



# STILLMAN



2019 FACULTY HANDBOOK

## **FOREWORD**

Stillman is a historically black liberal arts college with a Christian ethos. It is understood that persons who accept employment are in personal and professional harmony with the purposes and ideals of the College and will cooperate with colleagues and with the College Administration in carrying them out.

The statements set forth in the *Faculty Handbook* form the basis for the relationship between a faculty member and Stillman College. Each contract between a faculty member and the College is bound by regulations found in the most current *Faculty Handbook*. From time-to-time new policies may be promulgated or existing ones modified during a contract period. On such occasions, notification by e-mail and formal announcement will take place prior to implementation. This edition of the *Faculty Handbook* subsumes and supersedes all editions published prior to January 2019.

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## **1. THE COLLEGE**

### **1.1 Mission Statement**

Stillman College is a liberal arts institution with a historical and formal affiliation with the Presbyterian Church (U.S.A.). It is committed to fostering academic excellence, to providing opportunities for diverse populations, and to maintaining a strong tradition of preparing students for leadership and service by fostering experiential learning and community engagement designed to equip and empower Stillman's students and its constituents.

### **1.2 Board of Trustees**

The Board of Trustees is the legal body responsible for the corporate existence and governance of Stillman College. The officers of the Board of Trustees are Chairperson, Vice Chairperson, Secretary, Assistant Secretary, and Treasurer. The President of the College is an ex-officio member of the Board.

Two representatives to the Board are elected from the student body by the Student Government Association and two are elected from the faculty. Faculty and student representatives do not have the power to vote.

The Board of Trustees manages the property and business of the corporation and carry out any other functions, which are permitted by the articles of incorporation or by its bylaws except insofar as such powers may be limited by law.

### **1.3 Administrative Structure**

#### **1.3.1 General Administration**

The Administration of Stillman is composed of the President, the Provost/Vice President for Academic Affairs, the Vice President for Finance and Facilities, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Vice President for Institutional Effectiveness, and the Vice President for Strategic Initiatives. In addition to these administrative officers, the administrative concept includes contributions from the faculty, staff, and students through the system of participatory governance.

**The President** of the College is elected the Chief Executive Officer of the College and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President, as educational and administrative head of the College, exercises a general superintendence over all the affairs of the institution. The President also brings such matters to the attention of the Board and its committees as are appropriate to keep the Board and its committees fully informed to meet their policy-making responsibilities and to provide such information as may be necessary upon request of the Board or its committees. The



President has power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee. The President serves as *ex officio* member of all Board and College committees, except where prohibited in the bylaws.

**The Executive Assistant to the President.** Reports to the President and is responsible for daily operations of the President's Office. This Executive Assistant will supervise the Administrative Assistant and Board Liaison and will be responsible for maintaining responsive communications and facilitating work-flow. The Executive Assistant will also be available for emergencies and respond to demands and/or issues from all departments and divisions of the College. Other specific duties include:

- Serve as the primary point of contact for the President's Office.
- Assist the Vice Presidents and Deans with responding to requests that need the President's and/or College's immediate attention.
- Develop, update, and maintain all mailing and email lists.
- Assisting the President in resolving a range of executive matters.

**Governance Committees.** In the administration of the College and the formulation of policies, various committees have been organized to develop policy and in some cases, to implement it. In each instance where a group sits to recommend policy or participate in making decisions, administration, faculty, and students are represented. Students, however, are not appointed to serve on committees that consider such matters as personnel, salary, promotion and tenure. Policies and decisions of a college-wide nature growing out of recommendations become operative upon approval by the appropriate vice president, the President, and, when appropriate, the Board of Trustees.

### 1.3.2 Academic Administration

**Provost and Vice President for Academic Affairs.** This officer serves as the chief academic officer of the College with delegated Presidential authority in academic matters and purview of the entire College. The Provost is responsible to the President for the general leadership and supervision of the academic program and scholarship of the institution. Among specific duties are the following:

- Preparing and managing the academic budget.
- Leading the faculty in acquiring external support for its programs.
- Spurring scholarly and creative activities and research at the college.

- Approving class schedules, teaching assignments, field trips, and faculty absences.
- Selecting and recommending division deans to the President and approving department chairs recommended by the deans.
- Reviewing and recommending faculty for promotion and tenure.
- Serving as chief administrative officer in the absence of the President.

**Deans of the Schools.** Report to the Provost, serve as chief administrative and academic officers of their respective divisions, and have responsibility for coordinating, directing, and planning all activities within their divisions. Specific duties include:

- Supervising and evaluating performances of department chairs and faculty in their divisions and recommend appointments, renewal, non-renewal, promotion, and tenure.
- Preparing divisional budget and engages in fund development and public relations
- Chairing committees for consideration for promotion, tenure, and post-tenure review.
- Providing leadership for research, scholarship, and professional activity.
- Giving oversight to curricular issues.
- Teaching appropriate courses within the division.

**Dean of the Library.** Reports to the Provost and has responsibility for managing the Library and supervising the staff in the main Library and the Media Center. Specific duties include:

- Planning, developing, and implementing the program of operation for the Library.
- Formulating policies governing use of collections.
- Assessing the effectiveness of collections to support the educational program.
- Coordinating acquisitions, seeking input and working collaboratively with faculty and others.
- Preparing and administering the budget.
- Evaluating and making recommendations regarding library personnel.

**Dean of Student Support Services.** Reports to the Provost and is responsible for interpreting the program's regulations and implementing the goals and objectives of the program as they relate to disadvantaged students and students from diverse backgrounds. Specific duties include:

- Providing leadership for the organization and administration of TRIO Programs.
- Preparing required reports for the funding agency and host institution.
- Developing and maintaining communication with the College, target schools and community agencies.
- Maintaining an effective evaluation and documentation system for TRIO Programs.

**Department Chairmen.** Report to the Division Deans and serves as the administrative and academic head of the department. Specific duties include:

- Preparing schedule of courses to be offered by the department each semester.
- Serving on peer review committee.
- Evaluating performance of faculty and other personnel in the department.
- Preparing annual departmental budget.

**Program Coordinators.** Report to the Department Chair in academic departments where there are more than one major. Program coordinators provide leadership for the curriculum development and review process. Specific duties include:

- Scheduling teaching assignments within the major.
- Proposing changes to the curriculum as needed.

**Dean of Enrollment Management.** Reports to the Provost and has the responsibility of coordinating all institutional programs aimed at enrolling students, creating structures to retain them once enrolled, and supporting their matriculation to graduation. The Office of Enrollment provides intrusive and individualized interventions to students in need. Specific duties shall include but are not limited to:

- Implementing strategies that will grow, stabilize, and promote a suitable student enrollment.

- Assisting students in their academic and social integration.
- Helping students achieve their educational potential by providing appropriate financial resources.
- Designing, developing, and implementing the College's program of academic record keeping.
- Providing resources necessary to allow students to matriculate successfully to graduation.
- Conducting research to identify the best predictors of student retention and attrition.

**Director of Admissions.** Reports to the Dean of Enrollment Management and plans, coordinates, and implements a comprehensive program for recruitment, admissions, and enrollment. Other related duties include:

- Executing strategies to maintain enrollment targets.
- Supervising the admissions counselors.
- Representing and assigning others to represent the College at off-site student-centered functions.
- Analyzing the student market and making relevant recommendations regarding public relations and advertising spending.

**Director of Financial Aid.** Reports to the Dean of Enrollment Management and plans the College's overall program of student financial aid. This officer is also responsible for providing institutional leadership concerning financial aid computer systems for federal, state, and college financial aid funds awarded to eligible students. Provides daily supervision of and training of certain support personnel. Other specific duties include:

- Preparing all required reports, applications, and maintaining records of all aid programs.
- Overseeing the electronic data exchange program and the direct loan program between the College and the U.S. Department of Education.
- Working with the Business Office to insure that all reports due to government agencies are timely and correct.
- Participating in assuring and maintaining the NCAA Compliance Program.

### 1.3.3 Student Affairs Administration

**The Vice President for Student Affairs.** Reports to the President and has responsibility for the overall planning, directing and management of Student Affairs programs and personnel. Among specific duties are the following:

- Preparing and managing the student affairs budget.
- Supervising the residence halls and developmental programming.
- Supervising all student life and activities, including related facilities.
- Providing oversight for wellness programs and intramural athletics.
- Providing general oversight of student development, career and health services and other support programs to insure their effectiveness.
- Serving as the college liaison with food service contracts.
- Monitoring student behavior and serving as the dean of students for disciplinary action.

**Dean of Student Life.** Reports to the Vice President for Student Affairs and has responsibility for overall vision and effectiveness of student services. Specific duties include:

- Initiating and coordinating a wide range of extra-curricular educational activities that enable students to realize their fullest intellectual and personal potential.
- Providing counsel, support, and oversight for the Student Government Association and all chartered and official student organizations.
- Collaborating with faculty and staff to enrich leadership development through student activities.
- Preparing and administering the student activities budget.

**Director of Student Activities.** Reports to the Dean of Student Life and has responsibility for providing general direction, centralization, and coordination of extracurricular activities of the College. Specific duties include:

- Initiating and coordinating a wide range of extra-curricular educational activities and intramurals for student participation.
- Scheduling the use of facilities by students.

- Directing the Hay College Center with all attendant tasks and responsibilities.

**Director of Residence Life/Housing.** Reports to the Vice President for Student Affairs and has responsibility for administering the total program of campus housing for students. Specific duties include:

- Developing effective procedures for roommate selection and room assignments.
- Planning, developing and implementing training for residence hall staff and student leaders.
- Inspecting residence halls and reports the need for structural and mechanical repairs.
- Encouraging and assisting staff and student leaders to plan and implement developmental programs and activities in residence halls.
- Evaluating and making recommendations regarding the student housing program.

**Director of Student Development.** Reports to the Vice President for Student Affairs and has responsibility for planning, organizing, developing, supervising and coordinating the overall program of counseling, testing, career planning and placement and health services. Specific duties include:

- Counseling students with academic, social, economic, and personal problems and making referrals when needed.
- Organizing and administering an orientation program for beginning freshmen, transfer and international students.
- Planning, organizing, and developing program activities that assist students in career planning, explorations, and placement; and issues related to developmental needs of students.
- Providing necessary supervision, coordination and centralization of student health services, programs, activities and facilities for proper diagnosis, treatment, referral and maintenance of student health.

**Director of Career Services.** Reports to the Vice President for Student Affairs and has responsibility for coordination and support of career related activities at the College. Specific duties include:

- Providing assessment and counseling to assist current and prospective students and alumni in evaluating their skills, interests, aptitudes, and abilities.

- Serves as academic advisor to students undecided about declaring a major.
- Providing individualized career counseling and assistance for resume development, interview preparation, and reviewing job-seeking strategies.
- Planning, organizing and developing programs and activities that assist students in career planning, exploration and placement.
- Providing classroom and workshop presentations.

**Chief of Campus Police.** Reports to the Vice President for Student Affairs and provides security and protection to life and property on the premises of Stillman College. Specific duties include:

- Planning and supervising campus patrol.
- Investigating, reporting and following up on alleged or reported crimes against persons and property, as well as the general decorum of the campus.
- Supervising and training security personnel.
- Designing and managing a traffic management system.
- Designing, implementing and evaluating all security programs.

**Director of Athletics.** Reports to the Vice President for Student Affairs and has responsibility for administering the men's and women's intercollegiate athletics program. Specific duties include:

- Supervising the coaching staff and assists in planning, developing, implementing and evaluating the athletic department program activities.
- Keeping abreast and complying with NCAA and Division II regulations.
- Preparing scheduling and game contracts, securing officials, administering home and away contests, and arranging team travel and eligibility screening.
- Developing and implementing fund-raising plans for the athletic program.
- Developing and fostering positive public relationships within the College community and larger community.

**Compliance Officer.** Reports to the Athletic Director and has responsibilities that include but are not limited to:

- Directing and administering all aspects of a NCAA Division II compliance program.
- Providing direction for departmental programs and staff in the area of athletic academic support services and specified sport programs.
- Conducting ongoing compliance education programs for all constituents.

**Senior Women's Administrator.** Reports to the Athletic Director and is responsible for aiding senior management with a wide range of experiences in sports and intercollegiate athletics. Specific duties include:

- Serving as spokesperson for the needs and interests of women within the intercollegiate athletics department.
- Serving as a resource for students, coaches, administrators and others, educating them on issues affecting intercollegiate athletics.
- Monitoring implementation of gender-equity plan.
- Leading student-athletes in successfully balancing academics and athletics.

#### 1.3.4 Finance and Facilities Administration

**The Vice President for Finance and Facilities.** Reports to the President and is the chief financial officer of the College with delegated Presidential authority in business affairs. Specific duties include but are not limited to:

- Serving as point of contact and conduit for legal actions and transactions
- Negotiating contracts with vendors for institutional purposes.
- Serving as treasurer for the Board of Trustees and the Foundation.
- Preparing financial reports to inform and advise leadership and governance functions.
- Compiling and exercising general superintendency over the College's budget.

