

# WINGATE UNIVERSITY

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*Founded in 1896*

## Faculty Guide 2020

Revised 1/1/20

## TABLE OF CONTENTS

# FACULTY GUIDE

1.0	INTRODUCTION, MISSION STATEMENT, AND GOALS .....	1
1.1	Introduction.....	1
1.2	Mission Statement.....	1
1.3	Goals .....	1
2.0	ACADEMIC AFFAIRS.....	3
2.1	Definition of Faculty.....	3
2.2	Statement of Academic Freedom.....	3
2.3	Recruitment of Faculty .....	4
2.4	Terms of Employment .....	5
2.4.1	One-Year Contracts .....	5
2.4.2	Faculty Agreement.....	5
2.4.3	Continuing Contract.....	5
2.4.4	Credit Toward Rank Based on Previous Service.....	5
2.5	Developmental Sequences for a New Faculty Member.....	6
2.5.1	The First Year of a New Faculty Member .....	6
2.5.2	Second Year Through Sixth Year – Continuing Probationary Years .....	8
2.5.3	The Sixth Year and Beyond.....	8
2.6	Non-Renewal Notification .....	9
2.7	Faculty and Administrative Contracts and Related Issues.....	9
2.8	Extra-Institutional Employment.....	10
2.9	Expectations of Faculty.....	11
2.9.1	Value Orientation.....	11
2.9.2	Teaching.....	12
2.9.3	Professional Growth.....	18
2.9.4	Service to the University.....	20
2.10	Faculty Rank .....	21
2.11	Professional Development for Teaching Faculty.....	23
2.11.1	Faculty Travel .....	23

**TABLE OF CONTENTS**  
(continued)

	<b>Page</b>
2.11.2 Summer Research Grants.....	23
2.11.3 W’International Program and other Study Abroad Programs.....	24
2.11.4 Sabbatic Leave .....	24
2.11.5 Spivey Instructorship .....	25
2.12 Faculty Evaluation and Promotion.....	26
2.12.1 Evaluation Schedules .....	27
2.12.2 Elements of Faculty Evaluations .....	28
2.12.3 Procedures for Annual Evaluations .....	28
2.12.4 Procedures for 3rd-Year and 6th-Year Multiple Comprehensive Evaluations.....	29
2.12.5 Procedures for Sixth-Year Review .....	30
2.12.6 Procedures for Promotion .....	32
2.12.7 Evaluations of Part-time Faculty .....	34
2.13 Merit.....	35
2.13.1 Basic Expectations .....	35
2.13.2 Merit Scale .....	36
2.14 Research Projects Involving Human and Animal Subjects .....	37
2.15 Copyright and Patent Policy .....	37
2.15.1 Copyrighted Materials, Reproductions .....	37
2.15.2 Patent Policy on Technology and Literary and Artistic Works .....	37
2.15.3 Patents or Inventions.....	38
2.15.4 Procedures.....	41
2.16 Grievance Procedure.....	42
2.17 Disability–Related Policies and Procedures .....	42
2.17.1 Non-Discrimination Statement .....	42
2.17.2 Student Disability Grievance Procedure .....	43
2.17.3 Disability Harassment Policy.....	47
2.18 Faculty Member Discipline and/or Discharge .....	47
2.19 Obligations of Departing Faculty Members.....	49
2.20 Leaves and Related Benefits.....	49
2.20.1 Vacation... ..	49
2.20.2 Illness and Disability Pay.....	49

Preamble to the Revision of the Faculty Guide  
2019

In 2017, the Wingate University Board of Trustees formally approved the concept of shared governance by approving the new faculty bylaws crafted and approved by the University Assembly. These bylaws outlined the structure and procedures of the faculty voice -- the Faculty Senate.

In 2019, three categories of university deliberations were detailed and presented to the university community. These categories include issues that are under the sole purview of the administration of the university; issues that are under the purview of the administration of the university upon consultation with the respective university stakeholders; and issues that are under the purview of the faculty. Within this third category lie the seven traditional decision-making roles of the faculty. These roles include issues associated with (i) curriculum, (ii) student admission standards, (iii) student progression standards, (iv) student graduation standards, (v) standards for faculty promotion, (vi) standards for faculty security, and (vii) standards for academic freedom in expression and in research.

Wingate University Faculty Senate and Assembly Bylaws

Article I. Name

The name of this governance structure is the *Wingate University Faculty Senate and Assembly*.

Article II. Object

The object of the *Wingate University Faculty Senate and Assembly* is to perform legislative, advisory and consultative functions on behalf of the Wingate University faculty. In addition, the Senate and Assembly provide a means of communication between administration, faculty, staff and students of the University.

Section 1. Object of the Faculty Senate:

- a. To vote on proposals arising from Faculty Committees.
- b. To collect and report on work arising from Faculty and Advisory Committees.
- c. To approve and report on curriculum and academic policies from all schools and colleges.
- d. To represent the voice of the faculty.
- e. To review and make recommendations to the Provost on new academic program proposals.

Section 2. Object of the Faculty Assembly:

- a. To vote on proposals passed by the Faculty Senate via consent calendar and any other business brought before it.
- b. To offer a forum for deliberation on University business.

Article III. Members Section 1. Voting

members of the Faculty Assembly include:

- a. All full-time, security-track faculty.

- b. All academic administrators holding academic rank.

Section 2. Non-Voting members of the Faculty Assembly include:

- a. Provost, who shall serve as an *ex-officio* member.
- b. Faculty Chair, who shall vote only in the event of a tie.

Section 3. Composition of the Faculty Senate:

- a. Faculty Chair (at-large)
- b. Faculty Vice-Chair (at-large)
- c. 5 Faculty Senators, College of Arts and Sciences
- d. 4 Faculty Senators, College of Health Sciences
- e. 2 Faculty Senators, School of Education
- f. 2 Faculty Senators, School of Sports Sciences
- g. 2 Faculty Senators, School of Business
  
- h. Provost, *ex-officio*
- i. Student Government Association President, *ex-officio*, one-year term
- j. Graduate Student Representative, by appointment of the Faculty Senate, one-year term

Section 4. Voting members of the Faculty Senate include:

- a. All Faculty Senators
- b. Faculty Vice-Chair; Faculty Chair shall vote only in the event of a tie.

Section 5. Election of Officers of the Faculty Senate:

- a. Two-year terms or until the Senator's successor is elected or appointed.
- b. Terms begin on June 1 except as defined in Article IV, Section 3.
- c. For election of Faculty Vice-Chair, see Article IV, Section 3.
- d. Senate elections shall be held once per year by the second Wednesday in April. Nominations for Senators will be made no later than the third Wednesday in March.
- e. Members of the Faculty Assembly will nominate and vote only for Senators representing their respective academic units as defined in Article III, Section 3. Candidates may self-nominate.
- f. No more than two Faculty Senators from any one program or department may be elected to represent their respective schools or colleges.
- g. Academic administrators are not eligible for election to the Senate.
- h. Election outcomes shall be determined by a plurality of the vote except when such results violate Article III, Section 5.f.

Section 6. Terms of Office of the Faculty Senate:

- a. Two-year terms or until the Senator's successor is elected or appointed.
- b. The term will begin June 1 after election to office, except as defined in Article III, Section 7.
- c. Senators shall not serve consecutive terms; however, Senators may serve unlimited nonconsecutive terms.
- d. Senators shall represent their respective academic areas and are required to attend all meetings.

Section 7. Resignation of Senators:

- a. A Faculty Senator who resigns before completion of term shall be replaced by appointment by the academic administrator of the respective school or college until the next election is held.

#### Section 8. Reapportionment:

- a. The Procedure and Ethics Committee reserves the right to evaluate and make recommendations to the Faculty Assembly on Faculty Senate composition in light of additions or deletions of programs, changes in faculty apportionment, and student enrollments in programs.
- b. A review of Faculty Senate composition is required at least every five years. This review will be conducted by the Procedure and Ethics Committee, which will report its recommendations to the Faculty Assembly.
- c. Any changes to the composition of the Faculty Senate must be approved by the Faculty Assembly by a two-thirds vote.

### Article IV. Officers

The officers of the *Wingate University Faculty Senate and Assembly* consist of Faculty Chair, Faculty Vice-Chair, and Parliamentarian.

#### Section 1. Duties of Faculty Chair:

- a. To conduct the business of the Faculty Senate and Assembly, representing the faculty to administrative officers and, when appropriate, to the Board of Visitors and Board of Trustees.
- b. To lead meetings of the Faculty Senate and set the Senate agenda.
- c. To lead meetings of the Faculty Assembly and set the Assembly agenda.
- d. To serve on President's Cabinet and the Strategic Planning Committee.

#### Section 2. Duties of Faculty Vice-Chair:

- a. To serve as the recording and corresponding secretary for the Senate and Assembly, which includes posting meeting minutes and assuming the duties of Chair when needed.
- b. To serve on the Institutional Effectiveness Committee.

#### Section 3. Election of Faculty Vice-Chair:

- a. Election for Faculty Vice-Chair will be held once per year by the second Wednesday in March. Nominations for Faculty Vice-Chair will be made no later than the third Wednesday of February.
- b. Faculty Vice-Chair may be nominated by any member of the Assembly or by self-nomination.
- c. Members of the Assembly with voting privileges are eligible to vote for the Faculty Vice-Chair.
- d. Election results are determined by a plurality of the vote.
- e. Faculty Vice-Chair will serve two years beginning June 1. Upon completion of the first year of the term, the Faculty Vice-Chair will ascend to the office of Faculty Chair.
- f. Faculty Vice-Chair must have security.

#### Section 4. Duties and Appointment of Parliamentarian:

- a. To advise the Faculty Senate, Faculty Assembly, and Procedure and Ethics Committee on matters related to parliamentary procedure.
- b. To serve as *ex-officio*, nonvoting chair of Procedure and Ethics Committee.
- c. To administer elections of members of the Procedure and Ethics Committee.

- d. The Parliamentarian is appointed by the Provost and approved by the Faculty Senate.
- e.

## Article V. Meetings

### Section 1. Meetings of the Faculty Senate:

- a. Faculty Senate shall convene six times per year (September, October, November, February, March, and April) on the second Wednesday of the month.
- b. Faculty Senate Agenda shall be distributed by Vice-Chair one week prior to Senate meeting.
- c. Meeting attendance shall be open to all faculty, staff and administrative officers; however, participation by non- Senate members is at the discretion of the Chair.
- d. Any request to participate must be made to the Faculty Chair at least three business days before the Senate meeting.
- e. Two-thirds of Senators present represents a quorum.
- f. Meetings may be added, moved, or specially-called at the discretion of the Faculty Chair, with reasonable notice given.

### Section 2. Meetings of the Faculty Assembly:

- a. Faculty Assembly shall convene twice per year, in December and May.
- b. Meetings may be added, moved, or specially-called at the discretion of the Faculty Chair, with reasonable notice given.
- c. The Assembly agenda, including the consent calendar, shall be distributed by the Faculty Chair two weeks prior to Faculty Assembly.
- d. Faculty Assembly meetings shall be open to all University employees, with voting privileges restricted as defined in Article III, section 1.
- e. A simple majority of the Assembly membership shall constitute a quorum.

## Article VI. Committees

Standing committees of the Wingate University Faculty Senate and Assembly include: Procedure and Ethics, Faculty, Advisory, and University; other committees include Special and Program.

### Section 1. Composition of the Procedure and Ethics Committee:

- a. One representative each from the Schools of Business, Education, and Sport Sciences; one representative each from the Colleges of Arts and Sciences and Health Sciences.
- b. Parliamentarian, *ex-officio*, nonvoting.
- c. Committee members are nominated and voted on by the Assembly at-large.
- d. Committee members serve one three-year term. Terms are non-renewable; however, members may be nominated and serve non-consecutive terms after a one-year break in service.
- e. Committee members may not serve concurrently on the Faculty Senate.

### Section 2. Duties of the Procedure and Ethics Committee:

- a. To act in accord with the Procedure and Ethics Guide.
- b. To review the Procedure and Ethics Guide and recommend changes to the Faculty Assembly.

## Article V. Meetings

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- h. Faculty Senate Agenda shall be distributed by Vice-Chair one week prior to Senate meeting.
- i. Meeting attendance shall be open to all faculty, staff and administrative officers; however, participation by non- Senate members is at the discretion of the Chair.
- j. Any request to participate must be made to the Faculty Chair at least three business days before the Senate meeting.
- k. Two-thirds of Senators present represents a quorum.
- l. Meetings may be added, moved, or specially-called at the discretion of the Faculty Chair, with reasonable notice given.

