Affairs will call for faculty applications at least 6 months prior to the date on which the proposed leave is to begin.

The department head shall forward a recommendation on the requested professional development leave form to the Dean of the College or the equivalent administrator. If upon review, the Dean agrees with a positive recommendation, the application shall be forwarded for approval to the Vice President for Academic and Student Affairs and then to the President.

In their applications for professional development leave, faculty may request one semester of leave at full pay or two successive semesters at half pay.

Professional development leaves are granted in good faith. When such leaves end, faculty are expected to return to regular service with the University for at least one contract year or, at the University's request, refund the remuneration received from the University during leaves. Upon return from leaves, faculty must file with their department head a written report on their professional activities during the leave period.

The faculty member may augment professional development leave income by stipends for special scholarly work, if such stipends are consistent with the leave plan. The faculty member is free to seek financial support outside of University funds in the form of scholarships, grants, awards, and fellowships.

#### **2.12.1.6 NATIONAL FACULTY EXCHANGE**

Jacksonville State University is a member of the National Faculty Exchange, which, through its network of colleges and universities in the United States, its territories, and Canada, brokers an exchange of faculty, administrators, and staff. The National Faculty Exchange coordinates requests for placement of faculty in over 150 colleges and universities. This program presents faculty with an excellent opportunity for development, personal growth, and renewal. Faculty interested in participating in this program may contact the Office of the Associate Vice President for Academic Affairs.

#### **2.12.1.7 CIVIC DUTY**

##### **2.12.1.7.1 PART-TIME PUBLIC OFFICE**

As responsible members of the community, faculty members often undertake civic duties and participate in political life. Faculty members may freely seek election or appointment to municipal, county, state, or federal offices that are not considered full-time jobs (i.e., city commission, state boards, presidential elector) and that would not interfere with their academic responsibilities.

### **2.12.1.7.2 JURY DUTY**

If a faculty member is called to serve as a juror or is subpoenaed as a witness, the faculty member will be granted administrative leave with pay. The faculty member may retain jury fees. In all cases arrangements must be made by the faculty member to cover teaching assignments and other duties, with approval of the department head.

A faculty member must be granted time off for jury duty. Faculty members are expected to report for work if they are excused from jury duty or are on a standby status. The faculty member must notify his/her department head of anticipated jury duty by presenting the court/jury summons or notice. The faculty member shall also provide day-to-day notice to his/her department head of the faculty member's jury status and of the anticipated termination of jury duty.

### **2.12.1.8 MILITARY**

Leave will be granted for annual field training or other active-duty training exercises upon presentation of a copy of military orders. Such leave will not exceed 21 days within one calendar year. Faculty ordered to active National Guard or Reserve duty by the State or Federal Government will be granted leave for up to 21 days per occurrence. In such cases, arrangements must be made by the faculty member to cover teaching assignments and other duties, with approval of the department head. The faculty member will be granted leave to appear for a physical examination for induction into the military service upon presentation of a copy of the orders.

### **2.12.1.9 HOLIDAYS**

The University lists observed holidays in the official calendar, the University Catalogue, and the class schedule booklet for each semester. On occasion, the University may announce other holidays.

### **2.12.1.10 INCLEMENT WEATHER POLICY**

Jacksonville State University is primarily a self-contained campus with a large number of residential students requiring a variety of support services, regardless of the weather. Therefore, the University does not completely close because of bad weather. Decisions to close University operations, including classes, will be made by the President or a designee. In the interest of safety and in recognition of the difficult driving conditions that occur in certain areas, the University permits a liberal make-up policy for commuter students who cannot attend classes during times of bad weather. In the event that the University remains open on days of extreme weather, faculty who cannot reach campus should advise their department heads so their classes can be covered.

## **2.12.2 WITHOUT PAY**

### **2.12.2.1 LEAVE OF ABSENCE**

The University does not customarily grant leaves of absence to non-tenured faculty members. It does, however, encourage faculty members to pursue additional graduate work toward the terminal degree and attempts to cooperate with them in doing so. Leave time does not count towards promotion. If leave is granted to a non-tenured faculty member, the period does not count toward tenure.

The University may grant a faculty member a leave of absence, with or without pay, for further study and research, visiting professorships, and other appropriate endeavors.

An unpaid leave of absence may be granted for up to 6 months for childcare in the cases of adoption, paternity, or extended maternity leave.

A formal request for a leave of absence, thoroughly documented, must be presented to the department head at least 1 month in advance of the beginning date. The effective concluding date of the leave shall also be included. All leaves of absence must be approved by the department head, the Dean, the Vice President for Academic and Student Affairs, and the President.

Insurance benefits may continue while a faculty member is on a leave of absence. Faculty are advised to consult the Office of Human Resources regarding benefits during leave.

Overstaying a leave of absence without proper notification and approval or (while on a leave of absence) seeking and accepting other employment without previous authorization constitutes an automatic resignation and subsequent loss of benefits.

### **2.12.2.2 FULL-TIME PUBLIC OFFICE**

Faculty or staff members who are elected or appointed to municipal, county, state, or federal offices that are considered to be full-time employment or that would interfere with academic responsibilities must request a leave of absence or resign from the University.

## **2.13 COMPENSATION POLICIES**

### **2.13.1 SALARY SCHEDULE AND RATIONALE**



The Board of Trustees determines faculty salary ranges and conditions of employment.