**The Business Manager.** Reports to the Vice President for Finance and Facilities and provides general management for the day-to-day accounting,



technology, and logistics functions of the business affairs of the College. Specific duties include:

- Distributing monthly budget statements to campus units.
- Supervising all accounting functions and personnel.
- Insuring fidelity to all applicable legal standards in accounting purposes.
- Generating reports as required to inform management decisions.
- Insuring the efficiency and integrity of fiscal affairs computing.

**Director of Human Resources.** Reports to the Vice President for Finance and Facilities and is responsible for executing the processes and policies relative to employment and benefits at the College. Specific duties include:

- Insuring the College's compliance with all federal, state, and city policies governing Human Resource Management.
- Insuring that evolving regulatory requirements are incorporated into the College's processes.
- Providing oversight and management of personnel policies relative to payroll and benefits.
- Developing training initiatives, staff development and education activities.

**Director of Accounting.** Reports to the Business Manager and is responsible for supervising all accounting functions as well as student records, cash management, and fiscal reporting. Specific duties include:

- Performing end of month closing.
- Supervising data input for personnel who execute payables, payroll, cash receipts, and cash disbursements.
- Performing cash management, analysis and reconciliation for short-term investments, payroll, federal depository, construction, emergency student loan and operating accounts.

**Director of Auxiliary Services.** Reports to the Vice President for Finance and Facilities and is responsible for supervision of the College bookstore and post office. Specific duties include:

- Managing shipping and receiving area.

- Managing property inventory.
- Supervising the production of campus identification cards.

**Director for Campus Services.** Reports to the Vice President for Finance and Facilities, and is responsible for the overall superintendence of college property, including supervision and maintenance of the physical plant. Specific duties include but are not limited to:

- Overseeing the performances of the supervisors of operations and housekeeping and manager of athletic fields.
- Overseeing the use and conservation of energy.
- Employing and supervision of outside contractors.
- Overseeing the use and maintenance of college vehicles.
- Insuring proper functioning of campus systems, i.e. power and climate controls.
- Maintaining an inventory of college's physical assets.
- Insuring compliance with risk management requirements of the insurance carrier.
- Insuring proper maintenance of auxiliary houses, apartments, and property.
- Employing and training relevant personnel.

**Senior Director of Information Technology.** Reports to the Vice President Finance and Facilities, and with limited supervision, maintains the computing systems and resources of the College. Specific duties include:

- Recommending and installing microcomputer and network configurations and software to support the needs of the College.
- Supervising all other personnel in the IT area.
- Developing and maintaining technological mechanisms for communicating between the College and its various publics.
- Coordinating computing and network systems operation and applications training.

**Grants and Contracts Administrator.** Reports to the Vice President for Finance and Facilities and serves as the liaison with funding agencies, donors, and principal investigators to maintain grant files and prepare reports. Specific duties include:

- Coordinating the accounting functions related to sponsored programs and other restricted accounts.
- Investigating potential non-academic grant opportunities and submits grant proposals.
- Assisting Principal Investigators in the financial reporting and other administrative requirements for grants/contracts.
- Reviewing budgets for grant proposals.
- Managing the Perkins student loan collection program.

### **1.3.5 Institutional Advancement Administration**

**The Vice President for Institutional Advancement/Director of Title III.** Reports to the President and serves as the chief fund raising officer with delegated Presidential authority in such matters. Specific duties include:

- Identifying and soliciting major institutional donors.
- Providing leadership for the development and relational functions of the College, i.e., foundation relations, alumni relations, and church relations.
- Developing and directing donor recognition programs.
- Maintaining cooperative, beneficial liaison with UNCF and Presbyterian Church (U.S.A.).
- Researching and managing capital campaign efforts.
- Executing and fostering research necessary to keep College development on the cutting edge.
- Administering the College's Title III Program.

**Director of Alumni Affairs.** Reports to the Vice President for Institutional Advancement and works to cultivate and maintain strong bonds between the College and its alumni. The director plans, organizes, and executes a comprehensive program of activities, events, and services that reconnects graduates to the College and each other. Specific duties include:

- Supervising coordination for class activities; reunions; local or regional club/chapter programs; on campus events; student alumni club programs; volunteer recruitment/training; alumni search and annual fundraising program.
- Maintaining current data files of alumni names and addresses.

- Monitoring and recommending updates to the alumni web page.
- Maintaining appropriate liaison with officers of the Stillman National Alumni Association.
- Preparing written reports as necessary on alumni meetings and events.

**Scholarship Program Coordinator/Assistant Director of Title III.**

Reports to the Vice President for Institutional Advancement to coordinate and manage the scholarship program. The Coordinator manages the award processes, prepares reports, collaborates and communicates with appropriate departmental offices, and serves students scholarship needs. Specific duties include:

- Providing guidance and support to the Scholarship Committee.
- Implementing, coordinating, directing and maintaining scholarship program.
- Acting as liaison between faculty/staff, students and the public to provide information and resources regarding scholarship activities and programs.
- Maintaining ongoing relationships by initiating and responding to individual donors, corporations and businesses, Trustees, administrators, community organizations, and private foundations.
- Conducting Scholarship Reception.
- Working with the Accounting Office to utilize management tools to determine scholarship fund availability and managing expenditures.
- Monitoring student performance for continued scholarship eligibility and resolving issues related to student eligibility in collaboration with the Office of Student Finance.
- Coordinating and aligning CFANS, departmental, and Office of Admissions processes to award scholarships to diverse new students to enhance strategic recruitment goals and efforts.

### **1.3.6 Institutional Effectiveness**

**The Vice President for Institutional Effectiveness.** Reports to the President and provides leadership to develop, integrate, and support initiatives and projects related to improving strategic planning, assessment, and reporting, while monitoring institutional compliance with federal regulations and accrediting agencies. Specific duties include:

- Supporting college-wide strategic planning and coordinating systematic monitoring of progress on strategic and operational goals.
- Coordinating a system of college-wide assessment.
- Coordinating a systematic process of new program evaluation and approval.
- Coordinating a systematic process of assuring the quality of academic programs through the oversight and support of accreditation activities and academic program review.
- Providing objective information that supports transparency and a culture of evidence.
- Collecting, analyzing and disseminating institutional data to support planning, management, operation, and making informed data-driven decisions that lead to continuous organizational improvement.

**Director of Institutional Research.** Reports to the Vice President of Institutional Effectiveness, and, with limited supervision, plans, develops and directs the College's overall program of institutional research. Specific duties include:

- Conceptualizing and conducting institutional studies and analyses of student and personnel performance for the purpose of facilitating decision-making by Stillman College administration.
- Coordinating the completion of institutional reports and surveys.
- Compiling data that describe the College's faculty, staff, student programs, facilities, and funds.

**Registrar.** Reports to the Vice President of Institutional Effectiveness, and has responsibility for designing, developing, and implementing the College's program of academic record-keeping. Specific duties include:

- Directing the processing and issuance of academic degrees and certificates.
- Certifying students for academic honors, probation/suspension, and for eligibility to participate in designated activities.
- Planning and directing registering of students admitted to the College.
- Maintaining a transcript service for all students and alumni.

- Serving as the College's Veterans Affairs Officer.
- Participating in assuring and maintaining the NCAA Compliance Program.

### **1.3.7 Strategic Initiatives Administration**

**The Vice President for Strategic Initiatives and Executive Director of Stillman Foundation.** Reports to the President and has the purview and overall responsibility of the external affairs of the College. The officer provides institutional leadership in designing, developing, facilitating, supporting and implementing strategic planning and arrays of presidential initiatives, programs, relationships, and strategies that support achievement of the mission of the College, while building sustainable partnerships that expands the growth and development of the Stillman community. Specific duties include:

- Preparing and managing the strategic initiatives budget.
- Conceptualizing and facilitating college-wide strategic planning process.
- Leading and directing systemic planning, developing, and maintaining new partnerships and projects.
- Spearheading, coordinating, developing, analyzing, and disseminating institutional reports to support strategic communication and informed decision making that leads to continuous organizational improvement.
- Providing leadership in identifying, developing, launching, managing, and maintaining or closing out strategic programs that have significant impact on one or more units or functions of the College
- Leading and establishing the environment that supports Sponsored Programs activities and encourages faculty and staff to pursue sponsored research and collaborative partnerships.
- Assisting the President in advancing institutional goals through collaborative initiatives with other divisions.
- Interpreting conceptual plans, alternatives, present strategies, and innovative approaches for institutional development.
- Leading and managing Stillman Foundation in a manner that supports and guides the organization's mission and the vision of the president.

**Associate Vice President of Government & External Relations.**

Reports to the President, but works under the Division of Strategic Initiatives. This position operates under the major functions of governmental affairs, public policy, community engagement, and Board of Trustees liaison. Working in collaboration with key divisions on campus, the AVP plans and executes a comprehensive, proactive government affairs strategy that advances the College's mission and goals with local, regional, state, and federal elected officials. The AVP will also serve as the direct contact for the Stillman College Board of Trustees; he/she will facilitate communications between the College and the Board, organize board meetings and conference calls; produce board reports; and facilitate requests from the whole or individual members. Specific duties include:

- Researching, convening, and facilitating key initiatives and programs that build support among college constituents and external stakeholders.
- Advising the President and other campus administrators on measures that strengthen existing external relationships and support the development of new ones.
- Providing leadership in streamlining campus-wide community engagement efforts to leverage available resources.
- Serving as the President's liaison to the Board of Trustees.
- Assisting, planning and directing special presidential initiatives and projects.
- Representing the President and the College at events and programs in the community.
- Developing strategies to advocate for college priorities and maintain positive relationships with the community and the College's legislative delegation.

**Director of Community Relations.** Reports to the Vice President for Strategic Initiatives and has responsibility for designing strategies, coordinating programs and processes, and implementing partnerships that supports the Colleges operations and mission. Specific duties include:

- Coordinating, convening and facilitating institutional initiatives and programs that build support among college constituents and external stakeholders.
- Advising the Vice President, President, and other campus administrators on measures that strengthen existing external relationships and support the development of new ones.

- Serving as the Stillman College Foundation's liaison to the College's external constituents.
- Assisting, planning and directing key Foundation initiatives and projects.
- Representing the College at events and programs in the community.
- Assisting and implementing strategies that advocate for college outreach and engagement.
- Leading, fostering, and maintaining positive relationships with the community and other College's stakeholders.

## **2. ORGANIZATIONAL STRUCTURE OF FACULTY AND STAFF**

### **2.1 General**

All faculty and professional staff members are expected to serve on committees. Appointments to committees are on the basis of preference or election insofar as positions are available. Service on committees, preferred or elected, is normally for a period not less than two years.

### **2.2 Principle**

The Stillman College Faculty and Staff participate in managing the College through a system of participatory governance, which consists of a network of committees whose members are faculty, administrators, and staff and, where appropriate, students. At joint meetings of the faculty and staff each semester, general institutional aspirations, information, and policies are presented and considered. At regularly scheduled faculty meetings (Faculty Assembly) all matters of academic or general faculty interest are presented and considered. Normally, the Academic Affairs Committee, a representative body, wherein all members hold faculty rank, with the exception of student representatives, will determine academic policy. The actions of all committees are advisory to the President. Committee actions do not supersede prerogatives normally accorded administrators in the professional execution of their responsibilities.

#### **2.2.1 Committee Structure**

Committees serve the purposes of providing administrative oversight, policy-making, service, and information. Committees may report, for the sake of information, to the all campus-wide Assemblies. In an appellate sense, some



committees may report to the Academic Affairs Committee or to the President's Cabinet as indicated below. For review and implementation and recommendations, committees may report to the vice president responsible for the area of concern. At their pleasure, a quorum of the entire faculty or faculty and staff may consider any matter of legitimate concern without first resorting to the use of any committee by constituting a Committee of the Whole. A quorum consists of at least half of the faculty or faculty and staff, as the case may be, plus one person.

### **2.2.2 Qualifications for Assembly and Committee Membership**

All employees of Stillman College who hold faculty status are members of the Faculty Assembly and the Faculty-Staff Assembly and are eligible for committee memberships in accordance with the guidelines of committees. Staff employees are members of the Faculty-Staff Assembly and are eligible for membership on the appropriate committees. In prescribed instances, administrators and professional staff employees may hold membership on selected committees by virtue of their positions.

### **2.2.3 Meetings**

Faculty-Staff assemblies will take place during the Opening Institute each semester and at other times as the need arises. By Presidential delegation, the Provost will preside at meetings of the faculty or faculty/staff. Standing committees of the College have the option to schedule their meetings at times and places agreed upon by the membership.

## **2.3 Committees**

### **2.3.1 Academic Affairs Committee**

Personnel:

Provost (Chairperson), Academic Deans of Schools, Dean of Library Services, four members elected from the faculty, two students appointed by the Student Government Association, and four ex-officio members: Vice President Institutional Effectiveness, Dean of Enrollment Management, Director of Educational Support Services, and the Registrar. (15)

Duties:

To act on and originate recommendations from the faculty and other appropriate sources regarding general academic policy and other matters pertaining to the educational aspirations and problems of the College, including requirements for admissions and graduation, number and identification of departments and divisions, teacher loads, new majors and minors, and matters of general academic interest to the faculty and the College. The committee meets

monthly and its actions are subject to the review of the President's Cabinet and/or the President.