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- f. Faculty Assembly shall convene twice per year, in December and May.
- g. Meetings may be added, moved, or specially-called at the discretion of the Faculty Chair, with reasonable notice given.
- h. The Assembly agenda, including the consent calendar, shall be distributed by the Faculty Chair two weeks prior to Faculty Assembly.
- i. Faculty Assembly meetings shall be open to all University employees, with voting privileges restricted as defined in Article III, section 1.
- j. A simple majority of the Assembly membership shall constitute a quorum.

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- g. Parliamentarian, *ex-officio*, nonvoting.
- h. Committee members are nominated and voted on by the Assembly at-large.
- i. Committee members serve one three-year term. Terms are non-renewable; however, members may be nominated and serve non-consecutive terms after a one-year break in service.
- j. Committee members may not serve concurrently on the Faculty Senate.

### Section 2. Duties of the Procedure and Ethics Committee:

- c. To act in accord with the Procedure and Ethics Guide.
- d. To review the Procedure and Ethics Guide and recommend changes to the Faculty Assembly.
- e. To administer Faculty Senate elections, including composing the slate of candidates, announcing the dates of voting, ensuring the integrity of the vote, and publishing the results of the election upon conclusion of the vote.
- f. To administer Faculty Vice-Chair elections, including composing the slate of candidates, announcing the dates of voting, ensuring the integrity of the vote, and publishing the results of the election at the conclusion of the vote.

- g. To appoint faculty to Faculty and Advisory Committees, in consultation with academic administrators in each school or college.
- h. To review and recommend changes to Faculty and Advisory Committee charges and membership. All such proposals require approval of the Senate and Assembly.
- i. To recommend additions or deletions to Faculty and Advisory Committees. All such proposals require approval of the Senate and Assembly.
- j. To appoint faculty to committees according to the membership recommended in the Procedure and Ethics Guide and guided by these principles:
  - i. That appointments provide a broad and diverse membership to all committees.
  - ii. That faculty are appointed to committees aligned with their strengths and interests.
  - iii. That all University programs are represented across committees.
- k. Committee members do not assign Faculty or Advisory Committee chairs, nor do they appoint student *ex-officio* or non-voting members. Such decisions will be left to the discretion of each individual Faculty or Advisory Committee, except as specified in the Procedure and Ethics Guide.

### Section 3. Faculty Committees:

- a. Headed by faculty, except where specifically noted in the Procedure and Ethics Guide.
- b. Govern the general academic and curricular business of the University.

### Section 4. Composition of Faculty Committees:

- a. Faculty Committees consist primarily of instructional faculty.
- b. Staff and administrators are included as appropriate to the business of the committee.
- c. Senators should not serve on Faculty Committees, except at the discretion of the Faculty Senate Chair.
- d. Committee members serve for three years.
- e. Information about charges of Faculty Committees can be found in the Procedure and Ethics Guide.

### Section 5. Advisory Committees:

- a. Concerned with university business beyond the scope of Faculty Committees.
- b. Composed of faculty, staff and administrators as appropriate to the business of the committee.
- c. Chairs of these committees are *ex-officio* officers of the University as appropriate to the committee.
- d. Senators may serve on Advisory Committees.

Committee members serve for three years.

- e. Further information about charges and composition of Advisory Committees can be found in the Procedure and Ethics Guide.

### Section 6. University Committees:

- a. Headed by senior administrators.
- b. Are appointed by the President or Provost.
- c. Govern the strategic direction of the University.
- d. Consist of administrative officers with faculty and staff representation.
- e. Further information about charges and composition of University Committees can be found in the Procedure and Ethics Guide.

### Section 7. Special Committees:

- a. The President, Provost or Faculty Chair may organize Special Committees to handle new business or

other initiatives beyond the scope of Faculty, Advisory, or University Committees.

- b. Special committees do not require the approval of the Senate or Assembly.

Section 8. Program Committees:

- a. Schools, colleges, departments, and academic programs may constitute committees as they deem necessary to accomplish unit needs.
- b. Curricular or policy recommendations arising from such committees must be approved through the appropriate Faculty Committee.
- c. Such committees do not require the approval of the Senate or Assembly.

Article VII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rule of Order Newly Revised shall govern the *Wingate University Faculty Senate and Assembly* in all cases to which they are applicable.

Article VIII. Amendments

These bylaws may be amended, subject to the approval of the Board of Trustees, by a two-thirds vote of those present and voting at the Faculty Assembly, provided that the proposed amendment shall have been read into the minutes and distributed at least 30 days prior to the meeting.

Version on 9/12/17 for Assembly Vote on 9/20/17

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the assembly in all cases to which they are applicable and wherein they are not inconsistent with these bylaws and any special rules or order the Assembly may adopt.

- Adopted: May 19, 1975
- Revised: March 9, 1979
- Revised: April 12, 1985
- Revised: Spring, 1991
- Revised: Summer, 1992
- Revised: Summer, 1994
- Revised: Summer, 1995
- Revised: Spring, 1997
- Revised: Fall 1998
- Revised: Fall 2003
- Revised: Fall 2004
- Revised: Spring 2005

## **1.0 Introduction, Mission Statement, Goals, Corporate Governance**

### **1.1 Introduction**

This Faculty Guide contains information, policies, and procedures that apply specifically to those Wingate University employees whose contract with the University indicates that they are considered faculty members and administrators who also hold academic rank. The Wingate University Employee Handbook contains general employment information and policies—including, for example, the University’s equal employment opportunity and non-harassment policies—that also apply to faculty members. To the extent there is any inconsistency between this Guide and the Wingate University Employee Handbook with regard to the treatment of any faculty member, the University will decide which policy applies. The information, policies, and procedures applicable to an individual whose contract with the University indicates that he or she is considered an administrator without academic rank are set forth in the Wingate University Employee Handbook.

In the case of the Provost, academic deans, and program directors, and in other rare instances deemed appropriate by the President and the Board of Trustees, an individual may be considered a member jointly of the faculty and the administration. In the event such dual status is granted, the individual’s employment relationship as member of the faculty is covered by provisions pertinent to faculty members, and, in the capacity as administrator, the individual is covered by provisions pertinent to administrators.

This Guide is not intended as, nor should it be construed as an employment contract or binding agreement between the University and any faculty member; and it does not create any binding obligations for the University. The University reserves the right to interpret the policies contained herein.

This version of the Faculty Guide was adopted in January 2020. Any subsequent and substantial revision of a specific section of the Faculty Guide is indicated at the end of that section.

### **1.2 Mission Statement**

The mission of Wingate University is to develop educated, ethical and productive global citizens. Following its Judeo-Christian heritage, the university seeks to cultivate the following in its students: Faith, Knowledge, and Service.

### **1.3 Vision Statement**

Wingate University is a laboratory of difference-making, aligning talent, resources, and expertise with student learning opportunities to improve the human condition. As a national model for independent higher education, we are affordable, inclusive, and sustainable.

### **1.3 Goals**

### **To promote knowledge, the University seeks to:**

- Provide programs of undergraduate, graduate, and professional study
- Provide a faculty committed to teaching and learning
- Require a core curriculum designed to develop:
  - aesthetic, cultural, and literary appreciation
  - analytical and problem-solving abilities
  - critical thinking
  - effective communication
  - integrated perspectives on civilization, the individual, and the social group
  - physical wellness
- Offer majors appropriate to the University's student population and
- resources that further develop students' knowledge and skills in focused areas
- Create opportunities for international study and travel
- Provide opportunities to explore and develop academic, career, and personal goals
- Encourage participation in co-curricular and extra-curricular educational, cultural, and recreational opportunities

### **To nurture faith, the University seeks to:**

- Sustain a community where the bases of faith are explored and where there is a search for truth and meaning
- Articulate the ideal of integrity in all relationships
- Encourage ethical application of knowledge informed by Judeo-Christian principles
- Create and support opportunities for worship and faith development
- Attract scholars for whom Judeo-Christian values and practice are important aspects of living

### **To encourage service, the University seeks to:**

- Emphasize the importance of service to God and humanity
- Facilitate opportunities to volunteer time, knowledge, and labor beyond the campus
- community
- Sponsor organizations that coordinate service opportunities and foster leadership
- and teamwork

## 2.0 Academic Affairs

### 2.1 Definition of Faculty

The faculty consists of those persons whose contracts indicate that they are considered faculty members, including those individuals who are ranked (*i.e.*, Instructor, Assistant Professor, Associate Professor, and Professor) according to the criteria set forth in the "Faculty Rank" section.

### 2.2 Statement of Academic Freedom

Wingate University affirms that: (a) every person in the University community has been created in the image of God and possesses inherent dignity and infinite value; (b) God is the ultimate source of all truth; (c) integrity and intellectual honesty are requisite to the academic pilgrimage; (d) students as well as professors have the right to know all pertinent data and interpretations relevant to their academic and scholarly pursuits; (e) candor in disclosing rounds of assumptions and in clarifying perspectives is essential; (f) each citizen of the University community must be free to exercise the right of free judgment in his or her academic and scholarly pursuits; (g) scholarship must proceed without coercion, and the professor and the student must be free to express their beliefs responsibly.

Institutions of higher education are operated for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. As a University of the church, the Wingate University community will prize these values even while submitting these and other values to the scrutiny of honest research and reflection.

Academic freedom is essential to these purposes and applies to both teaching and research. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher and of the student. It carries with it duties correlative with rights.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return must be based upon an understanding with the authorities of the institution.

Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matters which have no relation to their subjects. Academic freedom at Wingate University shall not conflict with the Statement of Expectations of Wingate University Faculty or with personnel policies approved by the Board of Trustees.

University teachers are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As persons of learning and representative of an educational institution, they should remember that the public may judge the profession and the institution by their

utterances. Hence, faculty members should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokesmen.

Members of the Wingate University faculty are expected to be supportive of the central task of the institution and to provide an education of quality. The rights and privileges of the faculty members should, therefore, be exercised with discretion and with a sense of loyalty to the institution.

Although many of the policies and procedures specified in this document are similar to those recommended by the American Association of University Professors and other organizations, Wingate University declares that its policies are independent of those of any other agency and that it cannot be bound by interpretations of its policies suggested by such an agency.

Wingate University is a member of an organization which has formally endorsed one or more policy statements of the American Association of University Professors; subunits of the University are members of other associations which have also endorsed such statements. The University does not consider membership in endorsing organizations as binding the University to follow specific AAUP recommendations or as placing obligations on the University to consider AAUP interpretations of the University's regulations as a valid.

### 2.3 Recruitment of Faculty

Faculty searches are cooperative endeavors of the faculty and the administration based on a shared sense of responsibility. The process begins with an understanding of the nature of the position to be filled and the desired qualifications of the successful candidate. Involved in the process are the Department Chair, Dean, Provost, Faculty, Vice President for Business, President, and Board of Trustees.

The Department Chair, Dean, and the Provost must establish the case for the recruitment of a new teaching faculty member, stating the nature of the need, area of expertise, and recommend rank. The search may start when the President approves the position.

Criteria for the selection of full-time faculty, including expectations of search committees, is available from the Office of the Provost and/or the respective Academic Deans or by clicking *here*.

From time to time, the University may need to hire part-time/adjunct faculty. Part-time/adjunct faculty may not teach more than 7.5 hours per semester. Candidates to be interviewed are selected by the appropriate Dean or Department Chair in consultation with the Provost. Adjunct faculty receive letters of agreement rather than formal contracts. They do not receive benefits, and they have no expectation of continuing employment.

## **2.4 Employment**

### **2.4.1 Terms of Employment**

Employment at Wingate University is based solely upon individual arrangements between the University and each person who is engaged to fill a particular position. No faculty or staff member is deemed to have tenure as to any position with the University regardless of the length of time a person may have occupied such position and notwithstanding the number of years the person has been connected with the University in any capacity, except for as provided by the awarding of security by the University as outlined in 2.4.3.

### **2.4.2 Faculty Appointments**

Employment is confirmed by a signed, annual agreement stipulating appointment duration, salary, category, faculty rank, and, if appropriate, title. The University may enter into any number of subsequent agreements with the same individual. Salaries are paid in equal installments during the twelve-month period covered by the agreement. Faculty agreements assume preparation and professional development are in progress year-round. The University may call upon faculty members for service when classes are not in session at no additional compensation (e.g., student orientation, faculty training, and other University activities).