#### **2.13.1.1 SALARY SCHEDULES**

Salary schedules indicate pay ranges for each academic rank. The Board of Trustees authorizes pay ranges.

The labor market dictates, to a large extent, the salaries that must be paid to faculty in different disciplines; therefore, there is no assurance that faculty members holding identical academic rank will be paid identical salaries. Furthermore, because of overlapping salary ranges in each academic rank, it is possible for an individual faculty member holding a higher academic rank to be paid less than another faculty member holding a lower academic rank. The primary determinants of salary are the forces of supply and demand, the needs of the University, and the individual's performance on the job.

#### **2.13.1.2 PAY INCREASES**

Pay increases (within budgetary limitation) shall be recommended by the department head and by the Dean of the appropriate College. These recommendations are to be consistent with the annual performance evaluation of the individual faculty member. Performance evaluation shall take into account the effectiveness of the individual in the traditional areas of teaching, scholarly activity, and service. All pay increases must be approved by the Vice President for Academic and Student Affairs and the President.

#### **2.13.1.3 COMPENSATION FOR ADMINISTRATIVE OFFICERS**

No additional compensation shall be paid to administrative officers (President, vice-presidents, deans, department heads, etc.) with a twelve-month faculty appointment who teach a summer session. These officers shall be compensated at their regular monthly salary regardless of the number of hours they teach.

#### **2.13.2 SUMMER APPOINTMENTS**

Summer appointments include teaching, scholarly activity, and/or public service.

##### **2.13.2.1 NON-TEACHING SUMMER ACTIVITIES**

Scholarly activity and/or public service may be substituted for teaching during the summer sessions upon specific approval of the department head, dean, and Vice President

for Academic and Student Affairs. Generally, full-time faculty who have contracts for research and/or other professional duties between academic years shall be compensated at a monthly rate not to exceed one-ninth of the current base salary.

#### **2.13.2.2 SUMMER OVERLOADS**

No overload pay is available during the summer terms except upon the specific approval of the department head, dean, and Vice President for Academic and Student Affairs. Contracts will be issued for all overloads and will specify the exact terms of the overload agreement.

#### **2.13.3 PAYROLL PERIOD**

Paychecks will be issued on the first working day of the month following the month in which pay was earned. Arrangements for electronic deposits of pay may be made through the Office of Human Resources.

#### **2.13.4 PAYROLL DEDUCTIONS**

##### **2.13.4.1 REQUIRED DEDUCTIONS**

As required by law, the University withholds social security contributions, federal income tax deductions, state income tax deductions, and mandatory contributions to the Alabama Teachers' Retirement System from employee pay.

##### **2.13.4.2 OPTIONAL DEDUCTIONS**

Faculty may have TIAA/CREF contributions and other optional salary deductions withheld from their pay. Specific information on payroll procedures is available in the Office of Human Resources.

#### **2.13.5 ADVANCES**

Advance payments for salaries or expenses are neither authorized nor available.

### **2.14 FACULTY RECORDS**

#### **2.14.1 PERSONNEL FILES**

### **2.14.1.1 PERSONNEL**

The Office of the Director of Human Resources maintains all official personnel records. Faculty members must notify the Office of Human Resources of name changes, changes in marital status, and changes in telephone numbers, addresses, etc. Personnel files are records of the University and are considered by the University to be confidential. Faculty members have the right, upon request and at reasonable times, to inspect their files in the Office of Human Resources. Faculty employee records cannot be removed and may be duplicated by an employee only by a written request and written permission from the Office of Human Resources.

### **2.14.1.2 CREDENTIALS FILE**

The Vice President for Academic and Student Affairs maintains a file for each faculty member. These records are the property of the University. This file contains the vita; transcripts; correspondence with the Vice President for Academic and Student Affairs; copies of contracts for non-tenured faculty, adjunct, and temporary faculty; and promotion and tenure documentation. Faculty members may review their credentials file by writing to the Vice President for Academic and Student Affairs.

### **2.14.1.3 COLLEGE AND DEPARTMENTAL FILES**

Deans and/or department heads shall maintain files containing faculty evaluations, correspondence, records, and, for non-tenured faculty, copies of contracts. These files may vary from department to department. These records are the property of the University. Faculty members may review their college or departmental file by writing to the dean or department head.

## **2.15 EXPERIMENTAL COURSE**

An experimental course is a course approved and offered at the departmental or college level for a limited number of times to test its viability in the program's curriculum. An experimental course does not require University undergraduate or graduate curriculum committee approval.

A course may be offered experimentally over a two-year period to assess student interest, demand, and course appropriateness. Although an experimental course may be submitted through the regular curriculum process anytime during the two-year limit, the course must be submitted through the regular curriculum process (undergraduate and/or graduate) within the two-year limit to be offered during the third year or later. The two-year time limit begins with the course's first offering. Failure to act in a timely fashion to

remove an experimental course or to pursue the regular curriculum-approval process will result in the course being removed from the class loadings by the Office of the Registrar.

### **3.0 ACADEMIC ORGANIZATION**

#### **3.1 LIBRARY**

##### **3.1.1 OBJECTIVE**

The objective of the Houston Cole Library is to provide services and resources to meet the present and future scholarly and informational needs of the University community and, insofar as possible, to share resources with those outside the University.