### **2.3.2 Athletics Committee**

Personnel:

Six members of the faculty (without coaching duties), appointed by the President, and two students appointed by the Student Government Association. The Director of Athletics shall serve as the Convener. (9)

Duties:

To provide oversight for the intercollegiate athletics program for the College, including general policies governing the administration of athletics. Particular attention shall be given to NCAA matters. The committee reviews and approves athletic schedules so as to ensure the integrity of the student-athlete's educational experience. It reviews and affirms the eligibility of all students prior to their participation in intercollegiate competition. The committee meets monthly and reports to the Vice President for Student Affairs.

### **2.3.3 Judiciary Committee**

Personnel:

Two faculty or staff members appointed by the President, four faculty members appointed by the Faculty Committee on Committees, and three students appointed by the Student Government Association. The Committee elects the Convener. (9)

Duties:

To render judgment in cases referred by the Vice President for Student Affairs under the College Code of Conduct. To render judgment in matters of academic dishonesty formally referred by faculty. To render judgment on charges of academic malfeasance or malfeasance formally made by students against faculty. To render judgment on charges of non-academic malfeasance formally made by students against staff. This committee meets as needed to handle cases and reports its decisions and recommendations to the Vice President for Student Affairs or the Provost.

### **2.3.4 Faculty Committee**

Personnel:

Five members elected by the Faculty Organization, at least three of whom must be tenured professors. Three years of employment shall be required for service on this committee. The Committee elects its convener. (5)

Duties:

To hear cases involving alleged violations of faculty rights, especially contractual rights, as well as other grievances against the College administration. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination in handling of promotion, tenure, and matters of academic freedom. In addition to making findings, the committee may recommend remedies. This committee meets as needed and reports its findings to the President's Cabinet and to the affected party(ies).

### **2.3.5 Staff Committee**

Personnel:

Seven members from the full-time staff, nominated by the area vice presidents, at least four of whom must have been employed by the College for five years or more. The Committee elects its convener. (7)

Duties:

To hear cases involving alleged violations of staff rights, especially conditions of employment, as well as other grievances against the relevant supervisor. The committee has special responsibility for hearing and making recommendations regarding alleged discrimination and arbitrary sanctions. In addition to making findings, the committee may recommend remedies. This committee meets as needed and reports its findings to the President's Committee.

### **2.3.6 Scholarship Committee**

Personnel:

Scholarship Coordinator (Convener), Student Success Coordinator, Vice President for Institutional Advancement, Dean of Student Life, Director of Financial Aid, Coordinator/Counselor of Student Support Services, Professional English Tutor/Student Support Services, Chair of English Department, Vice President of Finance and Facilities and two students appointed by the Student Government Association. (11)

Duties:

To recommend criteria for awarding the various scholarships administered by the College. To recommend and implement within the framework of federal and state regulations and College policy, procedures for awarding financial aid to students. The committee receives regular reports on and monitors

scholarship awards to insure budget integrity. This committee meets weekly and reports to the Vice President for Finance and Facilities.

### **2.3.7 Library Committee**

Personnel:

Dean of the Library (Convener), one assistant librarian elected by the faculty, three faculty members appointed by the Faculty Committee on Committees with one from each academic school of the College, one staff member appointed by the Staff Committee on Committees, and two students appointed by the Student Government Association. (8)

Duties:

To recommend policies and procedures governing library acquisitions and utilization. To consider and make recommendations regarding the creation and utilization of non departmentally-based media and technology laboratories. This committee meets once per semester and reports to the Provost.

### **2.3.8 Faculty Committee on Committees**

Personnel:

Five members elected by the Faculty Organization during a spring meeting of each odd numbered year and Senior Faculty Representative to the Board of Trustees The Junior Faculty Representative to the Board of Trustees serves as an ex officio member. The Committee elects its convener. (7)

Duties:

To circulate committee preference forms and make committee assignments based thereon. To hold elections for faculty representatives to the Board of Trustees and faculty representatives on the Academic Affairs, Executive, and Faculty Committees, as well as other committees requiring faculty election. In execution of its duties, the Committee, to the extent practical, takes into account the diversity of the College. This committee meets as needed and reports to the Faculty Organization and Provost.

### **2.3.9 Staff Committee on Committees**

Personnel:

One staff member appointed by the President, one staff member appointed by the Provost, one staff member appointed by the Vice President for Institutional Advancement, one staff member appointed by the Vice President for

Finance and Facilities, one staff member appointed by the Vice President for Student Affairs, one staff member appointed by the Vice President for Institutional Effectiveness, and one staff member appointed by the Vice President for Strategic Initiatives. The Committee shall elect its convener.

**Duties:**

To circulate committee preference forms and make committee assignments based thereon. To hold elections for committees requiring staff election. In execution of its duties, the Committee, to the extent practical, takes into account the diversity of the College. This committee meets as needed and reports to the President.

**2.3.10 Campus Security Committee**

**Personnel:**

Chief of Police (Convener), Director of Plant Operations, Safety Director, Director of Student Development/Health Center, Director of Student Support Services, two faculty appointed by the Faculty Committee on Committees, two staff appointed by the Staff Committee on Committees, and two students selected by the Student Government Association. (11)

**Duties:**

This committee serves as the college-wide steering committee for the Student Right-to-Know and Campus Security Act. It is responsible for dissemination of information and reports. The Committee is also responsible for recommending appropriate courses of action to the various administrative units. Specific responsibilities: 1) develop and review campus security policies, 2) develop and review campus emergency response procedures and plans, 3) develop and review policies governing access to academic buildings, residence halls, and other facilities, 4) develop procedures for inspecting campus lighting and shrubbery, 5) determine notification procedures, 6) encourage safety and security education and awareness programs on campus, 7) encourage accurate and prompt reporting of crimes to campus and local police, and 8) prepare the annual report concerning policies on crime prevention issues and statistics on specific crimes. This committee meets monthly and reports to the Vice President for Student Affairs.

**2.3.11 Student Affairs Committee**

**Personnel:**

Vice President for Student Affairs (Convener), Dean of Student Life, Director of Residential Life, two faculty appointed by Faculty Committee on

Committees, two staff appointed by Staff Committee on Committees, and two students appointed by the Student Government Association. (9)

**Duties:**

To consider and make recommendations on matters concerning all phases of student life and activities. This includes a wide range of recreational, leisure, and religious activities. Inclusive among student activities are those that take place in the Hay College Center and relate specifically to the operation of the Hay College Center. This committee meets monthly and reports to the Vice President for Student Affairs.

**2.3.12 Institutional Assessment Committee**

**Personnel:**

Vice President for Institutional Effectiveness (Convener), Vice President for Strategic Initiatives, Director of Institutional Research, Provost, Director of Student Support Services, Director of Information Technology, Director of Quality Enhancement Plan, and one faculty from each school appointed by the Faculty Committee on Committees. (10)

**Duties:**

To plan, review, and execute (participate in) evaluation of all phases of institutional life, with special attention to academic assessment. The work undertaken by the Committee does not replace or supersede discrete unit assessments, but may be considered the global institutional research and effectiveness function. This committee meets monthly and reports to the President's Cabinet.

**2.3.13 Finance and Facilities Committee**

**Personnel:**

Vice President for Finance and Facilities (Convener), Director of Grants and Contracts, Vice President for Institutional Effectiveness, Director of Information Technology, one faculty member appointed by the Faculty Committee on Committees, one staff member appointed by the Staff Committee on Committees, and one student appointed by the Student Government Association. (7)

**Duties:**

To monitor all financial matters and review reports concerning the financial status of the college; review and/or make recommendation concerning all budget matters involving revenue and expenditures; and support the College's

Strategic Plan goals and objectives by promoting safe, adequate, well-maintained facilities and signage that support excellence in education and maintain the aesthetics of the college's facilities. This committee meets monthly and reports to the President's Cabinet.

### **2.3.14 Institutional Planning Committee**

Personnel:

Vice President for Strategic Initiatives, Vice President for Institutional Effectiveness, Provost, Vice President for Finance and Facilities, Dean of Library Services, Director of Public Relations, one faculty member from each school appointed by the Faculty Committee on Committees, one staff member appointed by the Staff Committee on Committees, and one student appointed by the Student Government Association. (10)

Duties:

To validate that Stillman College engages in ongoing, integrated, and institution-wide research-based planning, administration, and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement, and demonstrates that the institution is effectively accomplishing its mission. The committee will also ensure Stillman College identifies expected institutional goals for its education programs and its administrative, and education support services; evaluate processes and evidence to determine whether it achieves these goals; and demonstrates that the evidence is utilized as a part of continuous improvement plan. The committee will monitor special projects and/or activities of the College and assist in planning and coordinating all major institutional publication. This committee meets monthly and reports to the President's Cabinet.

## **2.4 Committee Guidelines**

### **2.4.1 Meetings**

The frequency of required meetings are provided in the duties section of each committee provided above. The Convener is responsible for ensuring that meetings are held as specified. Unless otherwise specified, committee meetings are open to any faculty or staff member who might wish to attend. The President of the College serves as an ex-officio member on all committees.

### **2.4.2 Structure**

Each committee elects a chairperson/convener as prescribed. In addition, a reporter should be elected or appointed. A committee may appoint

subcommittees that extend beyond the core membership to assist in executing its duties.

### **2.4.3 Reporting**

All meetings wherein action is taken, assignments made, and recommendations are agreed upon should have written minutes. Such minutes should be forwarded by the reporter, via the chairperson, to the appropriate office or campus body. By the end of each academic year, each committee should prepare and submit annual reports on its activities, especially recommendations that may have been made that are pending action. Such reports should be submitted to the designated College Officer, the Office of Institutional Research, and the Committee on Committees. All committees are expected to make an oral presentation of the actions at the fall and spring Faculty-Staff Assembly.

### **2.4.4 Evaluation**

The performance of committees, the chairs of committees, and members of committees shall be evaluated annually via a process to be published by the Office of Institutional Research.

## **3. THE FACULTY**

### **3.1 Definition**

Faculty are defined as regular, full-time personnel, including librarians, whose regular assignments include instruction, scholarship, service, and, if appropriate to the position, clinical or lab activity. Faculty must hold academic rank as Instructor, Assistant Professor, Associate Professor, or Professor. The faculty are comprised of two groups: “tenured and tenure-track faculty” and “non-tenure track faculty.” The “tenured and tenure-track faculty” is composed of individuals holding the academic rank of Assistant Professor, Associate Professor, and Professor. The “non-tenure track faculty” is composed of those individuals holding the academic rank of Instructor. The faculty have primary responsibility for the curriculum and its delivery. The faculty participate in all facets of policymaking and institutional management through a system of governance committees and membership in the Faculty Organization of Stillman College.

### **3.2 Academic Ranks (Titles)**

1. In keeping with normative practices in higher education, the following titles are used to categorize faculty by rank:



- a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
2. Tenure may be acquired only by those holding the rank of assistant professor or above.

### **3.2.1 Qualifications for Initial Appointment to Academic Rank**

a. Instructors:

Faculty who hold the Master's degree and have some teaching experience as regular full-time college teachers are classified as Instructors.

b. Assistant Professors:

Faculty who hold the terminal degree appropriate to their area of specialization, hold membership in learned or professional societies, show evidence of scholarly research or creative work, and generally have not less than three years experience as full-time college teachers may be employed as Assistant Professors.

c. Associate Professors:

Faculty who hold the terminal degree appropriate to their area of specialization, hold membership in learned or professional societies, show evidence of scholarly research or creative work, demonstrate exemplary teaching, have not less than five years full-time teaching experience at the college level may be employed as Associate Professors.

d. Professors:

Faculty who hold the terminal degree appropriate to their area of specialization, show evidence of outstanding teaching, hold membership in learned or professional societies, have scholarly publications and presentations, or public exhibitions or performances, and have not less than six years of previous full-time teaching experience at the college level may be ranked as Professors.

### **3.2.2 Academic Titles Ineligible for Tenure**

1. Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor are used for temporary appointments of persons such as those academic colleagues visiting from other institutions where they hold comparable academic rank or persons

brought to the College on a trial basis or to meet special temporary needs of the College.

2. Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor are used when a qualified person, including, but not limited to, those from business, industry, government or another institution of higher education may be needed to teach a course or participate in the teaching of a course. Such appointments are for a stated period of time not to exceed one academic year and terminate upon expiration of the stated period of appointment without notification of non-renewal.
3. Professor Emeritus is awarded to a retired faculty member who has achieved distinction at Stillman.

### **3.3 Categories for Tenure Track Positions**

Tenure track positions are the following:

1. A faculty position requiring full-time teaching at the rank of Professor, Associate Professor, and Assistant Professor that is classified as permanent. A permanent position is one that is incorporated into the College's long-range academic plan as a continuing position without regard to whether it is supported by restricted funds or unrestricted funds.
2. A full-time position requiring at least fifty percent or more of normal instructional workload combined with a part-time administrative or research position. Tenure applies only to the faculty position and not to the administrative or research position.
3. A faculty position in which one-half or more of the workload involves rendering services as a professional librarian.

### **3.4 Recruitment and Appointment**

#### **3.4.1 Recruitment**

Vacancies for faculty positions are advertised in appropriate journals and publications and posted on the College website. Qualified applicants are considered by the chair and appointed search committee, to include departmental faculty members. Preferred candidate(s) are forwarded to the school dean for concurrence. Selected candidates are invited for campus interviews. When possible students participate in interviews. The Dean forwards the recommended candidate to the Provost for initial approval and subsequent final approval by the President. Candidates who seek employment with the

College must submit to a national background search as terms for employment.