The University offers two appointment categories – security track and non-security track. The category of appointment offered is determined by the Provost in consultation with the Dean/Vice Provost before the position announcement is posted. The category is based on the needs of the University.

#### **2.4.2.1 Non-Security Track Appointments**

A non-security track appointment is an annual agreement stipulating duration, salary, faculty rank and, if appropriate, title. The University may enter into any number of subsequent annual agreements with the same individual. Nothing about this agreement presumes ongoing employment or security beyond the annual agreement. The faculty ranks of Assistant Professor, Associate Professor, and Professor may serve as non-security track appointments. Instructors, clinical faculty, and administrators with faculty rank shall serve as non-security track appointments.

#### **2.4.2.2 Security Track Appointments**

A security track appointment is an annual agreement stipulating duration, salary, faculty rank and, if appropriate, title. Such an agreement shall in no case extend beyond one year in duration for the initial six years of employment. The University may choose not to renew the annual contract without cause within the first six years of employment. The faculty ranks of Assistant Professor, Associate Professor, and Professor may serve as the security track appointments.

#### **2.4.2.3 Adjunct Appointments**

Adjunct faculty are appointed in non-security track part-time positions. Adjunct appointments carry no fringe benefits, and are renewable at the option of the University

### **2.4.3 Continuing Contract**

A continuing contract is an annual agreement stipulating duration, salary, and faculty rank. Such an agreement is reserved for full-time faculty within the security track. Security, in the form of continuing contract, is awarded beginning with seventh annual agreement, provided the individual performs in a manner satisfactory to the University and is recommended for security by the Provost. Once awarded security, further contracts are presumed unless the administration demonstrates cause for dismissal before a body of faculty peers. Only faculty appointed on the security

track at the faculty ranks of Assistant Professor, Associate Professor, and Professor are eligible for continuing contract.

## **2.5 Faculty Rank**

Academic rank for faculty appointments is granted by the Provost. Determination of rank will be justified by prior training, experience, and academic credentials.

**2.5.1** The following criteria shall be used to determine faculty rank at the time of appointment.

**Instructor.** Faculty appointed to the rank of Instructor generally hold the earned Master's degree or 18 credit hours of graduate education in the discipline of instruction from an accredited institution of higher education. Such appointments may also require licensure in the field of practice.

**Assistant Professor.** Faculty appointed to the rank of Assistant Professor will hold the earned terminal degree in the discipline from an accredited institution of higher education. Such appointments may also require licensure in the field of practice.

**Associate Professor.** Faculty appointed to the rank of Associate Professor hold the earned terminal degree in the discipline with a minimum of six years of successful faculty service at the rank of Assistant Professor. Such appointments may also require licensure in the field of practice.

**Professor.** Faculty appointed to the rank of Professor hold the earned terminal degree in the discipline with a minimum of six years of successful faculty service at the rank of Associate Professor. Such appointments may also require licensure in the field of practice.

### **2.5.2 Special Faculty Designations**

Faculty appointments may be designated as Clinical or Visiting.

**Clinical Faculty Appointment.** Clinical Faculty appointments are primarily experiential or clinical in nature requiring supervision and teaching of learners in the clinical or experiential setting. Such appointments may be made at any rank but shall only be appointed as non-security track faculty.

**Visiting Faculty Appointment.** Visiting Faculty appointments are full-time, temporary appointments. Such appointments may be made at any rank but shall only be appointed for a designated period of time and as non-security track faculty.

### **2.5.3 Credit Toward Rank Based on Previous Service**

If prior to appointment as a Wingate faculty member, an individual has served as a full-time faculty member with rank at another accredited institution, that individual may be eligible to receive credit for such previous service to be applied toward that individual's initial rank at Wingate University. Any such credit shall be awarded at the sole discretion of the Provost, shall not exceed three years, and shall count as credit toward promotion only.

### **2.5.4 Administrators with Faculty Rank**

Academic administrators may be offered faculty rank based on prior training, experience, and academic credentials. Such appointments are not presumed and may be granted at the sole discretion of the Provost and shall be determined at the time of appointment.

Faculty appointed to administrative positions after attainment of security at Wingate University shall maintain such security as it pertains to their role as a member of the faculty. Security does not extend to staff contracts.

Administrators who have not attained security at Wingate prior to their administrative appointment shall not be eligible for security at Wingate University. However, all employees with faculty rank, regardless of appointment, are eligible to advance in faculty rank through the faculty review process.

## **2.6 Faculty Appointments with Administrative Responsibilities**

Members of the faculty may accept administrative assignments for which they may be given partial release from faculty responsibilities and/or compensation. Any agreed upon term for such an appointment along with responsibilities, release time, and/or additional compensation shall be stipulated in a letter of agreement. Such duties may be terminated by the University or the faculty member at any time. Such agreements shall be negotiated between the faculty member, the appropriate Dean/Vice Provost, and the Provost.

## **2.7 Honoric Appointments**

### **2.7.1 Professor Emeritus**

In recognition of distinguished service, Wingate University will confer the title “Professor Emeritus” on members of the faculty in good standing who, at the time of their retirement from the University, have served in that capacity for a minimum of fifteen years at Wingate University. Wingate University does not provide emeriti faculty with stipends, but persons holding the title are accorded faculty amenities with regard to social activities, campus recreation, the McGee Center, library privileges, and various cultural activities.

### **2.7.2 Distinguished Professor**

In recognition of distinguished service and exceptional scholarship, Wingate University may confer the title “Distinguished Professor” on members of the faculty in good standing who have attained the rank of professor, and who have attained a national reputation of scholarly excellence in their discipline. Since the attainment of this rank is not automatic, nominations may be made to the Provost and shall be granted by the President at the recommendation of the Provost. Wingate University does not provide Distinguished Professors with a stipend.

### **2.7.3 Dean Emeritus**

In recognition of meritorious service, Wingate University may confer the title of “Dean Emeritus” on Academic Deans in good standing who, at the time of their complete retirement from the University, have served in that capacity for a minimum of fifteen years, and who have provided exceptional service to the University in such capacity. Since the attainment of this rank is not automatic, nominations may be made to the Provost and shall be granted by the President at the recommendation of the Provost. Wingate University does not provide Dean Emeriti with stipends, but persons holding the title are accorded faculty amenities with regard to social activities, campus recreation, the McGee Center, library privileges, and various cultural activities.

## **2.8 Non-Renewal Notification**

In all situations where a person is engaged in performance of faculty service under a one-year agreement, and the University has decided not to enter into another such agreement with that person, and provided that person has not been awarded security as described in the section describing Continuing Contract, the person will be given notice of that decision by April 30 of the year covered by the agreement. The advance notification requirement specified in this Section shall not apply if the faculty member is subject to dismissal pursuant to the Discharge Section of this Faculty Guide, regardless of whether the dismissal is immediate or the University elects to allow the faculty member to complete the semester or the agreement term.

Members of the Wingate University faculty are expected to be supportive of the central task of the institution and to provide an education of quality. The rights and privileges of the faculty members should, therefore, be exercised with discretion and with a sense of loyalty to the institution.

Although many of the policies and procedures specified in this document are similar to those recommended by the American Association of University Professors and other organizations, Wingate University declares that its policies are independent of those of any other agency and that it cannot be bound by interpretations of its policies suggested by such an agency.

Wingate University is a member of an organization which has formally endorsed one or more policy statements of the American Association of University Professors; subunits of the University are members of other associations which have also endorsed such statements. The University does not consider membership in endorsing organizations as binding the University to follow specific AAUP recommendations or as placing obligations on the University to consider AAUP interpretations of the University's regulations as a valid.

## **2.4 Recruitment of Faculty**

Faculty searches are cooperative endeavors of the faculty and the administration based on a shared sense of responsibility. The process begins with an understanding of the nature of the position to be filled and the desired qualifications of the successful candidate. Involved in the process are the Department Chair, Dean, Provost, Faculty, Vice President for Business, President, and Board of Trustees.

The Department Chair, Dean, and the Provost must establish the case for the recruitment of a new teaching faculty member, stating the nature of the need, area of expertise, and recommend rank. The search may start when the President approves the position.

Criteria for the selection of full-time faculty, including expectations of search committees, is available from the Office of the Provost and/or the respective Academic Deans or by clicking *here*.

From time to time, the University may need to hire part-time/adjunct faculty. Part-time/adjunct faculty may not teach more than 7.5 hours per semester. Candidates to be interviewed are selected by the appropriate Dean or Department Chair in consultation with the Provost. Adjunct faculty receive letters of agreement rather than formal contracts. They do not receive benefits, and they have no expectation of continuing employment.

## **2.4 Employment**

### **2.4.1 Terms of Employment**

Employment at Wingate University is based solely upon individual arrangements between the University and each person who is engaged to fill a particular position. No faculty or staff member is deemed to have tenure as to any

position with the University regardless of the length of time a person may have occupied such position and notwithstanding the number of years the person has been connected with the University in any capacity, except for as provided by the awarding of security by the University as outlined in 2.4.3.

## **2.4.2 Faculty Appointments**

Employment is confirmed by a signed, annual agreement stipulating appointment duration, salary, category, faculty rank, and, if appropriate, title. The University may enter into any number of subsequent agreements with the same individual. Salaries are paid in equal installments during the twelve-month period covered by the agreement. Faculty agreements assume preparation and professional development are in progress year-round. The University may call upon faculty members for service when classes are not in session at no additional compensation (e.g., student orientation, faculty training, and other University activities).

The University offers two appointment categories – security track and non-security track. The category of appointment offered is determined by the Provost in consultation with the Dean/Vice Provost before the position announcement is posted. The category is based on the needs of the University.

### **2.4.2.1 Non-Security Track Appointments**

A non-security track appointment is an annual agreement stipulating duration, salary, faculty rank and, if appropriate, title. The University may enter into any number of subsequent annual agreements with the same individual. Nothing about this agreement presumes ongoing employment or security beyond the annual agreement. The faculty ranks of Assistant Professor, Associate Professor, and Professor may serve as non-security track appointments. Instructors, clinical faculty, and administrators with faculty rank shall serve as non-security track appointments.

### **2.4.2.2 Security Track Appointments**

A security track appointment is an annual agreement stipulating duration, salary, faculty rank and, if appropriate, title. Such an agreement shall in no case extend beyond one year in duration for the initial six years of employment. The University may choose not to renew the annual contract without cause within the first six years of employment. The faculty ranks of Assistant Professor, Associate Professor, and Professor may serve as the security track appointments.

### **2.4.2.3 Adjunct Appointments**

Adjunct faculty are appointed in non-security track part-time positions. Adjunct appointments carry no fringe benefits, and are renewable at the option of the University

## **2.4.3 Continuing Contract**

A continuing contract is an annual agreement stipulating duration, salary, and faculty rank. Such an agreement is reserved for faculty within the security track. Security, in the form of continuing contract, is awarded beginning with seventh annual agreement, provided the individual performs in a manner satisfactory to the University and is recommended for security by the Provost. Once awarded security, further contracts are presumed unless the administration demonstrates cause for dismissal before a body of faculty peers. Only faculty appointed on the security track at the faculty ranks of Assistant Professor, Associate Professor, and Professor are eligible for continuing contract.

## **2.5 Faculty Rank**

Academic rank for faculty appointments is granted by the Provost. Determination of rank will be justified by prior training, experience, and academic credentials.

**2.5.1** The following criteria shall be used to determine faculty rank at the time of appointment.

**Instructor.** Faculty appointed to the rank of Instructor generally hold the earned Master's degree or 18 credit hours of graduate education in the discipline of instruction from an accredited institution of higher education. Such appointments may also require licensure in the field of practice.

**Assistant Professor.** Faculty appointed to the rank of Assistant Professor will hold the earned terminal degree in the discipline from an accredited institution of higher education. Such appointments may also require licensure in the field of practice.

**Associate Professor.** Faculty appointed to the rank of Associate Professor hold the earned terminal degree in the discipline with a minimum of six years of successful faculty service at the rank of Assistant Professor. Such appointments may also require licensure in the field of practice.

**Professor.** Faculty appointed to the rank of Professor hold the earned terminal degree in the discipline with a minimum of six years of successful faculty service at the rank of Associate Professor. Such appointments may also require licensure in the field of practice.