##### **3.1.2 COLLECTION**

The Library collection is intended to support the curriculum of the University and to reflect the pedagogical and scholarly informational needs of the academic community. The collection contains books, periodicals, electronic resources, microforms, films, filmstrips, slides, transparencies, records, tapes, and maps. Audiovisual equipment is available for non-print media. Faculty are encouraged to review the collection in their subject specialties and recommend materials to support their teaching, scholarly activities, and service. As the curriculum changes, faculty suggestions are vital to maintaining the relevance and currentness of the collection. Suggestions should be submitted to the Acquisitions Librarian or Subject Specialist.

##### **3.1.3 HOURS**

The Library is open as posted during all academic terms. Holiday and intersession hours are posted in advance in the lobby.

##### **3.1.4 SERVICES**

Subject librarians are assigned to each floor of the Library. They provide reference service, reader advice, bibliographic instruction, and general supervision of their floor's collection. The library instruction coordinator provides basic instruction in library use and, with the help of the subject specialist librarians, instruction in the resources special to each subject. Teaching faculty are encouraged to schedule with the library faculty a meeting of their class in the Library for instruction.

The Library provides numerous on-line literature searches of several commercial databases for students, staff, and faculty. These can be accessed from computers anywhere that have access to the Internet.

Faculty may borrow circulating books for a period of up to one year. Each year during the May term, the Library reminds faculty of the books charged to them and requires that they be returned or rechecked for the purpose of inventory control. Books checked out to a faculty member may be recalled after two weeks if requested by someone else. Reference materials and periodicals do not circulate except with the permission of the Subject Specialist librarian.

Materials not in the Library can usually be obtained through interlibrary loan for faculty and graduate students. Contact the Interlibrary Loan Clerk. This service is not generally available to undergraduates.

Faculty may place library materials or other assigned readings on reserve on the second floor. Reserve arrangements should be made with the circulation assistant, and should specify the number of copies to be reserved and the length of the loan period. Library materials placed on reserve will be returned to the general collection after the spring semester.

Faculty may request media production services in the Audio Visual Center. These include slide and overhead transparency production and audiotape duplication. Faculty may also request that Audio-Visual Center personnel deliver the equipment or audiovisual materials to the classroom.

The Conference Center on the eleventh floor is available for academic activities and personal use by faculty. A small fee is charged for personal use. For additional information, contact the University Librarian's office.

## **3.2 ACADEMIC SUPPORT SERVICES**

### **3.2.1 ACADEMIC COMPUTING SERVICES**

The University provides mainframe, midrange, and microcomputer facilities and services to the faculty, staff, and students. A range of modern equipment and software is available at remote terminals and in microcomputer laboratories on campus. The use of the facilities for research and teaching is strongly encouraged. Information about specific services available is in the current edition of the Guide to Academic Computing, available in the Office of the Academic Computing and Network Support.

The Executive Director, Data Systems Management Division, has the responsibility for the management of all centralized computing resources and for the administration of computer-related activities on campus. The Academic Computing and Network Support

Group, a part of the Computer Center staff, is responsible for providing computing and data processing facilities for academic purposes. Requests for the use of computer facilities and services are submitted through academic channels to the Director.

See the “Computer Services Policy” (IV:08:01) in the Jacksonville State University Manual of Policies and Procedures.

### **3.2.2 LEARNING SERVICES**

Learning Services (LS), located on the ground floor of the Houston Cole Library, provides instruction in basic skills, tutoring, research in innovative instruction, and other instructional support services.

The faculty of the Department of Learning Skills, which is under the auspices of the College of Arts and Sciences, offers courses in reinforcing basic skills, career education, and academic performance management. Courses deemed "developmental" receive institutional credit, counting for class load and full-time eligibility requirements, but not credit toward graduation.

Other faculty are encouraged to offer or supplement courses from their discipline through the department, using its personalized system of instruction, precision teaching, laboratories, simulations, and computer-assisted instruction. Both the faculty member's teaching load and the student's academic credit remain in the discipline. Faculty interested in offering or supplementing their courses through the department should talk with the Director.

### **3.2.3 INSTRUCTIONAL SERVICES UNIT**

The Instructional Services Unit (ISU) is a division within the College of Education and Professional Studies that provides a variety of support service. It consists of the Teaching/Learning Center (T/LC), Learning Resource Center (LRC), and the Multimedia Instructional Laboratory (MIL).

The T/LC is an on-campus, free tutorial service to city and county school students in grades K-12. The ISU offers teachers-in-training an opportunity to gain practicum experience through the T/LC in-house laboratory tutoring program. Pre-service teachers and children are exposed to the latest technology and strategies, including the Internet.

The LRC provides educational materials and equipment to teachers currently employed in the public schools, undergraduate and graduate students in education, and University faculty. The materials include instructional games, kits, books, computer programs, and audiovisuals. A wide variety of subjects are represented in the Center, including reading, language, mathematics, social studies, science, health, perceptual motor, special education, and social-emotional development. Most of the items are available for short-

term checkout. Additionally, the Center offers media preparation services, such as laminating, copying, duplicating, letter cutting, and transparency making. Word processing and Internet access are also available to students, faculty, and the community through the LRC.

The MIL is also associated with the ISU. Multimedia computers utilizing a wide variety of formats including videodisks, DVDs, and CD-ROMs, help to insure that students are exposed to the latest technologies available.

The ISU reflects goals and objectives that maximize the effective use of facilities, staff, and resources in the College of Education and Professional Studies.