### **3.4.2 Part-time and Temporary Faculty**

Stillman hires part-time or temporary faculty in cases of unanticipated vacancies, instructional needs that do not warrant a full-time position, or when persons with a desired terminal degree cannot be hired on a full-time basis. All part-time or temporary teachers must hold a minimum of a master's degree and 18 graduate credits in the teaching area. Individuals who have unique talents or experiences and who are unavailable for full-time employment may be employed for the special attributes they bring to the College. Unless otherwise specified, all positions funded by grants or other soft money are considered temporary.

When a need arises, department chairs, after consultation with their deans and the Provost, may recruit and hire part-time faculty members for single assignments. He or she may employ word-of-mouth, local postings, or other convenient means to identify and engage an individual with appropriate credentials.

#### **3.4.2.1 Working Conditions and Compensation**

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

#### **3.4.2.2 Evaluation**

Part-time faculty members are evaluated using the Part-time Faculty Assessment Report form. The criteria for evaluation of teaching are the same as the evaluation of teaching for full-time faculty. Department chairs will be responsible for visiting the part-time faculty's classroom in the first three weeks and at least one time during the semester.

### **3.4.3 Appointments**

Before faculty appointments can be made, official copies of credentials, signed employment applications, and signed background authorization forms must be on file. Division deans make recommendations for appointments to the Provost for concurrence. The Provost will submit recommendations along with a completed application packet to Human Resources. Upon review by Human Resources, the recommendation and application packet will be submitted to the President for approval.

#### **3.4.4 Faculty Compensation**

Faculty compensation is normally determined by discipline-specific market forces, highest academic degree earned, academic rank, and productivity in teaching, research, and service. The school deans forward recommendations regarding faculty compensation to the Provost for concurrence and subsequent Presidential approval.

#### **3.4.5 Terms of Employment**

The terms of each faculty appointment, including the beginning and ending dates of employment, rank, and discipline are specified in a written letter of appointment, signed by the Provost and the faculty member. Each appointment is bound by regulations found in the most current *Faculty Handbook*. The appointment letter constitutes the entire agreement between the faculty member and the College. Continuing faculty members should receive their appointments for the upcoming academic year prior to the end of the spring semester.

### **3.5 Evaluation Programs**

Evaluation of faculty is an integral part of the professional development and instructional improvement of faculty. Each semester, all faculty are evaluated on their teaching effectiveness by students using the Course Evaluation process in Canvas. All faculty are also annually evaluated on their total instructional contribution, professional participation and development, service to the College, and community service. Evaluation data will be collected from the following sources: students, peers, supervisors, and administrators.

#### **3.5.1 The Supervision and Evaluation of Faculty**

##### **Areas of Responsibility**

The Provost as chief academic officer, holds faculty rank, and is responsible for supervising/evaluating the school deans, department chairs and all other faculty members; the deans are responsible for supervising/evaluating the department chairpersons and all other faculty members within their school; the department chairpersons are responsible for supervising/ evaluating the performance of faculty members of their department.

##### **Supervising/Evaluation Procedures**

Department chairpersons will evaluate each faculty member, prepare an evaluation report for each, and share the results of the evaluation with the faculty member. The instructor must sign the evaluation form and may write a

response to the evaluation. Chairpersons will send evaluations and responses to the school deans.

Faculty evaluations by students are supervised by the Office of the Provost and Vice President for Academic Affairs and are administered on a scheduled basis.

School deans will prepare reports based on the evaluations given to them by the department chairpersons. Deans will also prepare evaluations of the department chairpersons. Each department chairperson must sign the report and may write a response to his/her evaluation. The School Deans will send these reports to the Provost.

Department chairpersons and school deans should note outstanding performances by faculty under their supervision and these should be passed on to the Provost.

### **3.5.2 Faculty Instructional Responsibilities**

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

#### **Classroom and Office Time**

- A. Faculty must meet their classes regularly and promptly, at scheduled times and places. Faculty members must notify the school dean when absent from class, and include satisfactory plans for the class activities. In the case of illness and emergency, faculty members should immediately inform their chairpersons and arrange for coverage of the class(es) via Canvas.
- B. Faculty must meet classes as scheduled before and after College holidays and adhere strictly to the official examination schedule.
- C. Faculty must announce and maintain regular office hours, minimally six hours per week, at times to suit the schedules of as many students as possible.
- D. Faculty must be available for appointments with students who are unable to meet with them during regular office hours.

#### **Course Definition and Content**

- A. Each instructor is required to prepare a comprehensive syllabus for each course taught. Faculty must submit copies to the Dean, who

will make them available to the Provost. All syllabi must be prepared using the standardized format of a Stillman Syllabus. Students must be given copies of the syllabus by the first meeting of classes, either on paper or through Canvas. Items to be covered on the syllabus include: course topics and objectives; the schedule for major tests and assignments; grading policy; and required texts. Each course must have a syllabus posted on the Learning Management Software, currently Canvas.

- B. Faculty must adhere to the Catalog course descriptions.
- C. Prerequisites not stated in the Catalog may not be imposed.
- D. Faculty must provide activities that encourage and reinforce effective communication skills.
- E. Faculty should use a recent edition of required textbooks for each course. Regular readings must be assigned from the required textbooks. Faculty are also encouraged to make use of open source and electronic texts available through the College's book vendor or through the Sheppard Library databases.
- F. Faculty must employ computer and other technologies to enhance learning productivity, including Canvas.

### **Assessment of Students**

- A. Faculty will visibly or audibly take attendance at each class meeting.
- B. Faculty must schedule frequent and multiple assessments to ensure that the final course grade is an accurate indicator of each student's knowledge and performance in the course.
- C. Assignments and examinations must be evaluated and returned promptly with necessary feedback.
- D. Final course grades must be evaluated by use of objective means, congruent with the content and instruction in the course.
- E. Faculty are expected to design assignments and examinations at a level of difficulty appropriate to the level of the course.
- F. Common midterm and final examinations must be administered for all General Education courses.

- G. Tests and extended assignments must not be given during the study week that precedes the final examination period.
- H. Faculty must leave all grade books, or electronic copies, with the Registrar at the end of each academic year.
- I. Clear assessment measures for assignments must be addressed in each course syllabus.

### **Professional Activities**

- A. Faculty are expected to stay abreast of and participate in activities appropriate to their discipline.
- B. Faculty are encouraged to pursue grant opportunities to support research, scholarship, and instructional activities.

### **Professional Conduct**

- A. Faculty should strive to maintain the confidentiality of student examination, homework, and final grades.
- B. In dealing with students, faculty should be polite, helpful, and fair. They should take into account the wide range of challenges that can affect learning and should attempt to assist students to meet expectations.

### **3.5.3 Source of Information for Supervision and Evaluation**

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

- a. course syllabi and other course materials
- b. teacher and course evaluations
- c. interpersonal relationships
- d. attendance at area meetings, workshops, etc.
- e. participation in college-wide activities
- f. classroom visitation

### **3.6 Academic Freedom and Responsibility**

#### **3.6.1 Academic Freedom**

Faculty are free to present relevant materials in the classroom without fear of censorship but should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty members

enjoy full freedom in research and publication of results, subject to the adequate performance of their other academic duties and to the requirements of individual research contracts and copyright limitations.

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

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

### **3.6.2 Code of Ethics**

Stillman College expects high ethical standards of all personnel. In particular, it endorses the principles below, (except where in appearance or substance they contravene other provisions set forth by the College) adapted from the *Statement of Professional Ethics* approved by the Council of the American Association of University Professors:

1. Faculty have a primary responsibility to their subjects to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, faculty encourage the free pursuit of learning in their students. They uphold the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They exert reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for private advantage. They protect students' academic freedom.
3. As colleagues, faculty have obligations that derive from common membership in a community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They



acknowledge academic debts and strive to be objective in their professional judgments of colleagues. They accept responsibility for the governance of the institution.

4. Faculty seek to be effective teachers and scholars. Although they observe the stated regulations of the College, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of the decision upon the institution and give due notice of their intentions.
5. As members of the community, faculty have the rights and obligations of any citizens. They measure the urgency of these obligations in light of their responsibilities to their students, to their professions, and to the institution. When they speak or act as private citizens, they avoid creating the impression that they speak for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

### **3.6.3 Academic Workload**

The academic workload consists of a maximum of 15-15 hours per semester and should not exceed 30 hours for two semesters. Should extenuating circumstances require the teaching of more than 30 hours, faculty should receive overload pay. Faculty must give their assent before teaching more than 30 hours.

### **3.6.4 Academic Work Week**

Faculty should be present on campus at such times and on such days to execute their professional obligations as members of the academic community. They will make available at least six office hours per week for student conferences and related activities. All faculty will conspicuously post near their offices their office hours for students and class schedules and submit this same information to their department chairpersons, school deans and the Provost.

### **3.6.5 Membership in Professional Association/Attendance at Professional Meetings**

Faculty are encouraged to maintain current membership in at least one professional society in their respective disciplines. The College encourages

participation in and presentations at professional meetings. It will support professional travel according to criteria set up by the school deans and according to the availability of funds.

### **3.7 Curriculum Development and Approval**

Through its units and committees, the faculty determines the course offerings and the various academic requirements within course limits set by the College. A department may recommend modifications, additions, or deletions in the curriculum to the school. With the approval of the school, the dean recommends the change to the Academic Affairs Committee for action. The President may review actions of this committee.

### **3.8 Promotion and Tenure**

The documents for promotion and tenure can be obtained from the Office of the Provost. Applicants may apply for both promotion and tenure simultaneously using one dossier.

#### **3.8.1 Promotion**

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

The process for promotion and tenure is:

- a. Application for promotion or tenure must originate with the faculty member. The application and supporting documents should be presented to the Dean for review by the School Peer Review Committee.
- b. Each school has a School Peer Review Committee consisting of five members--the Department Chair of the applicant's department, two faculty from the applicant's department, and two faculty from the applicant's school. If the applicant is a Department Chair, then a Department Chair from the same School will chair the committee.
- c. The deliberations and consensus of the School Peer Review Committee are subject to review by the Dean, who may either concur or not concur with the decision of the School

Peer Review Committee. Regardless of the decision of the Dean, the application must be forwarded to the College Review Committee. In instances where the Dean fails to concur, he/she must provide written justification to the Provost.

- d. The recommendation of the Dean is subject to review by the College Review Committee, which consists of five members representing all three academic schools. Members of the committee must have the same or higher rank and tenure status as the applicant.
- e. The deliberations and consensus of the College Review Committee are subject to review by the Provost. The Provost may either concur or not concur with the recommendation from the College Review Committee. In instances where the Provost fails to concur, he/she must provide written justification to the faculty member. If the Provost rejects the applicant, the applicant will have 10 days to appeal to the Faculty Committee. If the Provost concurs with the recommendation, the recommendation is reported to the President. The application must be forwarded through the entire process.
- f. The President reserves the right to overturn any decision when, in his/her judgment, the decision is not supported by explicit documentation, departs from normative standards, or does not serve the best interest of the College.

### **3.8.2 Tenure**

Tenure denotes the status of continuing appointment as a member of the faculty. The purpose of tenure is to assure the freedom of expression of truth and ideas in teaching and research and is therefore a cornerstone for academic freedom. It is the responsibility of the College to ensure that tenure be awarded only to those full-time faculty who have demonstrated excellence in teaching and counseling students, plus superior fulfillment of their additional responsibilities.

Tenure is granted only upon action by the Board of Trustees following recommendation by the President.

The process for awarding tenure is:

- a. Application for promotion or tenure must originate with the faculty member. The application and supporting documents should be presented to the School Dean for review by the School Peer Review Committee.

- b. Each school has a School Peer Review Committee consisting of five members--the Department Chair of the applicant's department, two faculty from the applicant's department, and two faculty from the applicant's school. If the applicant is a Department Chair, then a Department Chair from the same school will chair the committee.
- c. The deliberations and consensus of the School Peer Review Committee are subject to review by the Dean, who may either concur or not concur with the decision of the School Peer Review Committee. Regardless of the decision of the Dean, the application must be forwarded to the College Review Committee. In instances where the Dean fails to concur, he/she must provide written justification to the Provost.
- d. The recommendation of the Dean is subject to review by the College Review Committee, which consists of five members representing all three academic schools. Members of the committee must have the same rank and tenure status as the applicant.
- e. The deliberations and consensus of the College Review Committee are subject to review by the Provost. The Provost may either concur or not concur with the recommendation from the College Review Committee. In instances where the Provost fails to concur, he/she must provide written justification to the faculty member. If the Provost rejects the applicant, the applicant will have 10 days to appeal the process. If the Provost concurs with the recommendation, the recommendation is reported to the President. The application must be forwarded through the entire process.
- f. The President reserves the right to overturn any decision when, in his/her judgment, the decision is not supported by explicit documentation, departs from normative standards, or does not serve the best interest of the College.