### **2.5.2 Special Faculty Designations**

Faculty appointments may be designated as Clinical or Visiting.

**Clinical Faculty Appointment.** Clinical Faculty appointments are primarily experiential or clinical in nature requiring supervision and teaching of learners in the clinical or experiential setting. Such appointments may be made at any rank but shall only be appointed as non-security track faculty.

**Visiting Faculty Appointment.** Visiting Faculty appointments are full-time, temporary appointments. Such appointments may be made at any rank but shall only be appointed for a designated period of time and as non-security track faculty.

### **2.5.3 Credit Toward Rank Based on Previous Service**

If prior to appointment as a Wingate faculty member, an individual has served as a full-time faculty member with rank at another accredited institution, that individual may be eligible to receive credit for such previous service to be applied toward that individual's initial rank at Wingate University. Any such credit shall be awarded at the sole discretion of the Provost, shall not exceed three years, and shall count as credit toward promotion only.

### **2.5.4 Administrators with Faculty Rank**

Academic administrators may be offered faculty rank based on prior training, experience, and academic credentials. Such appointments are not presumed and may be granted at the sole discretion of the Provost and shall be determined at the time of appointment.

Faculty appointed to administrative positions after attainment of security at Wingate University shall maintain such security as it pertains to their role as a member of the faculty. Security does not extend to staff contracts.

Administrators who have not attained security at Wingate prior to their administrative appointment shall not be eligible for security at Wingate University. However, all employees with faculty rank, regardless of appointment, are eligible to advance in faculty rank through the faculty review process.

## **2.6 Faculty Appointments with Administrative Responsibilities**

Members of the faculty may accept administrative assignments for which they may be given partial release from faculty responsibilities and/or compensation. Any agreed upon term for such an appointment along with responsibilities, release time, and/or additional compensation shall be stipulated in a letter of agreement. Such duties may be terminated by the University or the faculty member at any time. Such agreements shall be negotiated between the faculty member, the appropriate Dean/Vice Provost, and the Provost.

## **2.7 Honorary Appointments**

### **2.7.1 Professor Emeritus**

In recognition of distinguished service, Wingate University will confer the title “Professor Emeritus” on members of the faculty in good standing who, at the time of their retirement from the University, have served in that capacity for a minimum of fifteen years at Wingate University. Wingate University does not provide emeriti faculty with stipends, but persons holding the title are accorded faculty amenities with regard to social activities, campus recreation, the McGee Center, library privileges, and various cultural activities.

### **2.7.2 Distinguished Professor**

In recognition of distinguished service and exceptional scholarship, Wingate University may confer the title “Distinguished Professor” on members of the faculty in good standing who have attained the rank of professor, and who have attained a national reputation of scholarly excellence in their discipline. Since the attainment of this rank is not automatic, nominations may be made to the Provost and shall be granted by the President at the recommendation of the Provost. Wingate University does not provide Distinguished Professors with a stipend.

### **2.7.3 Dean Emeritus**

In recognition of meritorious service, Wingate University may confer the title of “Dean Emeritus” on Academic Deans in good standing who, at the time of their complete retirement from the University, have served in that capacity for a minimum of fifteen years, and who have provided exceptional service to the University in such capacity. Since the attainment of this rank is not automatic, nominations may be made to the Provost and shall be granted by the President at the recommendation of the Provost. Wingate University does not provide Dean Emeriti with stipends, but persons holding the title are accorded faculty amenities with regard to social activities, campus recreation, the McGee Center, library privileges, and various cultural activities.

## **2.8 Non-Renewal Notification**

In all situations where a person is engaged in performance of faculty service under a one-year agreement, and the University has decided not to enter into another such agreement with that person, and provided that person has not been awarded security as described in the section describing Continuing Contract, the person will be given notice of that decision by April 30 of the year covered by the agreement. The advance notification requirement specified in this Section shall not apply if the faculty member is subject to dismissal pursuant to the Discharge Section of this Faculty Guide, regardless of whether the dismissal is immediate or the University elects to allow the faculty member to complete the semester or the agreement term.

## **2.5 Developmental Sequences for a New Faculty Member**

Within this section is a procedural outline of the various steps that faculty complete as they mature to experienced professionals. In hiring a faculty member, careful attention is

given to determine the best match between the needs of Wingate University and the needs of the faculty member. Actually, this is the first evaluation stage.

### **2.5.1 The First Year of a New Faculty Member**

New faculty members complete an orientation program, and a mentor is assigned to assist each new faculty member during the first year on the job. During this orientation, copies of the Faculty Guide are distributed to all new faculty members.

Department Chairs and Deans assign teaching loads and (usually) the new faculty member is assigned to one of the standing committees of the Faculty Assembly, but only on rare occasions are advisees assigned to a first-year faculty member.

The appropriate Dean's Office arranges for classroom visits to complete an observation of the teaching procedures of the new faculty member. A pre-conference is arranged for each observation, if possible, to discuss what will occur during the class period. A post conference is often completed involving the observer and the new faculty member. A written observation report is prepared and given to the new faculty member for his or her reaction and signature (to indicate that he or she has had an opportunity to review the comments and suggestions).

If there are no areas of concern and the observation report has both signatures of the new faculty member and the observer, the signed copy is placed in the file of the new faculty member in the Dean's Office; however, if there are some concerns, steps are taken to assist the new faculty member in his or her progress through the first year. The appropriate Dean will discuss the concerns with the faculty member and attempt to provide assistance. Often, the mentor is asked to give additional help, the new faculty member may be asked to observe an experienced faculty member (with that member's approval) who has demonstrated successful procedures, or other observations may be scheduled. If other observations are completed, written reports are prepared and given to the faculty member and procedures are followed as previously described.

At any time the new faculty member may write a rebuttal to the report and have it placed with his or her file. Reports are signed by both the faculty member and the observer(s) and copies are placed in the file of the faculty member, along with any rebuttals. To continue the normal developmental procedures, the Dean will ask two other faculty members to complete peer evaluations by observing at least one class each of the new faculty member and follow the procedures as described in the previous sections.

Toward the end of the first semester, evaluations are sent to students with follow-up reminders as needed. The results of the evaluations are provided to the Deans and Department Chairs immediately and to the faculty member when grades are submitted.

In December of the first year of teaching at Wingate University, the new faculty member meets with his or her Dean/Department Chair to discuss his or her progress during the first semester, to review the expectations (criteria for continuing and merit awards), and to prepare a set of personal goals and objectives for the next calendar year (with the understanding that, beginning with the second annual conference, he or she will be asked to do a self-assessment of these goals and objectives prior to the December conference). The Dean/Department Chair develops a written report of the conference as an assessment/evaluation of the progress of the new faculty member to-date and assigns a numerical value (described in section ) for continuing and merit recommendation. The report is sent to the faculty member for any response. It is at this evaluative stage that any concerns in regard to whether the first-year faculty member should be reappointed for another year are made known to him or her. What the faculty member should do to alleviate the concerns is also suggested by Dean and/or Department Chair. Again, the faculty member has the option of writing a rebuttal to the evaluative report or to sign the report indicating that he or she agrees with the assessment/evaluation conclusions.

The evaluative data from classroom observations, student evaluations, assessment/evaluation conference(s), responses from new faculty, and the goals and objectives for the next calendar year are sent to the standing Personnel Committee of the Faculty Assembly for their consideration and recommendations for reappointment and any merit increases and to begin the data collection procedures for promotion and continuing contracts. The Personnel Committee considers all assessment/evaluation reports and other materials to develop a ranking for each faculty member. If the ranking by the Personnel Committee does not agree with the ranking by the Dean, the Dean will be asked to appear before the Committee to discuss the differences. If the Dean changes his or her initial ranking, then the faculty member must be informed. The Personnel Committee conveys its recommendations to the Provost.

During the first half of the second semester, the progress of the new faculty member will be monitored, especially if some difficulties have been noted. Any additional data is given to the Provost. The Provost will meet with the Personnel Committee to report any areas of disagreement in regard to the rankings of faculty members and reasons for the disagreements. If the Personnel Committee recommends that a second-year contract not be given and the Provost agrees with the recommendation, the faculty member is informed of the decision. The faculty member will be given a chance to respond in writing. If the decision is to recommend that the faculty member be given another contract, this is the recommendation that will be followed; however, if the decision is not in favor of the faculty member, this decision is discussed with the President. The President may talk to the faculty member and ask the Personnel Committee to reconsider, make the decision to not renew the contract, or (at the request of the faculty member) appoint a Committee of Peers (who are not members of the Personnel Committee) to examine the situation, (using procedures as described with the

Personnel Committee) and make a recommendation to him. Using all available evidence, the President will make a decision to grant another contract or to not grant another contract. Continuing with the usual procedures, contracts for the next academic year will be issued after the April meeting of the Board of Trustees.

### **2.5.2 Second Year Through Sixth Year – Continuing Probationary Years**

During these years, efforts are made to continue the professional development of the faculty members. The faculty members are asked to go through Advisor Training and assume advisees within their areas of expertise. Some funds are available for professional development opportunities.

Every semester of each year, students are asked to complete the classroom evaluations for every class. Each year, the faculty member completes a self-assessment of goals and objectives, organizes a report for the year, and develops goals and objectives for the coming calendar year. Each year, the Department Chair and/or Dean conduct an evaluative conference with each faculty member.

During the third year of the faculty member, peer evaluations are again conducted and procedures similar to those procedures outlined in Section 2.5.1 are followed.

During the sixth year, a comprehensive evaluation is conducted for the purpose of determining whether a faculty member should be given a continuing contract or not. Again, the standing committee, Faculty Personnel, makes recommendations within this area, and the established procedures are followed.

### **2.5.3 The Sixth Year and Beyond**

Every six years, the continuing faculty member is evaluated with peer observations, alumni evaluations, and records of performance during the six years. The purposes of such evaluations are to encourage the faculty member to remain up-to-date and continue to grow professionally. If some areas of concern arise during these evaluations, discussions are conducted one on one with the faculty member and the appropriate Dean or the Provost to develop a plan to alleviate the concerns. If an agreeable solution is not reached, the matter is referred to the Personnel Committee to conduct a hearing and to make a recommendation to the President concerning the status of the faculty member. Department chairs report through their Dean to the Provost. Deans report to the President through the Provost.

Faculty members are paid their salary stated in their written agreement in equal installments during the twelve-month period covered by the written agreement. Faculty agreements are based on service during the academic year, with an understanding that preparation and professional development are in progress during the summer months and that the University may call upon faculty member for service at no additional compensation (e.g., orientation and other assigned duties) during vacation periods.

Faculty members who are employed to teach summer school receive additional

remuneration according to the number of classes taught and the student enrollment in each. Compensation for teaching a 3-hour course will normally be equal 1/18 (.0556) of annual salary for the preceding academic year. Courses carrying different credit will be paid for with salaries adjusted pro rata (.0185 per semester hour). These formulas will apply for classes with 8 or more students. Other regulations regarding summer school compensation may be obtained from the office of the Provost.

Faculty members' names may not be included as authors in any scholarly work in return for supervision.

The official University work week for all employees is Saturday through the succeeding Friday.

## **2.6 Extra-Institutional Employment of Faculty Members**

No full-time faculty member may accept extra-institutional employment without first obtaining the written approval of the Provost. Requests for approval should be submitted in writing to the Provost and should describe the nature of the proposed extra-institutional employment, including its weekly schedule and expected duration. This policy is applicable to self-employment, as well as employment by others.

Faculty members should avoid conflicts of interest with respect to extra-institutional employment. No University funds, supplies or resources shall be used, directly or indirectly, in connection with extra-institutional employment. No University time shall be directed to extra-institutional employment. Care must be taken to assume that the extra-institutional employment does not diminish the personal energy level for meeting responsibilities to the University.

No person may hold full-time employment elsewhere while holding full-time employment or appointment with Wingate University.

A faculty member should inform in writing the dean or department chair of specific plans for graduate study well before the beginning of the academic term involved in order to be certain the University will acknowledge such study as advancing the person's professional standing in the University and as being consistent with his/her University duties and responsibilities. Whenever such plans include taking more than one course concurrently with teaching full time, written approval must be secured in advance from the Provost.

Wingate University encourages active involvement by faculty members in church and community life. It is expected, however, that a sense of professional ethics will prevent any obligations outside the University from interfering with the proper and total discharge of one's University responsibilities. When questions of interpretation arise, faculty should discuss the matter with the Provost with any final decision confirmed in writing.