### **3.2.4 CENTER FOR ECONOMIC DEVELOPMENT**

The Center for Economic Development and Business Research (CED) provides applied research in economic development to state and local governmental agencies and conducts business research for private commercial enterprises on a contractual basis. The Center for Economic Development is a unit of the College of Commerce and Business Administration (CCBA).

As an integral part of the University's outreach program, the CED is comprised of several different departments – Government Services, Business Services, Small Business Development Center, Small Business Procurement System, and the Alabama Center for Retiree Research and Recruitment. The CED is an Alabama State Data Center affiliate as well.

Further, the Center is the host organization for the Alabama-Georgia Foothills Forum and the national headquarters for the American Association of Retirement Communities.

The Center's departments share the common goal of promoting economic growth and development. The professional staffs of these departments, in addition to utilizing faculty experience and expertise, provide assistance to government, industry, and business.

The Center for Economic Development is a unit of the College of Commerce and Business Administration (CCBA). Faculty and students are encouraged to participate in the activities of the Center.

### **3.2.5 JACKSONVILLE STATE UNIVERSITY GADSDEN**

Jacksonville State University in Gadsden (Jacksonville State University Gadsden) provides junior and senior-level undergraduate and graduate courses on the campus of Gadsden State Community College, Joe Ford Center, Gadsden, Alabama 35999. Drawing primarily from the Gadsden and Sand Mountain areas, the Jacksonville State University Gadsden program serves part-time evening students who find it difficult to

attend classes on the main campus. The Director of Jacksonville State University Gadsden reports to the Vice President for Academic and Student Affairs.

### **3.2.6 CENTER FOR CONTINUING EDUCATION**

The Center for Continuing Education (CCE) coordinates non-credit programs for adult learners. The Center for Continuing Education includes the In-Service Education Center, the Center for Economic Education, and the Management Development Center. Additional support for continuing-education programs is provided by the departments and colleges of the University through the Continuing Education Council. The Director of the Center for Continuing Education reports to the Dean of the College of Graduate Studies and Continuing Education.

### **3.2.7 OFFICE OF DISTANCE EDUCATION**

The Office of Distance Education serves Jacksonville State University as the coordinating office for distance education and the central repository for distance education program information. This office also provides development opportunities and technical assistance for faculty teaching via distance education methods. The Director of Distance Education reports to the Dean of Graduate Studies and Continuing Education.

### **3.2.8 IN-SERVICE EDUCATION CENTER**

The Jacksonville State University In-Service Education Center is one of eleven regional centers created by the 1984 Alabama Legislature to "provide rigorous in-service training in critical needs areas for the state's school personnel." The non-credit professional development programs are based on the needs of the fifteen school systems in the Center's service area. The Center is funded by an appropriation from the state and is governed by a sixteen-member board. The Director of the In-Service Education Center reports to the Dean of the College of Graduate Studies and Continuing Education.

### **3.2.9. CENTER FOR ECONOMIC EDUCATION**

The National Council on Economic Education designated Jacksonville State University as a Center for Economic Education (CEE) in 1988. Primarily funded by the University, the CEE provides teacher-training workshops on the application of economic concepts in curriculum and instruction in grades K-12. The CEE also maintains a teacher resource center and conducts applied research on economic education. The Coordinator of the CEE reports to the Director of the In-Service Education Center.

## **4.0 FRINGE BENEFITS AND INSTITUTIONAL FACILITIES**



As employees of Jacksonville State University, faculty members are eligible for a wide range of employee benefits. Most of the benefits available to faculty members and the faculty members' eligibility to participate in said benefits are governed by the provisions of this handbook. Inquiries should be directed to the Jacksonville State University Office of Human Resources.

## **4.1 INSURANCE AND ANNUITIES**

### **4.1.1 HEALTH INSURANCE**

Group health insurance is provided to eligible employees. Faculty may contact the office of Human Resources or refer to the health plan booklet for specific details.

### **4.1.2 TEACHERS INSURANCE AND ANNUITY ASSOCIATION/COLLEGE RETIREMENT EQUITIES FUND SUPPLEMENTAL RETIREMENT PROGRAMS**

The University offers various types of tax-deferred annuities through Teachers Insurance and Annuity Association (TIAA). Contributions by faculty members are voluntary and will provide a retirement annuity in addition to the regular Alabama Teachers' Retirement. Contributions to these annuities are tax-deferred until they are withdrawn at retirement. Faculty members may contact the Office of Human Resources for additional information.

### **4.1.3 LONG TERM DISABILITY INSURANCE/SALARY CONTINUATION**

All regular full-time faculty will be covered by long-term disability insurance after 1 year of continuous employment at Jacksonville State University. Faculty members may contact the Office of Human Resources for additional information.

### **4.1.4 TERM LIFE INSURANCE**

Group term life insurance is provided for all regular full-time faculty. Faculty members may contact the Office of Human Resources for additional information.

### **4.1.5 LIABILITY INSURANCE**

The University provides liability insurance for faculty in cases where an individual faculty member has exposure for acts performed in the line and scope of that individual's

duties as an employee of the University. Faculty members may contact the Office of Human Resources for additional information.

## **4.2 MANDATORY BENEFITS**

### **4.2.1 TEACHER RETIREMENT SYSTEM**

All regular full-time faculty positions are required to be members of the Alabama Teachers' Retirement System. Complete information regarding contribution rate, retirement benefits, withdrawal provision, etc., is available in the Office of Human Resources.