### **3.8.3 Policies on the Retention or Modification of Tenure for Administrators**

Non-academic, non-teaching administrators are not placed in tenure track positions or eligible for tenure. Academic administrators below the level of chief academic officer who maintain some teaching responsibility may be

considered for tenure based on their full range of academic service to the College. Tenured faculty members appointed to administrative posts will retain their faculty tenure.

### **3.8.4 Probationary Service**

Faculty members holding probationary appointments are annually evaluated for reappointment or non-reappointment. Faculty without prior teaching experience must serve a minimum of four years before applying for tenure. Faculty with prior teaching experience may be required to serve a minimum of three years before consideration for tenure.

If the minimum probationary period at Stillman has been met and the faculty members have achieved at least the rank of assistant professor, they must apply for tenure by no later than the beginning of their fifth year of service. Tenure must be granted or denied no later than the end of seven years of full-time service at the College. Faculty members not receiving tenure will be notified prior to the beginning of the fall semester of the seventh year that their services will be terminated at the end of the academic year. A lack of notification does not constitute a *de facto* award of tenure. Faculty who are continued without tenure will do so on a year-to-year basis, without the notification procedures afforded tenured faculty.

### **3.8.5 Criteria for Faculty Promotion, Tenure, or Renewal of Appointment**

Promotions in rank and the awarding of tenure are based on performance. Recommendations for promotion in rank, tenure, or renewal of appointment are made on the basis of an annual evaluation of each faculty member.

An applicant must present evidence regarding teaching performance, attainment of appropriate academic status, scholarly research or creative activities, service to the College and to the community, and continuing professional growth.

### **3.8.6 Promotion and Tenure for Librarians**

#### **3.8.6.1 Promotion in Academic Rank**

##### **A. General Professional and Scholarly Qualifications of the Library Faculty**

The basic criterion for promotion in academic rank is an ability to perform at a high professional level in areas that contribute to the educational and research mission of the institution, such as

reference service, collection development, and bibliographic organization.

Evidence of this level of performance may be adduced from the judgments of colleagues on the Library Faculty and members of the academic community outside the library.

Additional evidence for promotion in rank may include:

1. Contributions to the educational function of the College: for example, teaching, not necessarily in a classroom situation, organization of workshops, institutes or similar meetings; public appearances in the interest of librarianship or information transfer.
2. Contributions to the advancement of the profession: for example, active participation in professional and learned societies as a member, as an officer, as a committee member, or as a committee chairperson.
3. Activities related to inquiry and research: for example, publications, such as in professional and scholarly journals; presentation of papers; reviews of books and other literature; consulting; service as a member of a team of experts, task force, review committee or similar body.

#### B. Criteria for Promotion to Specific Ranks

Promotion to the ranks of assistant professor, associate professor, and professor, requires a record of successful fulfillment of criteria at the lower level.

*Instructor*--Appointments at this rank shall require expectation of successful overall performance and the potential for a promising career in librarianship. An Instructor will have less than three years experience as a librarian.

*Assistant Professor*--Promotion to this rank shall require significant professional contributions to the library. An Assistant Professor will have more than three years experience as a librarian.

*Associate Professor*--Promotion to this rank shall require substantial professional contributions to the library as well as attainment of a high level of achievement in bibliographical activities, in research, or in other professional endeavors. An Associate Professor will have not less than five years experience as a librarian.

*Professor*--Promotion to this rank shall require substantial professional contributions to the library and to the institution as well as attainment of outstanding achievements in bibliographical activities, in research, or in other professional endeavors. A Professor will have not less than six years experience as a librarian.

C. Procedures for Promotion to Specific Ranks

1. Candidates from the Library Faculty seeking promotion in academic rank shall be considered by a Peer Review Committee, consisting of seven members--the Dean of the Library, one tenured librarian, one non-tenured librarian, and one faculty member from each of the three academic divisions.
2. Recommendations for promotion in academic rank may be made by any member of the library faculty.
3. Each instructor and assistant professor without tenure shall be formally evaluated and reviewed for promotion or tenure at the same intervals as are applicable to other faculty at the institution holding these ranks.
4. Each assistant professor with tenure and each associate professor shall be reviewed for promotion at intervals and according to procedures of the institution applicable to other faculty members holding these ranks.
5. The Peer Review Committee shall transmit its commendations to the Dean of the Library for all candidates together with all supporting documentation.
6. Peer Review Committee recommendations are reported to the Provost, who then reports to the President.
7. No Library Faculty members shall receive a promotion unless they shall first have received the approval of the Peer Review Committee.
8. When an applicant is rejected, written notice shall be given by the Peer Review Committee.
9. The President reserves the right to overturn a decision of the Peer Review Committee when, in his judgment, the decision does not serve the best interest of the College.

### **3.8.6.2 Tenure**

The criteria for tenure are closely allied to the criteria for promotion in academic rank. The relationship between tenure and rank should be the same for Library Faculty as for other faculty at the institution. The following criteria shall be used in considering librarians for tenure:

1. *effectiveness of performance* as a librarian;
2. *scholarly ability* as evidenced by the execution of significant research in librarianship or by publication;
3. *effectiveness of service to the institution* as evidenced by successful service on committees, participation in institutional governance, teaching of courses and workshops, or by advisement of students and student groups; and
4. *continuing growth* as evidenced by active participation in appropriate professional and scholarly organizations and/or by the ability to handle successfully increased responsibility.

### **3.8.7 Appeals of Unfavorable Promotion, Tenure, or Renewal of Appointment Decisions**

All appeals of unfavorable promotion, tenure, and renewal of appointment decisions must be presented in writing to the Provost. An unfavorable decision may be reversed only when evidence is clearly presented to show that a procedural error was committed or that the unfavorable decision was due to an act of discrimination. If dissatisfied with the findings of the Provost, the faculty member may appeal in writing to the President.

## **3.9 Dismissal for Cause**

The appointment of a tenured or non-tenured faculty member may be terminated for adequate cause through adopted procedures. Grounds for dismissal of a tenured faculty member may include but are not limited to moral turpitude, incompetence, immorality, insubordination, or conviction of felonious acts.

### **3.9.1 Procedures for Dismissal for Cause**



### **3.9.1.1 Preliminary Notice**

If questions arise to the fitness of a tenured faculty or faculty member whose term appointment has not expired, the appropriate Dean will discuss the matter with the faculty member in a personal conference. If this does not resolve the matter, an ad hoc committee of three faculty appointed by the Dean from the appropriate school will review the matter to recommend adjustments and/or recommend formal dismissal procedures be instituted. The recommendation from the ad hoc committee will be submitted to the President. If the recommendation from the ad hoc committee is favorable for the faculty, the President may yet institute formal dismissal procedures. The ad hoc faculty committee and/or the President will formulate a statement describing the grounds for dismissal and provide the statement to the faculty member.

### **3.9.1.2 Formal Procedure for Dismissal for Cause**

a. The President and/or the ad hoc faculty committee provide a statement of grounds for dismissal to the faculty member. The statement will notify the faculty member that at their request a hearing will be conducted by the Faculty Committee, elected by the Faculty Organization at Stillman College, to determine if dismissal is merited. The date, time and location of hearing will be provided in the statement. The hearing will be scheduled at least 10 days from the date the statement is provided to the faculty member.

b. The faculty member must reply to the President and/or the Faculty Committee at least one week prior to the date of the hearing indicating if they wish to have a hearing and addressing the statements of cause for dismissal. The faculty member will not be suspended during the proceedings unless immediate harm to the faculty member or others is threatened by the faculty member's continuance.

c. The campus-wide Faculty Committee will consider the causes for dismissal and the faculty member's response to the statement(s) of cause with the burden of proof resting upon the institution. If the faculty member does not request a hearing, the Faculty Committee will consider the case on the basis of information available to them and reach a decision as to whether the faculty should be dismissed. If the facts are disputed, witnesses and other forms of evidence may be called or presented. The President may attend the hearing and may designate a representative to assist with the case. The faculty member will have the option of assistance by counsel. The Faculty Committee will render its decision by making explicit findings on each of the grounds for dismissal provided and submit these findings to the President and faculty member.

d. The President will forward the decision of the Faculty Committee to the Stillman College Board of Trustees. The Board of Trustees may accept the decision or may review the case by providing an opportunity for oral and/or written argument by the parties involved or their representatives. If the Board of Trustees does not support the decision of the Faculty Committee after its review of the case, it will return the case to the Committee with specific objections.

e. The Faculty Committee will reconsider the stated objections and new evidence, if provided, and will make a decision and communicate the decision to the President as described in step d).

f. The President will forward the decision to the Board of Trustees who can accept the decision or overrule the Faculty Committee.

### **3.9.2 Insubordination**

Insubordination shall be cause for immediate termination. Insubordination is a willful disregard for authority, not following directions of the employer, and/or repeated refusal to obey reasonable regulations.

### **3.9.3 Behavior and Collegiality**

While the College celebrates diversity, there is a need for common values and collective actions to move the College forward. Therefore, persons whose overt behavior and/or lack of collegiality that impairs the work of the College may be terminated.

### **3.9.4 Notice of Non-Renewal**

If an appointment is not renewed for reasons other than cause, the faculty member will receive salary or notice in accordance with the following schedule: by March 1 if the faculty is in the first year of probationary service; by December 15 if the faculty is in the second year of probationary service; at least 12 months if the faculty has served more than two years of probationary service. This provision for notice of non-renewal will not apply in the event that there has been a finding that the conduct, which justifies dismissal, involved moral turpitude.

An appeal of a decision not to renew without cause may be presented in writing to the Faculty Committee. The decision may be reversed only when the faculty member presents decisive evidence showing that institutional due process was not followed or that an act of discrimination has occurred. The burden of proof in such instances rests with the faculty member. Processing of an appeal is subject to the grievance procedures described in **3.10 Grievance Issues and Procedures**

### **3.9.5 Resignations**

Faculty members resigning their positions are required to give 30 days notification to minimize hardship to the institution and to provide continuity of instruction. Failure to provide proper notice may result in breach of contract litigation or other remedies.

### **3.9.6 Financial Exigency**

The employment of tenured and non-tenured faculty may be terminated because of a bona fide financial exigency. In that case, the College must provide a written explanation of the financial exigency to the terminated faculty member(s).

### **3.9.7 Discontinuance of an Academic Program Not Mandated By Financial Exigency**

The termination or relocation of faculty members may occur as the result of a reduction in a program or department of instruction. Discontinuance of a program or department may result from one or more of the following conditions:

1. A periodic departmental evaluation may find an unacceptable level of productivity or quality.
2. Enrollment and/or graduation rates may be continually lower than normative for the discipline.
3. Regulatory, environmental, and/or accreditation considerations create significant changes to operating the program or major.

### **3.9.8 Medical Reasons**

Termination of an appointment with tenure will be based upon clear convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation with medical professionals and the faculty member concerned or someone representing him or her. Before the termination is finalized, an opportunity for an evidentiary appeal will be afforded.

## **3.10 Grievance Issues and Procedures**

### **3.10.1 Issues Subject to Grievance Procedures**

Faculty may process grievances about substantive matters. Generally, these will include but are not limited to the following:

- an issue bearing upon the academic freedom of a faculty member.
- the imposition of a minor sanction by an administrator.
- the disputation of alleged facts in a case.

- Administrative actions which the faculty member believes violate contractual rights, constitute a discriminatory act or infringe upon institutional due process.
- issues regarding alleged discrimination based on race, gender, sex, age, and handicap, but only after such issues have been addressed with the Institutional Compliance Officer.

### **3.10.2 Grievance Procedures**

1. Faculty who believe that they have grounds for a grievance may submit a written appeal to the Faculty Committee within ten (10) business days from the date of the alleged grievance. In the appeal, a faculty member must:
  - A. State in detail the nature of the grievance and against whom it is directed.
  - B. Submit factual information or data showing that there are sufficient grounds for a grievance proceeding.
2. Within ten (10) business days from receipt of the grievance, the Faculty Committee will decide whether the facts alleged by the complainant constitute grounds for a grievance. The committee will make findings as to fact and when warranted recommend remedies.
3. Pursuant to a recommendation from the Faculty Committee, the President's Cabinet, should it find sufficient grounds, will conduct a formal hearing within ten (10) business days of receipt of the grievance. Advisors from the Faculty Committee will accompany the parties to the President's Cabinet hearing upon request.

### **3.10.3 Severe Sanctions**

In those situations where a faculty member receives a notice of severe sanction by an administrator, the faculty will have the right to contest the sanction using the same procedures as that outlined in section **3.9 Termination for Cause**, prior to the imposition of the sanction.

### **3.11 Participation of Third Parties**

Lawyers, physicians, and other third parties are not permitted to participate directly in personnel matters, including grievance procedures.

Appeals, notifications, and requests from third parties will not be accepted or honored.

### **3.12 Working Conditions**

#### **3.12.1 Assignment of Office Space**

With approval of the Provost, departmental chairpersons and school deans will assign office space for faculty. Requests for change of office space will be processed through these same parties.

#### **3.12.2 Telephones**

Telephone calls, local or long distance, are for the transaction of College business. Personal calls should be kept to a minimum.

#### **3.12.3 Health Needs**

The College infirmary, with appropriate personnel on duty during the work week, is available to faculty on an emergency basis.