## 2.7 Expectations of Faculty

The following section gives faculty members an outline of general expectations. Meeting of these expectations is considered minimal. Members should seek to surpass rather than to meet minimum standards.

### 2.7.1 Value Orientation

Wingate University espouses a philosophy of higher education anchored in Christian values. These values include a dedication to truth, honesty, and social responsibility in both speech and action. One's conduct, conversation, and attitudes with students, in and out of the classroom, should reflect a Christian perspective. In all facets of living, one's inculcation of these ideals through example is paramount. Faculty members are expected to demonstrate respect for students as persons and to be good ambassadors for the University when dealing with current and prospective students and the general public. Faculty are expected to devote their full energy to their work, consonant with a strict academic atmosphere. The University requires of each faculty member evidence of continuing competency and professional vitality and high standards of professionalism, morality, and conduct.

### 2.7.2 Teaching

The University expects a faculty member to fulfill the teaching assignments made by the Provost through his/her dean or department chair. Normally, faculty members are expected to teach 24 credit hours each academic year, or the equivalent. If an individual should, on an exceptional basis, be required to teach additional hours, additional compensation will be rendered.

While consistency of load will be sought, faculty members should realize that variations will occur from semester to semester. Faculty members are expected to meet all scheduled classes unless University responsibility or personal emergency forces the faculty member to be absent. If the faculty member must be absent, he or she will notify the appropriate dean or department chair as promptly as reasonably possible. Faculty members are expected to post and maintain a minimum of 9-10 office hours weekly and other hours by appointment. (Part-time instructors should consult department coordinators regarding office hours.)

Classroom teaching should be approached creatively, reflecting an understanding that learning is a dynamic interaction of persons. Since education is constantly changing, teaching practices and learning methodologies need continual examination and revision. Testing and evaluation should be accurate and fair and should be integral to the organization and presentation of the course.

#### 2.7.2.1 Basic Expectations of Teaching

Below is an overview of basic expectations with regard to teaching. Many of the items listed are described in more detail beginning with

#### Section 2.9.2.2.

- Prepare complete, clear course syllabi each semester.
- Meet all classes every time and on time.
- Post and maintain required number of office hours.
- Accept and perform all basic responsibilities – e.g., getting book orders in on time, turning grades in on time, etc.
- Maintain good working relationships with staff, peers, and students.
- Maintain at least –average student ratings and use the student course evaluations to enhance teaching efforts.
- Devise assessments in each course to evaluate student learning outcomes.

#### 2.7.2.2 Teaching Effectiveness

These statements characterize effective classroom teaching but do not constitute an exhaustive list. They are offered as minimum expectations for teaching faculty. At the same time, it is recognized that faculty members may be stronger in some characteristics than in others. Evaluations will therefore examine strengths and weaknesses in relative terms with a consistent goal of maximizing the assets and addressing the weaknesses.

- command of one's subject
- high expectations for self and students
- possession of the attributes of integrity, industry, open-mindedness, and objectivity in teaching
- organization of subject matter and its presentation in a clear, logical, imaginative manner
- knowledge of current developments in one's discipline
- development and utilization of effective teaching methods and strategies
- construction of reasonable but challenging interactions between the student and the course material
- development of relationships between one's subject and other areas of knowledge
- stimulation of student participation at a level and character appropriate to the subject
- formulation, description and implementation of evaluation of student work in a fair and appropriate manner
- return of graded materials in a timely manner
- availability for and effectiveness in academic assistance to students outside of class
- inclusion of new components in one's courses in a planned updating of instruction

Evidence of teaching effectiveness can be drawn from, but is not limited to:

- written annual goals and objectives
- written annual self-evaluations
- student course evaluations
- student advising evaluations
- written reaction by the chairperson based on classroom observation
- written reaction based on classroom observation by any or all of the following: other faculty members in the department, other faculty members from other departments, appropriate persons outside the university
- examination of teaching materials: syllabi, course materials, tests, students' papers, etc.
- assessment of student learning outcomes in individual courses
- department chair interviews
- analysis of class size and number of preparations
- supervision of independent studies and internships
- development and implementation of new course offerings
- engagement in course-related supervision/evaluation activities
- alumni evaluations

### 2.7.2.3 Course Syllabi and Guidelines

Faculty members are expected to provide syllabi for their students during the first class period of each class.

Each course syllabus should contain the following:

- professor's name, office number, phone number, e-mail address, and office hours.
- textbook(s) to be used.
- approximate dates for major tests
- learning objectives of the course (what does the professor wish to accomplish in the course? What does the professor expect the students to have learned by the end of the course?)
- an outline or listing of course content.
- a statement concerning major out-of-class assignments, with the dates, as well as an indication of dates for major tests, projects, and assignments. If any participation outside of normal class hours will be required, this should be specified in the syllabus.
- a description of the grading system to be used, including the relative weight given to major tests, final exam, etc.
- if there is an attendance policy which could affect the grade, the penalties for excessive unexcused absences should be stated.
- any other specific detailed information (including dates,

where appropriate) which the faculty member is able to provide and which would be helpful to the student (e.g., reading assignments and due dates) (a graded assignment, exam, or quiz should be scheduled within the first 25% of the semester or session).

- reference to Honor Code and disability statement.

A copy of the current syllabus for each course should be kept on file with the Dean's/Department Office. It is recognized that the syllabus is an initial general outline of a course, and that such things as additional calendar events and the degree of progress of the students may necessitate some adjustments.

#### **2.7.2.4 Class Attendance**

Official academic policies are contained in the catalog. Information on class attendance by students, drop-add procedures, and student withdrawal information is explained. Each professor should keep a record of attendance and be able to supply the Academic Resource Area with records of class attendance upon request.

#### **2.7.2.5 Readings, Projects and Term Papers**

Faculty members should encourage outside readings and projects and should give assistance to students. Faculty shall give ample written notice of assignments, reports, and special projects and should spread due dates for such assignments throughout the semester.

#### **2.7.2.6 Mid-Semester Reports**

Faculty members may use their own methods of evaluating students at mid-semester. A mid-term progress report should be submitted on all students. No grade reports will be submitted on students who have dropped officially. These deficiency reports do not become part of students' permanent records.

Faculty members should make an effort to be available for personal conferences with students to discuss grades, test scores, and general work in class.

### **Examination Policies**

Faculty members should assess student performance as frequently as practical. Final assessments will be given at the end of each semester within the approved final assessment periods designated by the Registrar. Students and Administrative Assistants are not allowed to proctor examinations. If a faculty member must be absent on a test day, he/she should make arrangements to have an approved agent administer the examination.

Faculty members should retain graded assessments for the period of one year. At the end of the semester, part-time faculty members must leave all graded assessments and a copy of the grade book with their respective department chair, program director, or dean.

### Class Periods

All classes are expected to meet according to official schedule. Professors may not change the hour of a class on their own authority. Any proposed change necessary to accomplish purpose of the class, such as a field trip, must be cleared in advance with the respective vice provost, dean, or program director. Any circumstances which necessitate an instructor’s absence from a class meeting, such as an illness, must also be cleared with respective vice provost, dean, or program director. The room assigned to a particular class may not be changed without a process.

MWF	MW	TR
8:00 – 8:50 AM		8:00 – 9:15 AM
9:00 – 9:50 AM		9:30 – 10:45 AM
10:00 – 10:50 AM		11:00 – 12:15 PM
12:00 – 12:50 PM		12:30 – 1:45 PM
1:00 – 1:50 PM		2:00 – 3:15 PM
2:00 – 2:50 PM	2:00 - 3:15 PM	3:30 – 4:45 PM
3:00 – 3:50 PM	3:30 – 4:45 PM	

### New Course Development, Approval, and Implementation

Proposals for new courses should be approved first by the department’s faculty and then submitted to the chair of Academic Affairs by the Vice Provost, Dean, or Program Director of the respective unit. The administrator’s electronic submission indicates their full support for the course proposal *and* the availability of the necessary financial and human resources to support the proposal. The Academic Affairs Committee will consider the academic merits of the proposal, and if approved, the Chair of the Committee will report the new course(s) to the Registrar and Faculty Senate. Proposals should include the following:

- A course description including any prerequisites and suggested course level (*e.g.*, freshman, 100, sophomore, 200).
- A prospective syllabus that includes a list of typical assignments and the learning objectives/outcomes to be covered in the course.
- An explanation of the need for the new course, including a justification of any overlap with other courses, and how the course will fit into the curriculum of the department, the division, and the University.

- A description from the department chair of the overall impact of the new course. The description should include items such as staffing needs, faculty needs, equipment needs, library resources, and economic impact, as well as how these needs will be met.

### 2.7.2.7 Books and Supplies

All books and materials to be used by students, except experimental materials for laboratories, are to be ordered and sold through the Wingate University campus store.

Textbooks should be chosen by the department for survey courses and by the faculty members in consultation with the chairperson for individual courses. Textbooks should be adopted for a minimum of two years.

Requests for exceptions to this policy must be made with due process through the departmental chairperson. Circumstances such as new faculty, new editions, excessive errors in the chosen text, etc., may require a change in text more frequently than the two year policy. In addition, certain courses, by their nature, will require a new textbook every semester or every year.

### 2.7.3 Professional Growth

The most effective teaching involves engaging students fully in the learning process both inside and outside the classroom. Such engagement requires that faculty themselves maintain programs of scholarly and creative activity that will keep them current in their fields. To this end, each faculty member shall be engaged in personal learning and development related to the individual's teaching assignment. Scholarly activity refers to those pursuits that increase one's knowledge of the scholarly community. Research, which is one type of scholarly activity, refers to those pursuits that lead to the presentation for critical response of one's findings or interpretations to a community of scholars of one's discipline or of other disciplines. Creative activity refers to those pursuits that lead to the production of works of art, whether visual, dramatic, or musical. Scholarly and creative activity is understood to go beyond the usual preparation of courses. Each faculty member is expected to hold membership in at least two relevant scholarly associations, to participate in their meetings and study their publications regularly, and to maintain currency in the discipline. Funding to support research, other scholarly activity, and creative work of the undergraduate faculty is administered through the Office of the Provost.

Evidence of scholarship and professional development includes, but is not limited to:

#### **Level A**

- publication of a scholarly book
- invited or juried exhibits, concerts, performances of regional or national scope
- award of a research or program grant from an outside agency
- publication of individual or collaborative papers in a refereed academic journal
- publication of collaborative papers with undergraduates in an academic journal
- publication of a textbook
- publication of technical reports, workbooks, study guides and other pedagogical materials
- publication of a chapter in a scholarly book
- receiving the Corts Award for Excellence in Teaching
- organizing and conducting professional workshops, seminars, and field trips
- invited speaker at a national or international conference
- serving as a professional consultant on a regional or national scope

#### **Level B**

- application for major research/teaching grant from an outside agency
- implementation of a Summer Research Project
- receiving fellowships and awards of state or regional scope
- presentation of individual papers at state, regional, national, or international meetings and conferences
- presentation of collaborative papers with undergraduate (presented by the faculty or the undergraduate) at state, regional, national, or international meetings and conferences
- publication of review articles or essays
- receiving the Spivey Research Instructorship
- awarding of sabbaticals
- performance of a music recital or art exhibit
- performance or publication of literary, artistic, and other creative works
- invited speaker at a state or regional conference
- publication of scholarly reviews of other professionals' books or performances
- participation in professional meetings, seminars, workshops, field trips, etc. with undergraduates
- acquisition of professional certifications or professional licenses
- collaborative research efforts with outside institutions, agencies, or companies
- serving as an officer or a member of a board or committee of a national or international professional organization
- retraining to teach a new course

#### **Level C**

- literary or artistic production or performance within the institution

- preparation of draft manuscripts of scholarly books, articles, or grant reports
- preparation of grant application for Wingate University Summer Research program
- establishment of an ongoing research program with undergraduates at Wingate
- establishment of an ongoing personal research program at Wingate
- invited speaker at another college or university
- presentation to Wingate University Faculty Forum
- participation in regional or national Faculty Development Workshops
- participation in continuing education or maintaining professional license
- participation in professional meetings, seminars, field trips, etc.
- serving as a program chair or panel discussant at a professional meeting
- serving as a reviewer for manuscripts for journals and publishers
- evaluating proposals for granting agencies
- serving as an officer or a member of a board or committee of a state or regional professional organization
- serving as a professional consultant in the local community
- local awards for achievement
- presentations at local organizations, such as book reviews, lectures, etc.