### **4.2.2 SOCIAL SECURITY**

All faculty are required to participate in the Social Security Program (Federal Insurance Contributions Act). Faculty will contribute the percentage of salary specified by current law, and the University will contribute the amount specified for the employer. A valid social security card must be presented at the time of orientation. Complete information on contribution rate, retirement benefits, etc., is available in the Office of Human Resources.

### **4.2.3 WORKMEN'S COMPENSATION**

Jacksonville State University is exempt from Workmen's Compensation Insurance, by Alabama Law. However, the University's health insurance policy is presently written in such a way that the medical portion of workmen's compensation claims is covered. In addition, claims for injury and loss of life may be submitted to the State Board of Adjustments in Montgomery. The Office of Human Resources can provide assistance in filing Board of Adjustments claims.

### **4.2.4 UNEMPLOYMENT COMPENSATION**

Faculty are covered by the Unemployment Compensation Law of the State of Alabama. Since the University makes the payments, no part of the cost is withheld from the salaries of individual faculty members.

## **4.3 INSTITUTIONAL BENEFITS**

### **4.3.1 TUITION-ASSISTANCE PROGRAM**

Jacksonville State University offers a tuition assistance program, managed by the Office of Human Resources. Faculty members may contact the Office of Human Resources for additional information.

#### **4.3.2 CAMPUS SECURITY**

The University Police Department (UPD) is staffed 24 hours a day, and police can be contacted at any time. After the switchboard closes, the main University telephone number is answered in the UPD office. This office maintains radio contact with campus police. As required by the Campus Security Act, campus crime statistics are available at <http://www.jsu.edu/dept/upd/statistics>.

#### **4.3.3 PARKING DECALS**

Vehicles used by faculty on campus must be registered and have current parking decals, which are available from the Campus Security Office. The registration fee may be paid by payroll deduction. The Jacksonville State University traffic and parking regulations brochure has further details.

#### **4.3.4 OFFICE AND BUILDING KEYS**

Faculty are issued office and building keys/cards, at no charge, by their dean and/or department head, who, in turn, request keys/cards from the building manager. (A list of building managers is available in the Jacksonville State University Manual of Policies and Procedures.) Keys may not be duplicated, and any lost keys must be reported to the building manager.

#### **4.3.5 ATHLETIC DISCOUNT TICKETS**

Faculty are admitted to athletic events at current faculty rates. For further information, contact the Office of the Athletic Director of Jacksonville State University.

#### **4.3.6 DRAMA DISCOUNT TICKETS**

Faculty are admitted to presentations of the Drama Department at current faculty rates. For further information, contact the Department of Drama.

#### **4.3.7 HEALTH SERVICES**

#### **4.3.7.1 STUDENT HEALTH CENTER**

Faculty and staff are eligible for treatment at the Williams Student Health Center (SHC), located between Sparkman and Mason Halls. The SHC provides outpatient medical services for the care of acute and subacute conditions and illnesses, rather than comprehensive medical care for major medical problems. Referrals to appropriate community health-care facilities are made to supplement the services of the SHC.

#### **4.3.7.2 NURSING CENTER CLINIC**

Located in Wallace Hall, this clinic offers a variety of services to the public. Many services are free, but some have a minimal charge. A complete list of services is available at the Nursing Center Clinic.

### **4.4 INSTITUTIONAL FACILITIES**

#### **4.4.1 TELEPHONE SERVICE**

The University Telephone Center handles incoming calls between 7:30 a.m. and 5:00 p.m., Monday through Friday. When the Telephone center is not in operation, incoming calls go to the University Police Department.

The State of Alabama maintains a telephone system for use by the State Government. The University is a part of this system, which permits direct calls to any State Office or location in Alabama for purposes of official business. Calls outside the state must be made by long distance service. Each budget manager is furnished a billing code and records of all telephone calls involving toll charges.

#### **4.4.2 FACULTY MAIL**

The University Mail Center is located on the Fourth Floor of the Theron E. Montgomery Building. Both U.S. mail and campus mail are distributed to individual boxes, located either in the Mail Center or in the building where the faculty member's office is located.

Faculty members may have professional and business mail metered and charged to the departments. Personal mail must be stamped by the sender. Departments and faculty may also ship professional and business parcels through the United Parcel Service from the University Mail Center.

#### **4.4.3 PRINT SHOP AND PRINTING POLICY**

The Print Shop has a wide range of capabilities to meet administrative, academic, and other University printing requirements. All official University publications prepared for public distribution must meet certain standards with regard to composition, printing quality, and overall impression. Faculty should refer to the Director of Print and Publications for procedures regarding University stationery, promotional and informational brochures, and use of the University seal and/or logo.

#### **4.4.4 FACULTY WELLNESS**

There are two recreational facilities available to faculty: Pete Mathews Coliseum Complex and Stephenson Hall. Pete Mathews Coliseum Complex has 4 racquetball courts, a weight room, an exercise room, a swimming pool, an indoor track, a dance studio, dressing/shower rooms, 15 tennis courts, 4 athletic fields, an outdoor track, and a Wellness Center. The Wellness Center is set up to evaluate the cardiovascular system, respiratory system, blood chemistry, body composition, muscular system, and joint flexibility.