#### **3.12.4 Unrelated Work Activities**

Employees may not accept full-time employment while employed at Stillman. Part-time work or study that neither affects employee attendance and work performance at the College nor creates a conflict of interest may be approved through the academic administration.

All requests that involve the use of the College's resources and/or facilities are to be approved through the Business Office.

#### **3.12.5 Use of College Name, Stationery, Seal**

Faculty may use neither the College's name nor seal for commercial, organizational, or personal gain and should seek approval from the Office of Public Relations if such use seems questionable. Similarly, College stationery should be used for College business only.

#### **3.12.6 News and Public Information**

All official College announcements, brochures, catalogs, and newspapers, including noteworthy information about instructional and research programs, activities, and faculty and student achievement should be channeled through the College's Public Relations Office prior to publication and/or dissemination to the media.

### **3.12.7 College Calendar, Scheduling of Events and Conferences**

Faculty who wish to schedule events – e.g. special or public lectures, concerts, art exhibits, films, plays, etc. — in academic facilities should submit a request to the Office of The Provost to reserve room space. To insure that the events are noted in the College calendar and other campus publications, faculty should notify the College's Public Relations Office.

### **3.12.8 Communications--Post Office**

Mail – The Post Office is located in the Hay College Center. Mail boxes are assigned to administrative offices and academic divisions. Mail boxes may be rented when available by individuals for a small fee. The Post Office window hours are 8:30 a.m. -1:00 p.m. and 2:00 p.m. - 5:00 p.m., Monday through Friday.

Outgoing official mail should be received in the campus Post Office by 3:30 p.m. daily. There is one U.S. Mail Box located on campus opposite east of Snedecor Hall. Mail pick-up at this box is presently at 2:00 p.m., Monday through Friday.

All mail being sent or received via the United States Postal Service or via ground transportation couriers should use the following address: Stillman College; 3601 Stillman Boulevard; Tuscaloosa, AL 35401.

### **3.12.9 Printing and Duplicating**

Faculty using campus-photocopying machines are expected to respect copyright laws and exercise good judgment regarding materials copied. For production of other graphic materials by the Sheppard Library for College use, faculty should secure a signed requisition from the appropriate administrator. Faculty should contact the Office of Public Relations if they need to produce materials off-campus.

### **3.13 Policy on Compensation from Externally-Funded Grants**

Each request for compensation from external sources must be approved by the department chair, school dean, and Provost.

## **4. ACADEMIC POLICIES**

### **4.1 General Policies**

#### **4.1.1 College-Wide Examinations**

College-wide examinations are administered at mid-term and at the end of the semester in accordance with scheduled dates approved by the

Provost. Semester examinations should be given online except where normative evaluation precludes doing so.

No change in the examination schedule can be made unless authorized by the Provost. Request for a change must be made in writing through the school dean to the Provost.

Two-hour examination periods are scheduled for two or more credit hour courses and one hour for one credit hour courses. Faculty members file copies of the final examinations, format notwithstanding, with school deans and the Provost. These office maintain copies for three years.

#### **4.1.2 Academic Honesty**

Faculty members are responsible for fostering academic and intellectual honesty. Examinations are not conducted on the honor system. This means that a faculty member or an authorized representative, approved by the School Dean, must proctor all examinations and take every precaution to eliminate the possibility of student dishonesty. Any case involving cheating may result in an "F" in the course and possible expulsion from the institution.

#### **4.1.3 Attendance Policy**

##### **Class Attendance**

Principle - Students and faculty are expected to attend all classes for which they are registered and assigned. Similarly, faculty and students are expected to meet classes at the scheduled time and to participate for the full period. Frequent tardies (3 or more) and early departures may lead to the assignment of an unexcused absence. Students may be allowed as many unexcused absences as a course bears credit. Instructors must report excess absences to the Vice President for Student Affairs according to the schedule listed within the academic calendar. Absence from class for any cause is a loss to students and may be harmful to the grades earned for the semester.

Unexcused Absences - Unexcused absences exceeding the number of credit hours for a course can automatically suspend a student from a course. Where courses meet in 80-90 minute blocks, two unexcused absences are allowed for a three-hour course. Double absences may be charged for unexcused absences that occur on the day before or following a holiday. When students are suspended from a class for excessive unexcused absences, they may be reinstated by the Vice President for Student Affairs after a conference or counseling session with designated College staff.

Excused Absences - Students may obtain an official excuse by presenting the appropriate documentation to the Vice President for Student Affairs. The Provost must endorse the excuse before it becomes official.

Officially excused absences are permissible so long as such absences do not destroy the ability of a student to master course requirements.

Presenting Excuses - Official excuses must be presented by the student to the concerned instructor within 7 days of the student's return to class. The presentation of a timely excuse will entitle the student to an opportunity to perform all class assignments missed. Seven additional days, following the return to a class, are allowed for the student (and the instructor) to complete make-up work. If the faculty does not provide the make-up work within the allotted time, or chooses not to provide the make work, then the faculty cannot consider the missed work in determining the final grade.

### **Standards Governing Excused Absences**

1. Grounds for Issuing Excuses
  - a. Illness of student
  - b. Serious illness or death of a family member of a student
  - c. Authorized representation of the College
  - d. Legally required court appearance
2. Documentation Required
  - a. Excuses based upon illness require a statement by a physician that spells out the exact times for which an excused absence is recommended.
  - b. Excuses based upon the death of a family member will require a verification by a news account, funeral program, or statement from the funeral director involved.
  - c. Excuses based on a family illness must be submitted in writing from a parent, mailed to the Vice President for Student Affairs.
  - d. Excuses based upon authorized representation of the College should be verified by a published schedule or written statement from the President, Vice President for Student Affairs, or Vice President for Academic Affairs, depending upon the source of authorization.
  - e. Excuses based upon a legally required court appearance should be verified by a copy of the document requiring such appearance.

#### **4.1.4 Attendance Reporting**

All instructors will visibly or audibly take attendance at each class meeting. All instructors are responsible for recording attendance in the Learning



Management Software so that attendance reports can be submitted to the Financial Aid Office. Accurate attendance reporting throughout the semester is essential to students initially receiving Federal Financial Aid and to ensure that students have not unofficially withdrawn from their classes.

## **4.2      Grading Policies**

### **4.2.1     Grading Code**

GRADE	GRADE POINT VALUE
The grading code is as follows:	
A = Work of superior quality	4.00
B = Work of good quality	3.00
C = Work of average quality	2.00
D = Work of poor quality	1.00
F = Failing work	0.00
I = Incomplete work	
W = Withdrawal prior to deadline	
WD = Administratively withdrawn	
WF = Withdrawn failing	
WP = Withdrawn passing	
*NC = No credit	

\*Applicable to developmental and freshman composition courses only.

When a student fails to satisfactorily complete requirements for a course, normally a grade of "F" should be assigned. When, however, the cause for incomplete work is a dire circumstance beyond the student's control, the grade of "I" may be assigned. Grades of "I" must be removed by the eighth week of classes in the following term in residence, unless the Provost, in writing, grants an extension.

### **4.2.2     Determining Grades**

Faculty are responsible for assigning grades in the courses they teach. Letter grades are assigned based on the point scale:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60

### **4.2.3 Reporting Grades**

Final grades for graduating seniors are to be reported within twenty-four hours after final examinations. Deadlines for reporting grades are published on the academic calendar, or otherwise posted by the Registrar.

### **4.2.4 Academic Records**

Academic records at the College are maintained by the Registrar. Only persons who are authorized and have need may handle such records.

## **4.3 Instructional Resources**

### **4.3.1 Selecting and Adopting Textbooks**

Faculty members recommend textbooks to the department chairperson, who then submits a compilation to the dean by the appointed time. The Campus Store will arrange for the availability of textbooks through the College's vendor. Students may purchase or rent their textbooks using the College vendor, or use their own means of acquiring required texts for courses. Faculty are strongly encouraged to provide open source materials for course content, as well as to utilize the electronic databases of Sheppard Library so that students have ready access to course materials on day one.

### **4.3.2 Requests for Supplies and Services**

Requests for materials, supplies, travel, equipment and support services for academic programs are to be made to the department chair or the dean of the school, depending on the nature of the request. Requisitioning and purchasing policies are included in the section on Business Affairs.

## **5. LEAVES, FRINGE AND OTHER BENEFITS**

### **5.1 Leaves**

#### **5.1.1 Leaves with Pay**

##### **5.1.1.1 Sick Leave**

From the beginning of the contract period, a faculty member may request up to eight days of paid sick leave. Sick leave accrues at the rate of one day per month up to a maximum of eight. Annually, the College may grant up to twenty days of sick leave, with pay.

Sickness which necessitates absence from duties must be reported to the Division dean and the Provost. Instructional plans and syllabi should be made

available to the division dean. Official documentation of illness may be requested by supervisors before paid leave is granted.

Sick leave is granted to prevent immediate financial loss due to absences based on illness and has no cash payout value upon separation from the institution. Sick leave taken without accumulated days will be considered absence without leave.

#### **5.1.1.2 Military Leave (Short Period - 15 Days)**

Stillman complies with the Statement of Support for the National Guard and Military Reserve that the Department of defense requests of all employers. The College agrees that: 1) it will not limit or reduce employees' career opportunities because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave. Annual leave does not apply to faculty.

The College allows employees a maximum of fifteen working days in a calendar year to fulfill their training duty with the National Guard or the Reserve. Under this policy, the College will reduce an employee's pay by an amount equal to the military pay received during leave for training.

#### **5.1.1.3 Sabbaticals**

The College offers tenured faculty members opportunities to apply for sabbatical leaves to engage in activities designed for professional growth, development, and renewal. The goal of a sabbatical is to enhance the professional effectiveness of the faculty member and to enrich the academic climate of the College. Generally, sabbaticals may be spent:

1. Conducting research or study that leads to improved teaching, to a new area of expertise in teaching or research, or to curriculum development.
2. Engaging in activities to revitalize or retrain, such as association with distinguished persons in the field.

Senior faculty (Professor, Associate Professor) and Assistant Professors with tenure, who have served the College for at least eight uninterrupted years, are eligible for sabbatical upon such terms and conditions approved by the Board of Trustees. The granting of sabbaticals is contingent upon the availability of funds and the demands of the educational program of the College. Two faculty from the same division will not normally be awarded sabbaticals for the same semester.

1. A sabbatical may be awarded to an eligible applicant for one

semester at full pay or two semesters at half pay. Such leave will not be granted simultaneously with fellowships or other funded leaves. Time spent by faculty on such leaves will not accrue as time toward the sabbatical.

2. Evaluation of an applicant's cumulative professional performance will be critical in the awarding of a sabbatical.
3. Faculty seeking a sabbatical must make written application at least twelve months prior to the beginning date of the anticipated sabbatical semester.
4. Faculty granted a sabbatical will agree to remain at Stillman for at least one year after completion of the leave.

#### **5.1.1.4 Funeral Leave**

The College grants funeral leave of three work days with pay immediately following the death of a member of the immediate family or household. (Immediate family is defined as husband, wife, mother, father, son, daughter, sister, brother, mother-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-son, or step-daughter.)

The College grants funeral leave of one day with pay for the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, nephew, or niece.

#### **5.1.1.5 Civil Leave (Jury Duty)**

The College grants civil leave with pay when an employee is called to jury duty or receives a subpoena to serve as a witness in a court case in which the employee is not a party.

#### **5.1.1.6 Excused Leave**

Excused leave is paid time-off from regular duties for a short period, granted by special permission of the administration for emergencies or other unforeseen circumstance, performance of a special civic or professional function, or attendance at professional meetings/ conferences.

#### **5.1.1.7 Maternity Leave**

The College may grant maternity leave upon request. A request for maternity must be filed at least three months prior to anticipated leave. An employee who receives maternity leave is paid through the number of remaining sick leave days. After that time, the employee is on leave without pay status.

### **5.1.1.8 Excessive Absences**

The College provides for all its employees leave with or without pay for the purpose of obligations outside of the College. It is the responsibility of supervisors and or department heads to monitor and ensure that time cards and employee attendance reports reflect time accurately. (See policy under Leaves section 4.)

Except for periodic instances of absences, workers compensation and disability, it is expected that all employees will adhere to the policies regarding leave. The supervisor has the right to deny the time off if the employee's absence will interfere with or adversely affects the operation of the workplace.

Employees, who supervisors consider to have excessive absences from their jobs, may be subject to disciplinary actions not limited to termination.

### **5.1.2 Leave Without Pay**

The College may grant voluntary leave of absence without pay for further study and other activities that contribute to the professional growth and enrichment of faculty. A request for such leave should be filed at least three months prior to the leave period. Since such leaves may depend on the receipt of fellowships, scholarships, or other sources of funding, a faculty member should keep department and division chairpersons apprised of the intention to request voluntary leave.

In determining eligibility for tenure, the College will not count voluntary leave as interruption in years of service; however, the time period for voluntary leave will not be counted as a year of service toward eligibility for tenure.

#### **5.1.2.1 Civil Leave (Poll Workers)**

The College grants employees permission to work in voting activities as poll workers when required.

#### **5.1.2.2 Military Leave (Extended Periods)**

The College will grant employees extended leave of absence without pay for military service under the Selective Service Act or through activation of their Reserve or Guard unit. Upon completion of extended military service, employees are entitled to reinstatement of employment if they apply within ninety days of discharge from active duty or within one year if hospitalized.