#### **2.7.4 Service to the University**

Faculty members are expected to participate in departmental and University Faculty Assembly meetings. Committee assignments and requests for special service judged within one's capabilities should be accepted and faithfully discharged. Faculty should participate in the formation of departmental and faculty policies and should abide by departmental and faculty decisions. Apart from extraordinary circumstances, all faculty members will serve as academic advisors (basic expectation of service).

Service to the University includes, but is not limited to:

**Level A**

- serving as department chair
- serving as chair of a major committee
- serving as chair of a special task force
- serving as an academic advisor to 20 or more student advisees

**Level B**

- serving as a member of a major committee
- serving as a member of a special task force
- serving as chair of a minor committee
- serving as a program coordinator
- serving as an academic advisor for 10-19 student advisees
- serving as a mentor for a new faculty member
- teaching Wingate 101
- teaching a W'International course
- serving as an advisor for the Student Government Association
- planning and implementing local or institutional exhibits, contests, performances, etc.

**Level C**

- serving as a member of a minor committee
- serving as an academic advisor for 1-9 student advisees
- participating in development activities
- participating in recruitment activities
- engaging in non-course-related supervision activities
- serving as a sponsor or advisor of a student club or organization
- teaching in summer school
- teaching at the Metro College in Matthews
- generating internships, contributing to placement activities, and supervising student-teacher activities
- participating in peer evaluations or colleagues
- participating in church and its related activities which strengthens the University's image in the community
- participating in community volunteer organizations in a manner which strengthens the University's image in the community
- representing the University at external events at the University's request

**Major Committees** (scheduled monthly meetings or equivalent with regular proposals submitted to the Faculty Assembly, the Vice-President for Academic Affairs, or the President; time and effort intensive with policy-making functions)

Academic Affairs

Faculty/Staff Search Committee

Academic Appeals	Faculty Personnel
Athletics	Faculty Development
Lyceum	
Task Force appointed by the President or the Vice-President for Academic Affairs	

**Minor Committees** (regular semester meetings or as needed; significantly less time and effort with oversight functions)

Enrollment Management	Committee on Committees
Business Affairs	Teacher Education
Courtesy and Hospitality	Honors
Student Affairs	Library
Development and Public Relations	

Faculty input for committee assignments can be addressed in writing to the Committee on Committees; each faculty member should indicate willingness to serve as either a member or a chair of a major or minor committee. Graduate programs may have a different set of committee structure, but may also be assigned to standing committees of the Assembly.

## 2.8 Professional Development for Teaching Faculty

Wingate University encourages and supports the professional development of the teaching faculty as they continue to learn and grow as scholars and artists.

### 2.8.1 Faculty Travel

Undergraduate faculty travel requests for professional activities during the academic year are due in the Office of the Provost by October 1st. A professional development form must be completed for each request (available on the Forms page of the University's website). The form requires the signature of the Department Chairperson (if applicable) and the Dean. Professional development

funding for graduate faculty should be requested in the Offices of the respective Deans.

### 2.8.2 Summer Research Grants

The Reeves Summer Research program supports collaborative, discipline-related summer research projects between a faculty member and a student. The projects, which are proposed to the Academic Enrichment Committee early in the spring semester, are designed to begin on June 1 and to be concluded within a 10-week period. In deciding which proposals are to be selected for sponsorship and at what funding level, the Committee considers scholarly merit of the project, degree of student involvement, student GPA, feasibility of the proposal as a collaborative summer project, budgetary implications, potential for publication of results, impact of the project on the faculty member's professional growth, and the impact of the project on the student's educational development.

Each project receives funding for the following: a stipend for the supervising faculty member, a stipend for the student involved, a housing allowance for on-campus student lodging, a travel allowance to assist the student to present the project results at a conference or comparable professional venue, and a budget for the project's operational expenses as proposed by the faculty member. All projects culminate during the academic year in a public presentation by the research team to the University as a whole. The faculty member is expected to submit a project summary to the Coordinator of Undergraduate Research, Office of the Vice Provost for Student Engagement, by October 1st.

### 2.8.2 W'International Program and other Study Abroad Programs

Wingate University has a high level of commitment to providing international opportunities for students and faculty. As such, international faculty development opportunities are encouraged. Details for options for undergraduate faculty, including guidelines for W'International proposals, may be found in the Office of International Studies and Students.

### **Sabbatical Leave**

University policy provides for the granting of sabbatical leaves for the purpose of professional development of the security track faculty. Each year, the Provost will inform the Committee on Faculty Development of the number of sabbaticals that may be approved. Sabbatical leaves are not automatic with the accumulation of years of service and are regulated by budgetary and other considerations.

To be eligible to apply for a sabbatical, the faculty member must have completed at least six years of full-time teaching at Wingate University (by the date the leave begins), have been awarded professional security, and must not have had a sabbatical leave in the previous six years.

A faculty member eligible for a sabbatical may apply for sabbatical leave for the entire academic year at half salary or for either the fall or spring term at full salary. The faculty member applies for a sabbatical by completing the Sabbatical Request Form, outlining sabbatical-worthy plans. The faculty member will not be otherwise employed during the sabbatical unless the employment is approved by the Provost.

The Sabbatical Request Form will be submitted by the requesting faculty to the respective dean or program director who will make a formal recommendation to the Vice Provost for Faculty Affairs who will forward preliminarily approved proposals to the Committee on Faculty Development. The application deadline is November 15<sup>th</sup>.

Within the dean's/program director's formal recommendation, a statement regarding whether the department is able to cover the course load of the faculty member without the cost of a replacement faculty member or at minimal replacement cost through part-time faculty must be included. The dean/program director will also certify that the absence of the individual faculty member will not unduly disadvantage students or the respective program.

The recommendation of the Committee on Faculty Development will be submitted to the Provost for final consideration.

A faculty member to whom a sabbatical is granted must, upon completion of the sabbatical leave, submit to the Vice Provost for Faculty Affairs a full report of professional activities accomplished during the sabbatical.

Any faculty member accepting a sabbatical leave is obligated to return to the University after completion of the sabbatical period and to resume teaching duties for a period of at least one year. As a part of accepting a sabbatical, the faculty member will be required to agree to the terms of the leave.

### **Spivey Instructorship**

The bequest of Mr. and Mrs. James L. Spivey has established The Spivey Instructorship to provide support for a single, selected member of the Wingate University faculty.

The purpose of the program is to name as “Spivey Scholar” a full-time, security track faculty member whose teaching load for one academic year will be reduced by one-half (each semester) to allow for research. The Spivey endowment provides only for the payment of substitute instructors.

Applications shall be judged according to the quality of the proposed research project and likelihood of accomplishing the goal through publication or other presentation appropriate to the respective discipline.

The Spivey Request Form will be submitted by the requesting faculty to the respective dean or program director who will make a formal recommendation to the Vice Provost for Faculty Affairs who will then forward preliminarily approved proposals to the Committee on Faculty Development. The application deadline is November 15<sup>th</sup>. The recommendation of the Committee on Faculty Development will be submitted to the Provost for final consideration.

## **2.9 Faculty Evaluation and Promotion**

The faculty at Wingate University is dedicated to providing students with quality education in a person-centered community where truth is sought and revered in an atmosphere of Christian concern. To provide quality education, faculty members

are expected to be prepared in their respective areas and to serve as positive role models to students. The purpose of a consistent faculty evaluation system is to maintain a high quality of teaching performance, to encourage excellence, and to provide direction for faculty development.

All evaluations of faculty performance are conducted openly and with the faculty member's full knowledge. Criteria for faculty performance must be directly and clearly related to the job effectiveness of the faculty member.

Evaluations, both annual and comprehensive, include students' assessment of the classroom experience. A 2006 Faculty Assembly decision requires that comments from student course evaluations be included with the quantified responses. Self-evaluations are also part of all full-time faculty assessments, documenting from year-to-year the progress the faculty member has made towards short-term and long-term goals in teaching, scholarship, and service.

In the interest of providing meaningful feedback for faculty members and to maintain the openness of the evaluation process, each full-time faculty member meets with his/her respective Department Chairperson or Dean once a year to discuss the faculty member's professional development and future goals. The Department Chairperson or Dean writes a draft of his/her assessment of the faculty member and gives the draft to the faculty member to review. Once the faculty member has had an opportunity to read the draft evaluation, he/she writes a response to the Department Chairperson or Dean either indicating agreement with the draft as it is written or suggesting changes, additions, or clarifications to the evaluation. The Department Chairperson or Dean reads the faculty member's response, makes changes to the draft as appropriate, and submits to the office of the respective Dean a copy of the clearly-labeled draft, the faculty member's response, and the finalized written evaluation with the signatures of both the faculty member and the evaluator. A copy of the final evaluation is also given to the faculty member. In the Cannon College of Arts and Sciences, the Dean is responsible for conducting comparable evaluations of the Department Chairpersons.

The Dean reviews all the materials in each faculty member's file, prepares his/her own written evaluation, and makes a merit rating recommendation. Completed evaluation files are taken to the Office of the Provost for review by the Faculty Personnel Committee.

The Faculty Personnel Committee makes recommendations to the Provost regarding merit salary increases for faculty, basing these recommendations on the quality of each faculty member's performance in meeting the standards described in the –Expectations of Faculty,|| Section 2.9. The Provost makes specific salary recommendations

to the President based on the recommendations of the Committee and on the assessments of the Provost.

The Provost is solely responsible for evaluation of the Deans.

### 2.9.1 Evaluation Schedules

Wingate University’s evaluation system for teaching faculty is comprised of regular annual evaluations supplemented by periodic comprehensive evaluations based on years of service. Within the first six years of employment, faculty members are evaluated comprehensively during the 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> years. Thereafter, faculty members are involved in comprehensive evaluations once every six years of continuous employment. In special circumstances, as with hiring agreements or interrupted employment, the Provost will determine when the six-year cycle of comprehensive evaluations begins.

The schedule for collecting evaluation materials is designed to allow adequate time for review by Department Chairpersons, Deans, and the Faculty Personnel Committee. Materials for most evaluations are collected during the calendar year preceding the academic year of evaluation. When the University is obligated to notify faculty members of evaluation results earlier than usual, as is the case with 6<sup>th</sup>-year review and promotion review, materials are collected from the preceding academic year. Below is a table that summarizes the elements of each evaluation category as well as the approximate dates by when each is due. Details of the materials collected for each evaluation category are listed in the following sections.

### 2.9.2 Elements of Faculty Evaluations

<b>Comprehensive Evaluations</b>					
<b>Elements</b>	<b>Collected during the calendar year</b>			<b>Collected in academic year</b>	
	<b>Annual</b>	<b>1<sup>st</sup>-Year</b>	<b>3<sup>rd</sup> &amp; 6<sup>th</sup> Multiple</b>	<b>6<sup>th</sup>-Review</b>	<b>Promotion</b>
Student evaluations	spring, fall	fall only	spring, fall	fall, spring	fall, spring
Professional goals	early Dec.	early December	early December	by September 20	by September 20
Self-evaluation	early Dec.	early December	early December	by September 20	by September 20
Comprehensive self-evaluation	-----	-----	early December	by September 20	-----
Revised vita	-----	-----	early December	by September 20	by September 20
All course syllabi	-----	-----	-----	by September 20	by September 20
Evidence of prof. production	early Dec. (optional)	early December (optional)	early December (optional)	by September 20 (optional)	by September 20
Peer evaluations	-----	2 in fall	1 spring, 1 fall	2 by October 10	3 by October 10

Names of alumni	-----	-----	-----	by September 20	by September 20
Names of scholars	-----	-----	-----	by September 20	by September 20
Chair's report	by Feb. 10	by February 10	by February 10	by October 20	By October 20
Faculty response	by Feb. 10	by February 10	by February 10	by October 23	By October 23
Dept. affirmation	-----	-----	-----	by October 20	By October 20
Dean's evaluation	by Feb. 20	by February 20	by February 20	by November 1	by November 1
Additional reports	-----	-----	-----	by November 1	by November 1
<b>Taken to VPAA</b>	<b>by February 20</b>			<b>by 1<sup>st</sup> Friday in November</b>	

### 2.9.3 Procedures for Annual Evaluations

Materials for annual evaluations are collected during the calendar year and include:

- Spring student course evaluations and comments (collected in April),
- Fall student course evaluations and comments (collected in November),
- Goals and objectives for the coming calendar year (due in early December), and
- Self-evaluation of the previous calendar year's goals and objectives (due in early December).