Stephenson Hall houses four racquetball courts, a weight room, a gymnasium, two aerobics rooms, dressing/shower facilities, and meeting rooms.

#### **4.4.5 BUILDING MAINTENANCE, EQUIPMENT, AND CLEANING SERVICES**

Minor maintenance tasks, such as repairs to windows and woodwork, replacement of light bulbs, adjustments of heating equipment, and cleaning, should be requested through the designated building manager.

Faculty may use other services of the Maintenance Department or of Special Services. These may include moving furnishings and equipment; pest control; and/or borrowing of non-power tools, tables, chairs, etc.

Faculty and staff may bring personal items to the University to decorate their offices, to assist in performing their jobs, or to fill other needs. The University does not object to this so long as these personal items do not interfere with the mission of the University or the performance of duties by any employee. However, these items are not covered by insurance of any kind, and the University assumes no liability for damage or theft of personal items.

#### **4.4.6 CAMPUS FOOD SERVICE**

Sodexo operates all campus food services. Use of the President's Dining Room for University-related groups is scheduled through the President's office and arranged through Sodexo. Catering service is also available through Sodexo.

#### **4.4.7 CHILD-DEVELOPMENT FACILITY**

The Department of Family and Consumer Sciences operates a child-development facility for children aged 3 and 4. The facility provides students enrolled in University courses opportunities to work with children and to provide children enrolled in the facility an environment conducive to optimum development.

Parents may file admission applications for their children any time. Application forms may be obtained from the Department of Family and Consumer Sciences. Normally, selection of children for the regular school year will be made by May 15<sup>th</sup>. Preference is given to children whose parents are students, staff, or faculty members.

#### **4.4.8 BOOKSTORE**

The Bookstore stocks all textbooks used by the academic departments. In addition to textbooks (new and used), the store handles school supplies and personal items for students and faculty. Academic apparel may be rented or purchased through the Bookstore.

#### **4.4.9 TRANSPORTATION SERVICES**

The University has passenger vans and buses available for faculty traveling on official business. For information, see the Business Procedures Manual.

Vehicles for official use by faculty may be requested by completing a vehicle reservation form. Transportation fees are charged to the appropriate department.

#### **4.5 BENEFITS OF RETIRED FACULTY**

Subject to current policies, restrictions, and fees applicable to full-time faculty, retired faculty may:

- A. Participate in all ceremonies of the University.
- B. Share in the social life of the faculty.
- C. Continue to use University facilities such as meeting rooms, the bookstore, the cafeteria, the library, and recreational facilities.
- D. Attend all formal events held by the University.
- E. Obtain tickets to concerts, lectures, sports, and recreational events.
- F. Obtain an identification card.
- G. Obtain a parking permit.
- H. Participate in the tuition-assistance program.

## **4.6 BENEFITS OF EMERITI FACULTY**

In addition to the privileges of all retired faculty (See Section 4.5), the following privileges are available to Emeriti faculty:

- A. Emeriti faculty will receive special recognition at one commencement each year.
- B. Emeriti faculty will be listed in the University Catalogue.
- C. Emeriti faculty may be provided office space, if available, at the discretion of the University.

## **5.0 STUDENT AFFAIRS INFORMATION**

### **5.1 STUDENT RIGHTS AND RESPONSIBILITIES**

Student rights and responsibilities are specifically stated in the Jacksonville State University Student Handbook and other official documents. Areas pertinent to Jacksonville State University faculty are identified below.

#### **5.1.1 SEXUAL HARASSMENT**

It is the established policy of Jacksonville State University to provide a work and study environment for faculty, staff, and students that is free from all forms of sexual harassment, intimidation, and exploitation, as stated in the Jacksonville State University Manual of Policies and Procedures, the Jacksonville State University Student Handbook, and the Jacksonville State University Faculty Handbook. (See Section 2.8.11.4)

The University recognizes that harassment on the basis of sex is a violation of Section 703 of Title VII, Civil Rights Act, 1964, and of Title IX, Educational Amendment, 1972.

The Equal Employment Opportunity Commission's guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct is made a condition of employment or the acceptance of an applicant.
- B. Submission to, or rejection of, the conduct is made the basis for a personnel decision (recommendation for promotion or tenure) or grades.
- C. The conduct seriously affects an employee or student's performance or creates an intimidating, hostile, or offensive work or study environment.

Sexual advances by any Jacksonville State University employee, faculty or staff, toward another employee or student that become a condition of employment or affect the academic relationship constitute unlawful practices. Unsolicited or unwelcome physical or verbal behavior of a sexual nature, which has the purpose or effect of creating an atmosphere of intimidation, is a violation of Title VII. In the case of such harassment, an employee or student has the right to pursue the EEOC (Equal Employment Opportunity Commission) grievance procedure for redress.

Claims relating to harassment by a faculty member, classified staff, or student employee should follow the policy set forth in the current Jacksonville State University Student Handbook. (See Section 2.8.11.4: Statement on Sexual Harassment and Policies of Non-Discrimination: Statement Item D, Sexual Harassment.)

### **5.1.2 STUDENT CONDUCT CODE**

The University has established guidelines for academic honesty and behavior. Specific University policies on the academic honesty code of conduct and other regulations are outlined in the University Policies Section of the Jacksonville State University Student Handbook. The Jacksonville State University Student Handbook also describes student rights and the University Judicial System.