### **5.1.3 Family and Medical Leave of Absence**

Under the Family and Medical Leave Act of 1993, qualified employees are entitled to up to twelve weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; to care for a spouse or an immediate family member with a serious health condition; or when the employee is unable to work because of a serious health condition. Employee must apply prior to leave being granted. As required by the Act, Stillman maintains any pre-existing health insurance coverage during the leave of absence (paying the same premiums for persons on family and medical leave of absence as for active employees). Further, the College is required to reinstate the employee to the same or equivalent position when the leave of absence is over. Persons who fail to apply are not subject to this requirement. There is no monetary compensation attached to FMLA leave.

This policy does not replace routine sick leave nor emergency absences. Granting of family and medical leave of absence is not automatic. The faculty member must apply for the leave through the Division dean using the appropriate documentation, including sufficient medical certification from a health care provider. Sufficient medical certification include:

1. date on which the serious health condition commenced;
2. probable duration of the condition;
3. appropriate medical facts regarding the condition;
4. (in the case of family related conditions) a statement that the employee is needed to care for a son, daughter, spouse, or parent;
5. statement that employee is unable to work or requires a reduced schedule.

In the case of an employee's serious illness, the College reserves the right to require a second or third opinion (at the College's expense) and a fitness for duty report to return to work.

Leave will be approved for the length of time certified in writing by the health care professional or to a maximum of ninety (90) days. Employees who do not return after official leave has ended will be considered to have abandoned their job.

#### **5.1.4 Absence Without Leave**

All employees of the College are entitled to certain leaves that may take the form of holidays, vacations, and other sanctioned absences. The specific nature of such time away is dependent on employment status, i.e. faculty, staff, hourly, etc. In each instance, there are established protocols for notice or approval for time away from work. Persons who fail to use the appropriate protocol for absences may be reported as absent without leave with an accompanying loss of pay.

## **5.2 Fringe Benefits**

Benefits are provided to employees on the basis of, and in keeping with, the terms and conditions of employment. There are three periods during which an employee can complete or make changes in the paperwork that operationalize their benefits and other withholdings:

1. at the beginning of employment,
2. during posted periods in the month of August; and
3. during posted periods in January if employed for two months or more.

### **5.2.1 Insurance**

The College provides group insurance coverage for its eligible employees. Premiums for health insurance are shared by the College and its employees. Staff must complete the enrollment procedures promptly at the beginning of their employment at Stillman to participate in the insurance plan or wait until the next open enrollment period to participate. Persons employed through a grant may not be eligible to secure dependent coverage if the grant does not provide for it.

Life insurance and long-term disability insurance are paid 100% by the college and has no value upon separation from the college. Life insurance is two times an employee's annual salary. There is 180-day elimination period for long-term disability with benefits beginning on the 181 day if approved.

Group insurance includes major hospitalization insurance, group life insurance, group disability, and group dental insurance. Staff may elect to cover dependents in the major medical hospitalization plan by paying a monthly premium for the additional coverage. Long-term disability insurance is not available for persons employed through a grant.

Insurance coverage begins the first day of the month of election and ends the first day of the month following termination.

#### **5.2.1.1 Premiums**

Employees who are away from work due to disability, workers compensation, FMLA, and other leaves established in this handbook are still responsible for insurance premiums. Premiums will be due the tenth day of each month. Two consecutive missed premiums may result in termination of health coverage with the college.

### **5.2.2 Workman's Compensation**

Stillman provides workman's compensation insurance on its employees. This coverage is designed to protect employees from losses resulting from injuries sustained while on the job and to provide disability compensation during the period one is unable to work after a job-connected injury.

Reports of work-related injuries should be reported immediately to supervisor. The Office of Human Resource should be notified within 24 hours of injury. Injuries that occur due to employee neglect or failure to report injuries when they occur may result in disciplinary actions.

Employees should not return to work until their treating physician has released them. A release statement should be submitted to the immediate supervisor and a copy to the Office of Human Resource.

### **5.2.3 Disability**

Stillman offers a voluntary Short-Term Disability to all full-time employees. Long-Term Disability is offered to permanent full-time employees as a benefit of employment. All sick time must be expended before short-term or long-term disability benefits may be applied. An employee who is placed on Long-term disability will not be eligible to continue on the Colleges Group Health Care plan and will be given the option to elect COBRA.

Employees may not return to work until they have been released by the treating physician. A release statement must be submitted to the immediate supervisor and a copy to the Office of Human Resources. There is no assurance of continued employment beyond eligibility for disability benefits.

Detailed information about Stillman's benefit plan is available by calling the College's Human Resources Office at 247-8150.

### **5.2.4 Unemployment Compensation**

Unemployment compensation coverage is provided for all eligible employees. The purpose of unemployment compensation is to pay benefits to those employees who lose their job through no fault of their own. Persons who voluntarily terminate or persons discharged for "just cause" may be disqualified for unemployment benefits for a period of time or altogether. The College contributes the total cost for this coverage for eligible employees.

### **5.2.5 Retirement**

At its discretion, the College may provide a retirement plan for its full-time employees, with participation that begins on the starting date of the contract.



Retirement premiums may be elected from two to seven (2%-7%) percent of the annual salary and are deducted monthly. As a benefit for employees, the College will collect and deposit designated contributions to the Retirement Savings Plan of the Presbyterian Church U.S.A., which is managed by Fidelity.

Employee contributions are fully vested immediately. Plan (employer) contributions are forfeitable during the second year of full-time employment if termination or separation from College employment occurs. Any forfeited contributions are returned to the employer to reduce the future Employer contributions under the Plan.

### **5.2.6 Tax Shelter Annuity Plan**

The College has made arrangements with Retirement Savings Plan of the Presbyterian Church U.S.A., which is managed by Fidelity to provide 403-B Tax Shelter Plans for faculty that opt to participate.

### **5.2.7 Deferred Compensation**

Faculty on nine months contracts may elect to receive their salary in twelve monthly installments by submitting a written request of such election to the Vice President for Fiscal Affairs at the beginning of the contract year.

### **5.2.8 Tuition Abatement for Employees' Dependents**

Regular full-time employees, spouse of full-time employees, and dependents of full-time employees, defined as children or legal wards through the age of twenty-five, may receive a maximum of 100% tuition abatement each semester for that part of the tuition not covered by a scholarship or grant.

### **5.2.9 Educational Leave**

Faculty may enroll in one graduate course per semester during the regular school day and up to two courses per semester after the regular school day and maintain their full-time position. Faculty must receive approval from the department chairpersons, the division deans, and the Provost. Faculty may apply for financial assistance for an approved graduate program.

## **5.3 Additional Information**

### **5.3.1 Salary Payment Information**

Paychecks are issued by the first day of each month as set out in the employment contract. Hourly personnel are paid for every two weeks, usually the second Friday following the end of the payroll work period.

Payroll deductions include health insurance premiums, Federal Insurance Contributions Acts (F.I.C.A.), Social Security, Federal Withholding Tax, retirement, and other authorized deductions.

Faculty should complete an employee withholding exemption form and file it with the Human Resources Office. The law requires that the maximum deduction be made if income tax withholding information is not given.

Personnel action forms and/or employment packets submitted after the due date will be processed on the next regular payroll. Employees should not be allowed to work until all documentation is completed. Changes in employee status should be reported to the Human Resources Office. Such changes may include but are not limited to name, marital status, dependents, contact information, beneficiary on life insurance and/or retirement plan and changes in job assignment. The College may not recognize names that are changed due to divorce or marriage until proper identification can be verified.

### **5.3.2 Removal of Property**

College equipment or property cannot be loaned or transferred without the approval of one's chief administrator, and notification of the Vice President for Fiscal Affairs.

### **5.3.3 Use of Faculty Dining Room**

The Faculty Dining Room is to be used primarily for faculty and staff dining. Other uses include faculty and staff luncheon meetings, College luncheons, and dinner meetings. All requests to reserve this facility for food functions must be approved by the Director of Food Services.

### **5.3.4 Bookstore**

The College Bookstore, located in the Hay College Center, is the College's official source of textbooks for students. Bookstore purchases can be made online through the online bookstore. Faculty should place orders for textbooks on Textbook Requisition Forms filed through the department and division chairpersons. Desk copies are not available through the bookstore.

### **5.3.5 Cafeteria and Food Court**

The Cafeteria is located in Hay College Center. Meals are available from the cafeteria for nominal cost during serving hours.

## **6. FINANCIAL AND BUSINESS AFFAIRS**

### **6.1 Budget Preparation**

The Vice President for Finance and Facilities notifies administrative units of the process by which budget proposals for ensuing years are to be submitted. Budget managers are responsible for maintaining and tracking their own budgets.

## **6.2 Purchasing**

Budgets managers have access to the electronic requisitioning system and are provided paper requisition forms through which goods and services may be obtained. It is the responsibility of individuals requesting goods and/or services to accurately complete and submit all forms to the appropriate administrator in a timely manner. No employee may obligate the College without prior approval from the appropriate administrator. Personnel are not to seek or accept gifts or gratuities from vendors that may be considered a conflict of interest. Acceptance will be cause for immediate dismissal.

## **6.3 Travel Advances**

All employees authorized to travel on behalf of the College are asked to utilize their own resources to pay for the cost of travel, except transportation. All allowable expenditures will be reimbursed. Travel Request Forms requesting advances are available from administrative directors and should be completed at least 14 days before the date of travel. Travel Expense Vouchers should be submitted to appropriate personnel within three working days upon completion of travel.

### **6.3.1 Travel Expenses for Consultants, Lecturers, and Faculty Candidates**

Travel expenses for consultants, lecturers, faculty candidates and other individuals or groups invited to the College under administrative approval are to be remitted upon submission of documentation of expenses. Payments of honorarium or fees are made at the end of the individual's performance and upon the completion and approval of a request for funds. Individuals or groups extending invitations to visitors should inform them of the College's policy regarding per diem allowance and transportation.

## **6.4 Loans**

Salary advances will not be made except for travel as noted in 6.3 above.

## **6.5 Solicitation of Funds**

No College employee or student may solicit funds in the name of the College without prior approval from appropriate personnel. Application to solicit should be made in writing at least 30 days prior to the time of solicitation.

Non-college representatives seeking to sell personal goods or services to College employees or students on campus must have the approval of the Vice President for Fiscal Affairs and/or the Vice President for Student Affairs.

## **6.6 Liability for Policy and Regulatory Violations**

An employee who acts with disregard for published policies and procedures such that the College incurs financial liability will be obligated to reimburse the College. The same obligation will result, when liabilities result from a dereliction of or failure to perform obligations of employment.

# **7. STUDENT AFFAIRS**

## **7.1 Standards, Policies, and Governance Related to Students**

It is expected that Stillman students will not lie, cheat, steal, or destroy nor tolerate or condone such behavior by any members of the College family. The honor system and other standards for students as well as the student governance process are set out in the Student Handbook, published and kept current by the Student Affairs Administrative Area.

Because policies specifically related to students and academic ethics are included in the Policy and/or Student Handbooks, only excerpts from federal acts that impact teaching and learning and faculty roles and responsibilities are presented here. Copies of all laws may be found in their entirety in the Sheppard Library and appropriate administrative offices.

## **7.2 Family Educational Rights and Privacy Act of 1974 (Buckley-Amendment)**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was passed by Congress in 1974 and later amended several times. It gives students the right to have access to their educational records, consent to release a record to a third party, challenge information in those records, and be notified of their privacy rights. Copies of the Act are available in administrative offices and the Sheppard Library.

In accordance with FERPA, Stillman students have right of access to their official records as described in the Act. Specifically, the statute governs (1) access to records maintained by Stillman College, and (2) the release of such records. Stillman must obtain the written consent of students before releasing personally identifiable data from records to other than a specified list of exceptions as listed in the Act.

## **7.3 Students and Program Nondiscrimination**

A variety of federal laws prohibit educational institutions that receive federal funds from discriminating against students based on race, color, national origin, gender, disability, and age. These far-reaching statutes cover all aspects of the student-institution relationship, from admissions and financial aid to grades and discipline. The College's commitment to compliance is total and documents on file address each mandate.

## **8. COLLEGE-WIDE POLICIES**

### **8.1 Affirmative Action**

Stillman College subscribes to non-discriminatory employment practices.

### **8.2 Alcohol and Controlled Substances in the Drug-Free Workplace**

#### **A. Alcohol and Drugs**

The unauthorized consumption of alcohol by any employee of Stillman on College premises is prohibited. No employees will report to work assignments on or off campus while under the influence of alcohol or drugs manifested by erratic behavior, slurred speech, or loss of locomotion. The responsible consumption of alcohol may be authorized at certain approved social functions, conferences, special activities or occasions.

#### **B. Controlled Substances**

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance by any employee of Stillman College while he or she is working for the College, whether on College premises or at any other site where the employee is carrying out assigned duties, is prohibited. Medications prescribed specifically for the user by a licensed physician are excluded from this provision as long as they are used according to the prescribed medical instructions.

#### **C. Sanctions**

Violation of either policy shall result in the prompt imposition of sanctions. Such sanctions may range from requiring satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency to termination of employment. Any necessary sanctions taken against faculty, administrators, and staff will be carried out in accordance with current personnel policies published in appropriate employee handbooks.