At the beginning of the following spring semester, each faculty member meets with his/her Department Chairperson or Dean to discuss the faculty member's performance and goals and to review student course evaluations from the previous two semesters. Shortly after this meeting, the following documents will be added to the faculty member's file in accordance with the review and response process outlined in Section 2.13 above:

- Department Chairperson's or Dean's clearly-labeled draft evaluation,
- Faculty member's written response to the draft,
- Department Chairperson's or Dean's finalized written evaluation of the faculty member, and
- The Dean's written evaluation and recommendation for merit.

### 2.9.4 Procedures for 3<sup>rd</sup>-Year and 6<sup>th</sup>-Year Multiple Comprehensive Evaluations

Evaluation materials for faculty in 3<sup>rd</sup>-year and 6<sup>th</sup>-year multiple comprehensive evaluations are collected during the calendar year preceding the fall semester that begins the actual 3<sup>rd</sup> or 6<sup>th</sup>-multiple year of employment.

In the spring semester preceding the year of the comprehensive evaluation, the Dean chooses two faculty members to visit the faculty member's classroom to observe teaching technique and to discuss the overall course.

Whenever possible, one evaluator is chosen from the faculty member's department and the other from outside the department. Because 3<sup>rd</sup>-year and 6<sup>th</sup>-year multiple evaluation materials are collected during the calendar year, one peer evaluator will visit in the spring semester and the other in the fall. It is recommended that the faculty member being evaluated, particularly if new to the University, observe classes taught by the chosen colleagues. The faculty member will provide copies of course materials, e.g., course syllabus and copies of tests for the evaluating faculty members. The Dean will notify all faculty members when each part of the evaluation process must be completed.

The following materials provide the basis for the comprehensive evaluation:

- Spring student course evaluations and comments (collected in March),
- Fall student course evaluations and comments (collected in November),
- Goals and objectives for the coming calendar year (due in early December),
- Self-evaluation of the previous calendar year's goals and objectives (due in early December),
- Comprehensive self-evaluation of the previous two or five years, depending on the year of employment,
- Revised vita,
- Evidence of professional production, and
- Peer evaluations based on classroom visits by two colleagues—one during the spring semester, and one during the fall.

At the beginning of the following spring semester, each faculty member meets with his/her Department Chairperson or Dean to discuss the faculty member's performance and goals and to review student course evaluations from the previous two semesters. Shortly after this meeting, the following documents will be added to the faculty member's file in accordance with the review and response process outlined in Section 2.12 above:

- Department Chairperson's or Dean's clearly-labeled draft evaluation,
- Faculty member's written response to the draft,
- Department Chairperson's or Dean's finalized written evaluation of the faculty member, and
- The Dean's written evaluation and recommendation for merit.

### **2.9.5 Procedures for Sixth-Year Review**

The 6<sup>th</sup>-year review is a regularly-scheduled evaluation that provides the basis for a decision about granting the faculty member the seventh-year contract and professional security.

During the fall semester preceding the 6<sup>th</sup>-year review, Deans will meet individually with faculty members scheduled for a 6<sup>th</sup>-year review the following year to discuss their eligibility for and the advisability of applying for promotion.

During the spring semester preceding the fall of the 6<sup>th</sup>-year review, the Dean chooses two peer evaluators to visit the faculty member's classroom and to write evaluations based on their observations. Both peers observe classes taught in the fall and review portions of the faculty member's file, including syllabi, course materials, the revised vita, and any examples of professional production.

Near the end of the spring semester, the Dean sends a letter to each faculty member scheduled for 6<sup>th</sup>-year review during the coming fall providing the names of the colleagues chosen as peer evaluators and listing the materials required for the review.

The faculty member is responsible for submitting the following materials to his/her respective Dean on or before September 20<sup>th</sup> of the fall of the evaluation:

- Names and addresses of four Wingate University alumni (Letters will be sent to two of the four alumni whose names are submitted by the faculty member; two more letters will be sent to alumni chosen from previous class rosters. The letters ask alumni to evaluate their experiences in the faculty member's class(es), to consider how the class(es) they took with the faculty member helped them in their careers, and whether they would recommend the faculty member's class(es) to incoming students.)
- Names and address of two outside scholars or evaluators competent to judge the faculty member's scholarly or creative activity and service, Syllabi from all courses taught during the preceding academic year, Revised vita, Goals and objectives for the coming calendar year,
- Self-evaluation of the previous year's goals and objectives,
- Comprehensive self-evaluation of professional development in the areas of teaching, scholarship, and service since the first year of employment at the University, and
- Evidence of professional production.

In addition to the materials submitted by the faculty member, the following will be collected and added to the file by the Dean:

- Student course evaluations from the preceding academic year,
- Extramural evaluations from the chosen alumni and scholars,
- Two peer evaluation reports,

- Department Chairperson's report from classroom observation,
- Department affirmation in the form of a memo or letter to the Dean from department colleagues who have themselves achieved the seventh-year contract and professional security, and
- the Dean's evaluation and recommendation.

The Provost or his/her representative may also visit the faculty member's class—with or without advance notice—and if the visit occurs will include his/her written evaluation once the file has been submitted to the Office of Academic Affairs.

All evaluative materials for 6<sup>th</sup>-year review are submitted to the Office of Academic Affairs by the first Friday in November.

The Faculty Personnel Committee reviews the materials and composes a clear statement of reasons for its conclusion to recommend or deny the awarding of the seventh-year contract and professional security. The Committee's recommendation is forwarded to the Provost by the second week in December. After reviewing the report and recommendation of the Committee and other information deemed by the Vice President of Academic Affairs to be appropriate, the Vice President adds his/her own recommendation and forwards it to the President along with the Committee's recommendation. The President may either deny or accept the recommendation for professional security.

The faculty member is notified by the Vice President of Academic Affairs by February 1<sup>st</sup> of the results of the evaluation.

#### **2.9.6 Procedures for Promotion**

Promotion to a higher rank is discretionary. Promotion in rank does not create an obligation by either the faculty member or the University to enter into additional contracts of employment. While certain specific criteria can be stated, assessment for purposes of promotion involves subjective consideration which cannot be reduced to a precise formula. The three major evaluative criteria for promotion are: teaching effectiveness (Section 2.10.2), scholarship (Section 2.10.3), and service to the University (Section 2.10.4). Below is a general chart that provides approximate values that can be adjusted to account for unusual circumstances or extraordinary achievements.

**Relative Importance (by percent) of Teaching, Scholarship,  
and Service by Rank**

	<b>Teaching</b>	<b>Scholarship</b>	<b>Service</b>
Instructor	90	5	5
Assistant Professor	80	10	10
Associate Professor	70	15	15
Professor	60	20	20

The relative importance constitutes only a guideline, a fluid picture of an individual's career progress from instructor to professor. It does not de-emphasize teaching as academic rank advances. The qualitative goal for teaching emphasis is always 100%. However, with experience, that high level can be achieved with quantitatively less time and effort. This new quantity of time and effort can be increasingly directed to scholarship and service.

As the years in a rank pass and the person begins to consider promotion, the guidelines for the rank being sought increasingly pertain. At promotion, the relative weight of teaching, scholarship, and service for the new rank should be fully demonstrable. Promotion is normally accompanied by a modest salary increase, based on available funds, that is uniform for all promotions in a given year.

In April preceding the fall the faculty member wishes to apply for promotion, the faculty member contacts his/her respective Dean to discuss eligibility for promotion and the application procedure.

Because promotion review is not a regularly-scheduled evaluation, it is incumbent upon the faculty member to initiate the process, even if the applicant has met with his/her Dean. The promotion process does not officially begin until the faculty member submits an application for promotion to the office of his/her Dean.

The promotion review process closely resembles the 6<sup>th</sup>-year review both in required materials and schedule (as outlined in Section 2.12.5), but includes one additional peer evaluation. The candidate should include an overview of accomplishments since the last promotion as evidence of professional development while in rank.

The faculty member is responsible for submitting the following materials to his/her respective Dean on or before September 20<sup>th</sup> of the fall of the evaluation:

- Names and addresses of four Wingate University alumni (Letters will be sent to two of the four alumni whose names are submitted by the faculty member; two more letters will be sent to alumni

chosen from previous class rosters. The letters ask alumni to evaluate their experiences in the faculty member's class(es), to consider how the class(es) they took with the faculty member helped them in their careers, and whether they would recommend the faculty member's class(es) to incoming students.)

- Names and address of two outside scholars or evaluators competent to judge the faculty member's scholarly or creative activity and service, Syllabi from all courses taught during the preceding academic year, Revised vita, Goals and objectives for the coming calendar year, Self-evaluation of the previous year's goals and objectives, Evidence of professional production, and Evidence of exceptional teaching.

In addition to the materials submitted by the faculty member, the following will be collected and added to the file by the Dean:

- Student course evaluations from the preceding academic year,
- Extramural evaluations from the chosen alumni and scholars,
- Three peer evaluation reports,
- Department Chairperson's report from classroom observation,
- Department affirmation in the form of a memo or letter to the Dean from department colleagues who are at or above the rank sought by the applicant, and
- the Dean's evaluation and recommendation.

The Provost or his/her representative may also visit the faculty member's class—with or without advance notice—and will include his/her written evaluation once the file has been submitted to the Office of Academic Affairs. A copy of that evaluation is also sent to the faculty member.

All evaluative materials for promotion review are submitted to the Office of Academic Affairs by the first Friday in November.

The Faculty Personnel Committee reviews the materials and composes a clear statement of reasons for its conclusion to recommend or deny the promotion. The Committee's recommendation is forwarded to the Provost by the second week in December. After reviewing the report and recommendation of the Committee and other information deemed by the Vice President of Academic Affairs to be appropriate, the Vice President adds his/her own recommendation and forwards it to the President along with the Committee's recommendation. The President may either deny the promotion or recommend to the Board of Trustees that it grant the promotion. Promotions will take effect at the beginning of the academic year following the final approval of the Board of Trustees unless the Board of Trustees provides otherwise.

A faculty member whose initial employment agreement provides for promotion from Instructor to Assistant Professor upon the completion of the terminal degree may be promoted by the Board of Trustees upon the recommendation of the Provost and the President without action by the Faculty Personnel Committee.

The faculty member is notified by February 1<sup>st</sup> of the results of the evaluation by letter from the Provost. A copy of the letter sent to the applicant will be sent to the appropriate Dean.

### **2.9.7** Evaluations of Part-time Faculty

Faculty employed on an adjunct or –visiting<sup>ll</sup> basis are evaluated under the direction of the appropriate Department Chairperson or Dean. Part-time faculty evaluations consist of two parts: student course evaluations, and an evaluation based on classroom observation by the Department Chairperson, Dean, or a representative of either.

The evaluator conducts as many classroom visits as he/she deems necessary to determine teaching effectiveness and suitability for further employment. A written evaluation, based on the classroom observation and review of course materials such as syllabi and tests, is given to the adjunct faculty member to review and sign before it is submitted to the office of the appropriate Dean. The adjunct faculty member may respond to the evaluation, if he/she wishes to, but a response is not required.

–Visiting<sup>ll</sup> faculty are evaluated by the Department Chairperson, Dean or representative once during each year of employment.

Adjunct faculty are evaluated in the classroom at least once each academic year; if an adjunct faculty is evaluated during the fall semester and returns in the spring to teach the same course(s), a second classroom observation and report need not be done. If, however, an adjunct is hired for the spring semester only, he/she will be evaluated during that semester.

Student course evaluations are conducted in all classes of both –visiting<sup>ll</sup> and adjunct faculty members each semester they teach.

The Deans' Offices collect and file the reports from classroom observations for all part-time faculty in his/her areas.

### **2.10** Merit

Merit should be awarded for efforts above and beyond the basic expectations listed below:

### 2.10.1 Basic Expectations

- Prepare complete, clear course syllabi each semester.
- Meet all classes every time and on time.
- Post and maintain required number of office hours.
- Accept and perform all basic responsibilities, e.g., getting book orders in on time, turning grades in on time, etc.
- Contribute to assigned committees.
- Participate in Enrollment Management activities as requested.
- Attend all department, school, and faculty assembly meetings.
- Demonstrate integrity and intellectual honesty.
- Maintain good working relationships with staff, peers, and students.
- Maintain at least average student ratings and use the student course evaluations to enhance teaching efforts.
- Participate in the mentoring process.
- Participate in advisee training.
- Devise assessments in each course to evaluate student learning outcomes.