### **5.1.3 PRIVACY RIGHTS OF STUDENTS**

The University complies with current regulations concerning the privacy rights of students. See Jacksonville State University Catalogue.

### **5.1.4 STUDENT DISCIPLINE CODE**

Under its authority to set reasonable disciplinary standards, the University has established a system of judicial and disciplinary procedures. The University Judicial System is described in the Jacksonville State University Catalogue and the Jacksonville State University Student Handbook.

## **5.2 FACULTY REFERENCES AND RECOMMENDATIONS**

Faculty members are frequently asked to provide references and recommendations for employment, graduate or professional school, and for other purposes. If the faculty member agrees to give a reference and/or recommendation, it should be discreet, professional, and timely.



## **5.3 STUDENT INFORMATION**

### **5.3.1 STUDENT HANDBOOK**

The Jacksonville State University Student Handbook contains information about many of the services available to students, important administrative policies and procedures affecting students, academic regulations and student-conduct regulations. Students are given a copy of the Handbook upon entering the University and are responsible for becoming familiar with it. The Jacksonville State University Student Handbook can also be found on the Jacksonville State University website.

### **5.3.2 SGA CONSTITUTION**

The SGA Constitution is reprinted in the Jacksonville State University Student Handbook.

### **5.3.3 STUDENT ORGANIZATIONS**

A complete list of the student clubs and organizations chartered by the University can be found in the Jacksonville State University Student Handbook. Faculty members who require verification of student organizational activities, who are interested in serving as a faculty advisor, or who need to obtain information about student organizations may contact the SGA office to obtain the name of the organization's president or its assigned faculty advisor.

## **6.0 DEVELOPMENT AND INTERNAL/EXTERNAL AFFAIRS**

### **6.1 CONSULTING AND EXTRA COMPENSATION**

Consulting for outside clients and participation in University activities for additional compensation are encouraged when they provide a service to business, industry, government, or the University and allow faculty to keep abreast of current practices and problems in their academic fields. The following University policies shall apply to external consulting by faculty and to participation in University activities as an addition to their normal responsibilities. See the Consulting and Extra Compensation Policy in the Jacksonville State University Manual of Policies and Procedures.

### **6.2 CONFLICT-OF-INTEREST**

When faculty engage in either sponsored or University-supported research or activities, such as serving as paid or unpaid consultants, as part-time employees of any organization

or agency, or as owners with significant interests in private business, their conduct may be subject to the conflict-of-interest statutes.

Faculty are responsible for being alert to possibilities of actual and potential conflicts of interest when they are involved in University sponsored activities at the same time that they have significant interests in private businesses, engage in outside part-time work, or provide consultative services. Prior to engaging in such activities, faculty are expected to notify their immediate supervisors, in writing, of any actual or potential conflicts of interest entailed. The supervisor shall forward such statements for review to the Vice President for Academic and Student Affairs or to an administrator designated by the Vice President. A written opinion as to whether conflict of interest does or does not exist shall be transmitted to the faculty member concerned and to the Dean and department head. See also the Jacksonville State University Manual of Policies and Procedures.

## **6.3 FACULTY RESEARCH GRANT PROGRAM**

### **6.3.1 GUIDELINES**

Through the Faculty Research Program, the University provides funds to encourage and support faculty involvement in research or creative activities. Research proposals are accepted from all fields of academic endeavor. However, no dissertation research projects will be accepted. Proposals should be submitted to the Chair of the Faculty Research Committee and should include the objective of the project, the methods and techniques involved, the value of the research to the discipline and to the University, a detailed budget, prospects of future contracts or grants funding, and plans to present or publish the research results.

Proposals for the current academic year must be submitted, as per established guidelines. They are evaluated by the Faculty Research Committee, which recommends funding to the Vice President for Academic and Student Affairs.

To support a diverse population of researchers, a general limit is placed on each request. However, requests exceeding this limit, that are part of proposals of exceptional quality with possible broad benefits to the University, will be considered.

Awards are generally made for the current fiscal year, although a proposed project may continue for several years. A one-year funding of a multi-year project does not guarantee future funding. No projects will be funded if the principal investigator/research coordinator fails to submit a summary report detailing the results of previously funded projects. Monetary awards should be expended within the current fiscal year. A faculty member is limited to submission of one proposal per year.

### **6.3.2 FACULTY RESEARCH COMMITTEE**

The Faculty Research Committee consists of full-time faculty members nominated by the Faculty Senate and appointed by the Vice President for Academic and Student Affairs. Members serve for three-year terms with one third of the Committee replaced annually.

Primary functions of the Faculty Research Committee are:

- A. To encourage scholarly research in all academic disciplines.
- B. To establish and maintain procedures to solicit and evaluate faculty research grant proposals.
- C. To review applications for faculty research awards and make recommendations to the Vice President for Academic and Student Affairs.
- D. To make an annual report to the Vice President for Academic and Student Affairs on the effectiveness of the University Faculty Research Grant Program and to make recommendations for improvement.

#### **6.4 UNIVERSITY TRAVEL AND SELF-IMPROVEMENT GRANTS**

Faculty development grants are intended to provide opportunities for faculty self-improvement and renewal. The guidelines for these grants are very broad and include proposals such as presentations of papers at national or regional professional meetings; participation in short courses; seminars; retooling; updating or developing new skills; and/or the completion of a terminal degree. These grants are coordinated through the Professional Development Committee, which reviews applications and makes recommendations for funding to the Vice President for Academic and Student Affairs. Additional information concerning university Travel and Self-Improvement Grants may be obtained through the office of the Associate Vice President for Academic Affairs.