### **8.3 Special Policies and Provisions for Employees Working on Federal Grants and Contracts**

All persons who perform work at any time on federal grants or contracts are advised by being given a copy of this Staff Handbook, that as a condition of said employment, they are obligated to (1) abide by the policy stated herein and (2) notify their supervisors in writing within five days of their criminal conviction for violating any drug statute when such violation occurs in the workplace. Failure to notify supervisors of such convictions will result in the immediate imposition of sanctions, which may include suspension or termination of employment.

Upon receiving notice of a reportable conviction from an employee, the College shall (1) notify the granting or contracting agency of the conviction within ten days and (2) implement, within 30 days, the steps necessary for an appropriate sanction as required by the General Policy, described above in paragraph C.

#### **8.4 Computer Usage**

Viewing of pornographic materials on College property or at functions sponsored or supervised by the College or one of its organizations is prohibited. The transmission of pornographic information across the Internet is a violation of Alabama State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstances, use Stillman College computers or networks to libel, slander, or harass any other person.

Finally, limited recreational usage and game playing that is not part of any authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory's rules. Stillman College computing and network services are not to be used for extensive or competitive recreational game playing.

This policy will be strictly enforced. Failure to abide by usage policies will result in disciplinary action.

#### **8.5 Americans with Disabilities Act (ADA)**

The College complies with the Americans With Disabilities Act. It is the responsibility of the employee to inform the College of a disability that may impede his or her ability to perform essential functions of the position. Employees needing accommodations must make the request at the time of hire or at least one month prior to requesting an accommodation from the College if already employed. Information obtained will be released only to persons directly involved in providing the accommodations. ADA request forms can be obtained from Human Resources.

The College reserves the right to request additional documentation and testing to determine what accommodations will be made once the ADA request

form has been completed and returned in the allotted time frame provided by Human Resources.

## **8.6 E-mail**

Stillman provides e-mail services for members of the College community for the execution of communications in keeping with each person's affiliation. Reasonable personal or social discourse via electronic mail is anticipated as a part of the fabric that makes for community. The use of the e-mail system for the distribution of chain letters and other broad-based unsolicited propaganda is not an approved use of the system. Disciplinary action, up to suspension or termination, may result from abuse of e-mail privileges.

## **8.7 Copyright Policy**

In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

It is the policy of Stillman College to comply with all federal and state copyright law. All users of the World Wide Web, via the College's servers will be required to abide by and comply with all laws regarding copyrights and trademarks as well as institutional copyright policies. Copyright exists in any original work, which exists or is fixed in any tangible medium of expression. Copyrighted works can consist of but not limited to, images displayable on computer screens, computer software, photographs, text, graphics music, books, magazines, scientific and other journals, and articles. Copyrighted materials may require the permission of the copyright owner and a copyright notice is not required in order for it to be considered in violation of.

## **8.8 Invited Speakers**

In accordance with its mission, Stillman College seeks to foster academic excellence and to provide high quality educational opportunities for its students. In so doing, the selection of speakers and other presenters on campus requires careful deliberation and purposeful selection. The following guidelines were established to assist in that process.

Speakers invited to present at Stillman must:

- Recognize we are an academic community; therefore, the content of the speech and the mode of delivery must be in concert with that reality.

- Not be troubled philosophically or otherwise with the nature of the educated person.
- Have tolerance for diversity and not attack groups by gender, sexual preference, racial or ethnic identity, etc. However, this stipulation should not preclude an informed discussion about a topic or group that might be controversial. While it is appropriate to have speakers who disturb the intellectual comfort of the campus community, it is not acceptable to invite someone who would cater to the baseness of life.
- Have a position, profession, and/or credentials that would lead those extending the invitation to believe that the proposed presenter is not only intellectually suited but also temperamentally suited to speak on the campus.

## **8.9 Relationships**

The College discourages intimate and financial relationships between its employees and students. Such relationships are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships wherein students are a captive audience. These regulations apply to opposite sex and same sex relationships. Appropriate sanctions will be taken against persons who violate this policy.

Employees should avoid contact or conversations with students that a reasonable person might construe as soliciting a prohibited relationship. A critical mass of such lapses in judgment may lead to censure or sanctions by the college.

### **A. Visitor Policy**

Under no circumstances should a visitor's stay be disruptive or hinder an employee's ability to complete job assignments. This is to avoid possible security problems and disruptions to employee's work due to occasional visits from friends and family of Stillman employees in the workplace.

### **B. Volunteer Policy**

To avoid liability issues, persons wanting to volunteer at the College should complete a volunteer information form from the area supervisor where he or she intends to render services. The volunteer will also sign a disclaimer and are not entitled to worker compensation. The completed form should be submitted to Human Resources to receive a temporary ID badge and to Campus Police to receive a temporary parking decal at a reduced cost. In



some cases, a volunteer may be subject to sexual harassment training and a background check.

### **8.10 Sexual Harassment**

Each member of the Stillman family has responsibility for maintaining a campus environment and climate that are free of discrimination in any form. Because harassment is not always recognized as a form of discrimination, Stillman has developed specific policies, procedures, and sanctions that address sexual harassment.

The College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. It is the policy of Stillman College to provide an environment that is free from sexual harassment. Such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. No employee or student at Stillman College will be subjected to sexual harassment.

The sexual harassment policy applies to all members of the College community, each of whom is encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of the policy are subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

Employees are required to participate in Sexual Harassment Training within 30 days of hire. Thereafter, employees will participate in Sexual Harassment Training every two years of employment.

To report a claim of Sexual harassment, please contact the Compliance Officer, 205.247.8038.

### **8.11 Smoking**

Stillman College recognizes the dangers of the use of tobacco and tobacco-related products and is a tobacco-free campus. The use of tobacco products in college-owned buildings, on college property or within college-owned vehicles is prohibited. Failure to comply may result in disciplinary action.

### **8.12 Weapons**

The unauthorized possession, use, or storage of any weapon on College premises or at College-sponsored activities is prohibited. The term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie

knives, daggers or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which is used by a person to cause reasonable apprehension of harm or to assault another person, is expressly included within the meaning of weapon.

Violation of this policy will result in disciplinary action including dismissal. Outsiders will be subject to prosecution under existing local and state laws.

### **8.13 Alabama Anti-Texting Ban**

Effective August 1, 2012: It will be illegal in Alabama to manually send or receive text messages while driving. The statute defines a Wireless Communication Device as a "handheld cellular telephone, a text-messaging device, ...a stand alone computer, or any other similar wireless device that is readily removable from a vehicle and is used to write, send or read text or data through manual input." The term "wireless telecommunication device" does not include a device which is voice-operated and which allows the user to send or receive a text-based communication without the use of either hand except to activate or deactivate a feature or function."

Employees involved in motor vehicle accidents while on College business and/or College related activities and are found to be at fault due to violation of the Alabama Anti-Texting Ban, will be subject to disciplinary actions to include termination. The employee may be subjected to the Liability for Policy and Regulatory Violations if the College incurs any financial loss as a result.

### **8.14 Workplace Violence**

The College expects that the work environment will be safe, non-threatening, and free of violence. Employees who feel personally threatened, or perceive a threat to public safety should immediately report the nature of it to their supervisor and the campus police.

Individuals or employees who engage in violent or threatening behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action including arrest, and/or criminal prosecution.

### **8.15 Vehicle Use**

All College vehicles shall be used only for institutional business. This means, "only when driven in the performance of, or necessary to, or in the course of, approved business, activities, and/or assigned duties as related to one's employment with the College." All drivers of College owned vehicles must meet the qualifying definition of a Stillman employee and must complete and pass the on-line AlertDriving training course to qualify to drive a college owned vehicle. Final determination will be at the College's discretion. Employees found to have abused

the use of college vehicles for personal use may be subject to disciplinary actions that may include revocation of driving privilege or termination.

#### **8.16 Policy Manual**

The College publishes other documents including a *Policy Manual* that may provide additional information pertinent to employment at Stillman.

#### **8.17 Opening Institute**

Attendance at the Fall and Spring Opening Institutes is mandatory. If an employee does not attend the Fall or Spring Opening Institute due to illness, a note from a physician is required to be excused. This policy supersedes vacation and sick leave policies.

#### **8.18 Liability for Policy and Regulatory Violations**

An employee who acts with disregard for published policies and procedures such that the College incurs financial liability will be obligated to reimburse the College. The same obligation will result, when liabilities result from a dereliction of or failure to perform obligations for employment.

#### **8.19 Intellectual Property Rights**

Stillman is committed to fostering an environment that facilitates teaching, learning, scholarship, and the creative activity. From time-to-time such engagement may lead to material that would be defined as intellectual property. Such property may be broadly defined as marketable research findings, inventions, literary work, works of art, and commercially used symbols, images, and designs.

It is the policy of the College that intellectual property rights of employees be protected by guidelines and practices that ensure fairness and equity. The following factors are taken into account in implementing the policy:

- The extent to which the said property was created with the use of supplies, equipment, and facilities of the College;
- The extent to which the said property was created during periods intended for the performance of normal duties; and
- The extent to which the said property has commercial versus intrinsic value.

Stillman owns the rights to all works produced by its employees for the purpose of instruction. Persons who produce such material are free to continue use of them after their employment at the College has concluded. Persons who produce patentable inventions, software, databases, and web-based materials

will have joint rights with the College on a proportional basis, employing current industry standards. This procedure is not applicable to traditional scholarly works such as books, articles, manuscripts, plays, writings, musical scores, and works of art.

The Academic Affairs Committee shall have general responsibility for the implementation of this policy. It shall make findings and recommendations that protect the intellectual property rights of individuals and the interest of the College.

#### **8.20 General Attendance Notice**

Absences or illnesses during the fall and spring institute, end of semester and holiday work periods will require a written excuse from a health care provider. The College reserves the right to require second opinions before leave is granted. Standard email regarding verification of absences still applies.

#### **8.21 Emergency Rapid Notification System**

Stillman has implemented a College-wide emergency notification system (SchoolCast), which allows Stillman administrators to send time-sensitive notifications via voice, e-mail and text messaging. SchoolCast notification system provides a safer environment, enhanced emergency communication and keeps our students, staff and faculty better informed.

To access your SchoolCast account, go to the Dashboard at the following secure web-site: <https://myschoolcast.com> <<https://myschoolcast.com>> <<https://myschoolcast.com/> <<https://myschoolcast.com/>> >

If you have any questions about the operation of this system please contact the Office of the Vice President for Student Affairs at (205) 366-8833 or during normal school hours.

All employees are expected to enroll.

#### **8.22 Substantive Change Policy**

As a member institution of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Stillman College is committed to taking all steps necessary to be in compliance with "The Principles of Accreditation: Foundations for Quality Enhancement." Standard 14.2 of the *Principles* requires that the institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC's policy for substantive change. Therefore, Stillman will monitor all institutional changes and will either notify or seek approval from the SACSCOC prior to initiating these changes in accordance with the SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy Statement.

The Academic Affairs Committee is a standing campus-wide committee charged with reviewing academic policies, educational aspirations, requirements for admission and graduation, new majors and minors, new courses, and other matters of academic interest to the College. All institutional changes must be approved by academic departments and schools prior to their submission to the Academic Affairs Committee. The Provost chairs the committee and the Vice President for Institutional Effectiveness/SACSCOC Liaison is an ex officio member of the committee. The membership, responsibilities and reporting structure ensure that the SACSCOC Liaison can monitor all institutional changes and inform the SACSCOC of changes in accord with the Substantive Change for SACSCOC Accredited Institutions Policy Statement.

### **8.23      Telecommuting Policy**

The purpose of this policy is to allow employees to work at alternative work locations for all or part of their work week. Telecommuting can improve productivity and job performance as well as promote administrative efficiencies (e.g. reducing office and parking space), reduce traffic congestion and transportation costs, support continuity of operation plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Telecommuting is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No college employee is entitled to or guaranteed the opportunity to telecommute. Certain categories of positions are ineligible for telecommuting. For positions eligible for telecommuting, whether a particular employee may telecommute is a decision to be made by the Department head in conjunction with the employee's supervisor on a case-by-case basis taking into consideration an evaluation of the supervisor's ability to manage remote workers. However, arrangements for telecommuting should be authorized only when it is in the best interest of the College to do so.

Employees who are approved for telecommuting will be required to sign a telecommuting agreement with the College consistent with this Policy. The full policy is published on the Stillman College Website at <https://stillman.edu/about-us/administration/institutional-effectiveness/institutional-policies/>

### **8.24      Removal and Relocation of Historic Artifacts/Artwork Policy**

Stillman College recognizes both the financial and historical value of the wide variety of artifacts and artwork located in public areas throughout the Stillman campus. In order to maintain the value of these materials, no artifact or artwork shall be removed or relocated without prior approval of the Historic Artifacts Committee.

Any individual wishing to remove or relocate an artifact or artwork from a public space on the campus of Stillman College must send a request to the Historic Artifacts Committee outlining the current location, the proposed site for the relocation or storage, and why it is being relocated or removed. Requests for relocations and removals should be sent via email to the Dean of Library Services, who is the Chair and Convener of the Historic Artifacts Committee.