#### **6.5 EXTERNALLY FUNDED/SPONSORED PROJECTS AND GRANTS**

The Mission Statement of the University specifies that it provides service to the community through research activities. Moreover, the University's goals include providing faculty with resources for professional development, increasing fiscal resources through externally funded projects and grants, and maintaining a reputable academic standing. Therefore, the University encourages and supports faculty efforts to acquire and maintain funding for research from external sources.

The Office of the Associate Vice President of Academic Affairs and the Office of Institutional Development will assist faculty in locating funding sources, developing proposals, and obtaining required coordination between the University and funding agencies. These offices maintain listings of current sources and perform computer

searches for sources available for selected topics. For specific guidelines concerning submission of proposals and policies relevant to protection of experimental subjects, civil rights, patents, copyrights, cost-sharing, indirect costs, and related matters, faculty should consult the Jacksonville State University Manual of Policies and Procedures.

When grants and awards are made to faculty members, the faculty member will normally be designated project director and budget manager for a University account for that project. Faculty members should consult the appropriate sections of the Jacksonville State University Business Procedures Manual upon approval of grants and projects.

## **6.6 DEVELOPMENT COUNCIL, FUND RAISING, ENDOWMENTS, AND GIFTS**

The Development Council is the umbrella organization for all fund-raising activities of the University. Its primary purpose is to coordinate fund-raising activities and to insure that each development activity is consistent with the long-range missions of the University. The Council approves proposals and fund-raising plans produced by the Division of Institutional Advancement, the Jacksonville State University Foundation, and its agents: the Alumni Association; the International Endowment Foundation, Inc.; and the Gamecock Club. The Development Council makes fund-raising recommendations to the President for approval.

Private contributions to the University are made through the Jacksonville State University Foundation, Inc., or its authorized agents: the Alumni Association; the International Endowment Foundation, Inc.; and the Gamecock Club.

The Foundation receives private gifts of money, securities, land, personal property, and any other assets for the benefit of Jacksonville State University in a manner that may be designated by the donor. These gifts may be used to create endowment accounts or may be provided for immediate use as restricted or unrestricted funds. For specific guidelines concerning fund raising, endowments, and gifts to Jacksonville State University, faculty members should consult the Jacksonville State University Manual of Policies and Procedures.

## **6.7 PATENTS, COPYRIGHTS, AND INTELLECTUAL PROPERTY**

Consistent with the University's objectives of supporting faculty research and maintaining a reputable academic standing, faculty members are encouraged to engage in scholarly activities that may result in the creation of patents and copyrights. Faculty members shall retain ownership of copyrights and patent rights from individual creative works if no substantial aid from the University or from an outside agency operating through official University channels is received.

Rights pertaining to materials that result from University-assisted efforts, externally sponsored efforts, and University-assigned efforts shall be determined in accordance with the terms of the Jacksonville State University Manual of Policies and Procedures.

## **6.8 EQUIPMENT**

Equipment that is acquired through a grant or sponsoring agency becomes the property of the University and the responsibility of the department head unless otherwise specified in advance by the sponsoring agency.

## **6.9 EXPERIMENTAL SUBJECTS**

All research involving human subjects conducted at the University or under the aegis of the University must be approved in advance by the Institutional Review Board. Documentation of the Board's membership, procedures, and criteria, as well as supporting publications and samples of application forms may be found at <http://www.jsu.edu/depart/avpasa/humansubjects.html>. Additional copies of the application forms may be obtained from the office of the Associate Vice President for Academic Affairs, 201 Bibb Graves Hall, extension 5004 or 5284.

All research involving animal subjects conducted at the University or under the aegis of the University must be approved in advance by the Animal Care and Use Committee. Consult the Jacksonville State University Manual of Policies and Procedures for additional details.

## **6.10 HAZARDOUS WASTE**

The University makes every effort to comply with state and federal laws pertaining to hazardous waste disposal. The Safety Officer is charged with this responsibility. For additional information, contact the Safety Officer.

## **6.11 INJURY, ILLNESS, INCIDENT, AND ACCIDENTS**

Injuries, illnesses, and incidents, other than traffic-related accidents that occur on University property or affect University personnel or equipment, must be reported on the OSHA Form 101 (available in the Office of Human Resources). Traffic-related accidents should be reported to the Jacksonville State University Police Department or an appropriate law enforcement agency.

Additionally, incidents that resulted in no loss or injury but had significant accidental-loss potential should also be reported through this system. See the Jacksonville State University Manual of Policies and Procedures for additional details.

## **6.12 PUBLICITY AND PUBLICATIONS**

All academic publicity releases shall be coordinated through the Office of Information Services. See the Jacksonville State University Manual of Policies and Procedures for additional details.

All official University publications prepared for public distribution must meet certain standards with regard to the quality of the writing, printing quality, and overall impression. In addition, any administrative office, department, or individual desiring to distribute printed materials that advertise, solicit, or inform on behalf of the University must obtain prior approval from the Printing and Publications Committee.

The University's name, logo, and seal are the exclusive property of the University. Use of the University seal and the University logo is determined by the Publications and Printing Committee.

See the Jacksonville State University Manual of Policies and Procedures for additional details.