Using the categories and sample criteria within each category established for promotion and listed in Sections 2.10.2, 2.10.3, and 2.10.4, the Deans of the Schools and College evaluate the annual reports of faculty, including student course evaluations, and make recommendations to the Faculty Personnel Committee using a scale of 0 to 4. Department Chairpersons may be asked to play a role in this procedure if the Dean requests such assistance.

These numeric ratings are part of the Deans' evaluations of faculty members each spring (done in the fall for faculty in 6<sup>th</sup>-year or promotion review).

### 2.10.2 Merit Scale

A rating of 0 means that the faculty member is on a terminal contract or will receive only a one-year contract.

A rating of 1 indicates that the faculty member is eligible for a small increase, but no merit. Individuals in this category are meeting basic expectations.

Anyone who receives a 2 is eligible for one merit point. Individuals in this category are meeting basic expectations and have presented evidence of extra effort in various categories of teaching, scholarship and

professional development, and service similar to those for advancement in rank.

A rating of -3|| indicates that the faculty member is eligible for two merit points. Individuals in this category are meeting basic expectations and have presented evidence of commendable effort in several categories of teaching, scholarship and professional development, and service similar to those for advancement in rank.

Anyone who receives a rating of -4|| is eligible for three merit points. Individuals in this category are meeting basic expectations and have presented evidence of superior effort in several categories of teaching, scholarship and professional development, and service similar to those for advancement in rank.

The Faculty Personnel Committee reviews each merit recommendation and either approves or suggest changes in the Dean's recommendation. If the Committee recommends a change in the Dean's rating, the Dean will be consulted for additional input.

Each faculty member will be informed of the amount of any raise associated with increases and with merit consideration. Merit point, scale, and total merit compensation will be indicated at the conclusion of the process.

## **2.11 Research Projects Involving Human and Animal Subjects**

This policy applies to scholarly work in general and specifically to research investigations involving human subjects conducted by faculty, staff, or students at, or under the auspices or financial support of, Wingate University.

Additionally, the Research Review Board of Wingate University functions as the Institutional Animal Use and Care Committee, overseeing research investigations using animal subjects conducted by faculty, staff, or students at, or under the auspices or financial support of, Wingate University. Wingate University encourages the conduct of research in and among its schools and college and collaboration with other educational institutions, agencies, and organizations. While respecting the right of faculty to full academic freedom in research, the University is firmly committed to adhering to basic ethical principles underlying the acceptable conduct of research involving human and animal subjects. Complete guidelines, including appropriate forms, are located on MyGate or by clicking *here*, or from the chair of the RRB committee of the Assembly.

## **2.12 Copyright and Patent Policy**

### **2.12.1 Copyrighted Materials, Reproductions**

Permission requests should be made in writing for proposed reproduction of material published by the University, and in which copyright is held by the Board of Trustees. These requests in writing for reproduction of copyrighted material should be referred to the Provost. All permissions granted are contingent upon the inclusion of appropriate credit.

### **2.12.2 Patent Policy on Technology and Literary and Artistic Works**

It is the purpose of this policy to encourage, support and reward scientific research and scholarship, and to recognize the rights and interests of the creator, author, inventor, or innovator, the public, the sponsor, and the University. The University's commitment to teaching and research is primary, and this policy does not diminish the right and obligation of faculty members to disseminate research results for scholarly purposes, which is considered by the University to take precedence over commercialization of technology. This policy is to be consistent with the University's commitment to academic freedom. Wingate University encourages faculty and staff members of the institution to undertake creative endeavors and to receive recognition therefore. The terms —inventions, discoveries, and other innovations and –technology include tangible or intangible inventions, in the patent sense, whether or not reduced to practice, and tangible research results whether or not patentable or copyrightable. These research results include, for example, computer programs, integrated circuit designs, industrial designs, data bases, technical drawings, biogenic materials, and other technical creations. Faculty members working with students on research projects must inform those students in advance of the terms of this policy and of any burdens of non-disclosure or confidentiality deemed necessary by the faculty member to protect resulting technology. In general, technology created by employees, faculty, staff and students will become the property of the University, and the benefits accruing to the University derived from such inventions will be used to further the academic and research program of the University, subject to the laws of North Carolina. All rights in technology created by Wingate faculty, staff, or students without the use of University facilities or funds administered by the University, but which fall within the inventor's or creator's scope of employment, are granted to the University, with income to be distributed in accordance with this policy, subject to the following two (2) exceptions, in which the University generally will assert no ownership rights or interests: 1. Technology assigned to an outside entity by a faculty member under a consulting agreement that is consistent with University policies, including conflict of interest policies, and that was disclosed in writing to the Provost in advance of the agreement by the faculty member. 2. Technology created pursuant to independent research or other outside activity that is consistent with University policies, including conflict of interest policies, and that

was disclosed in writing to the Provost at the beginning phase of this research or activity. Acknowledgment in writing is to be obtained from the Provost. In order to maintain a spirit of collegiality, inventors or creators have the responsibility for full and open disclosure to the Provost concerning all matters relating to the commercialization of technology in which the University has an interest. The University may recognize one, or more than one organization which will agree to bear the cost of processing meritorious disclosures and of establishing and defending patent rights and to undertake the marketing of such rights. A portion of the income so derived will be returned to the University for the support of research, investigation, or to the establishment of scholarships, subject to the provisions of Section 2.16.2.5. The individual employee, faculty, or staff member will also share in such income. It is not contemplated that this patent policy involves questions of copyright ownership, except with respect to computer code.

### **2.12.3 Patents or Inventions**

Any discovery or invention (1) resulting from research carried on by or under the direction of any employee of the University and having all or part of the cost thereof paid from University funds or from funds under the control of or administered by the University, or (2) which is made by any employee of the University as a direct result of his duties with the University, or (3) which has been developed in whole or in part by any employee, student, or other person through the utilization of University resources or facilities, belongs to the University, shall be assigned to the University (including all rights, title and interest in and to the discovery or invention), and shall be used and controlled in ways to produce the greatest benefit to the University and to the public and shall, at the same time, provide a corresponding benefit to the inventor.

Such discovery or invention must be submitted to the individual at the University who has been designated by the President of the University to be in charge of discoveries and inventions. The submission shall be made through the dean or division chair to the administrative officer concerned for determination as to disposition.

The discovery or invention shall be:

1. Released outright to the discoverer or inventor in the event it is determined that the discovery or invention does not meet the criteria set forth in the first paragraph of this subsection 2.16.2.4, above;
2. Released outright to the discoverer or inventor in the event it is determined that the discovery or invention does not merit or warrant exploitation;

3. Transferred to one or more patent management organizations, if any, with whom the University deals for commercial development by such organizations; or
4. Released to the individual or agency sponsoring the research under which the invention or discovery was made if such action is required under the terms of the research contract with such agency or individual or is required by law.

The discoverer or inventor shall be required, if requested by the University official designated to be in charge of discoveries or inventions, to apply for patent protection on such discoveries or inventions in such countries as may be designated by the University official and to assign his or her interest therein to the University. All costs involved in obtaining and maintaining patent protection, domestic and foreign, shall be borne by the University or its nominee.

In the event that income is received by the University from any patent (—patentll as used herein means a patent or an application for patent, whether U.S. or foreign) assigned in accordance with requirements of above paragraph, a share of the Net Income received by the University (—Net Incomell as used herein means gross income less legal fees and other costs associated with the prosecution of the patent) shall be paid to the inventor or discoverer as consideration for the assignment of the discoveries or inventions and patent rights based thereon to the University. This share is to be determined by the individual at the University designated as being in charge of discoveries or inventions as set forth in the above paragraphs. In determining the amount of such share, recommendations from the patent management organization and from any other knowledgeable source may be considered.

Contracts or grants from outside sponsors which provide that the sponsoring agency may determine the disposition of patentable discoveries or inventions developed there under may be accepted by the University, when required by law or by the established policies of the sponsoring agency, and when that agency is governmental or nonprofit in character. Prior to acceptance of such a contract or grant, the University shall determine that the retention of patent rights by the sponsoring agency is determined to be clearly in the University's interest.

If patentable discoveries or inventions result from research sponsored by a for-profit organization, the University shall not enter into an agreement which gives the sponsor title or rights tantamount to title to such patentable discoveries or inventions. The University may accept a grant or contract from for-profit organizations which gives the sponsor an exclusive option for a limited period of time (not to exceed one (1) year from the filing of a patent application on the potential discovery or invention) to obtain an exclusive or nonexclusive license to such patentable discovery or invention. The terms and conditions of such license shall be negotiated on behalf of the University, upon the exercise by the sponsor

of such option, by the patent management organization, if any, representing the University. The sponsor may be entitled to receive a maximum credit against royalties up to the amount of the grant or contract.

A fund for the promotion of research may be established by the University. In it may be deposited all monies received by the University from financially profitable patents or inventions made by members of its faculty, staff, other employees, students, and others. These monies shall be expended or invested as the President or Board of Trustees may direct and shall be used to further the research and educational activities of the University.

A Committee on Research and Professional Growth may be established to serve as a patent committee. The committee shall consider proposed changes in the patent policy of the University and make its recommendations in regard thereto to the President through the individual responsible for discoveries and inventions. The committee shall also operate as a review committee in accordance with provisions of this policy.

#### **2.12.4 Procedures**

A disclosure of any invention or discovery made by an employee or student of the university or resulting from research carried on under the direction of an employee or student in which the University may have an interest shall be submitted promptly by such inventor or discoverer to the division chair or dean and the Provost or other designated administrative officer. Such officer shall append thereto a statement setting forth his or her opinion concerning the scientific, technical, and economic merit of such invention or discovery, the likelihood and desirability of obtaining a patent, and an estimate of the commercial possibilities of such a patent and transmit such statement to the individual responsible for inventions and discoveries.

The individual responsible for discoveries and inventions may forward the discovery or invention to a patent management organization, if any, with whom that University deals. If that organization accepts the discovery or invention for patenting, the discoverer or inventor will assign all his rights therein to such organization. Cost associated with patenting and marketing the invention will be paid in accordance with the agreement the University has with the respective patent management organization. If the first organization to which the discovery or invention is submitted fails to accept the discovery or invention, or if a patent management organization is not selected by the University, then at the option of the University, the discovery or invention will be assigned to the University, submitted to other organizations, or released to the discoverer or inventor. The individual responsible for inventions and discoveries shall make the decision as to keeping or releasing the discovery or invention and in doing so may request the advice of any administrative officer, faculty, staff member, or other person. If

any such other organization accepts the discovery or invention, the inventor shall assign the discovery or invention to that organization.

The University will pay to the discoverer or inventor a percentage of the Net Income it receives for the invention. The individual responsible for discoveries and inventions will determine the percentage to be paid to the inventor in the following manner:

1. The inventor or discoverer who conceives and/or develops an invention, or makes a discovery as the result of work for which he or she is paid by the University and where he or she uses University facilities and resources will receive fifty percent (50%) of the first ten thousand net dollars (\$10,000.00) received by the University and twenty five percent (25%) of the net amount received by the University in excess of the said ten thousand net dollars (\$10,000.00)
2. The inventor or discoverer who conceives and/or develops an invention, or makes a discovery, partly as a result of work for which he or she is paid by the University and partly on his or her own time, or who is judged by the individual responsible for discoveries and inventions (who may receive recommendations by the organization to which the invention is assigned, if any, or from any other person) to have expended significant extra effort in attempting to perfect or to commercialize the invention may receive an additional share of the net proceeds received by the University. In such a case, the inventor's (or discoverer's) share shall be determined by the individual responsible for discoveries and inventions, subject to the final approval of the Board of Trustees.

In the event an inventor or discoverer does not agree with a decision made by the University individual responsible for inventions and discoveries, the inventor or discoverer may ask the patent committee, or another individual or entity designated by the University to review that decision. The Committee on Research and Professional Growth, or the other individual or entity designated by the University, shall review all information submitted to it by the inventor or discoverer and by the University individual responsible for discoveries and inventions and shall make its recommendation concerning the disputed decision to the President of the University, who shall make the final decision.

### **2.13** Grievance Procedure for Faculty Members

If a faculty member or administrator wishes to express dissatisfaction with the University, its policies or its faculty, administrators or staff, such person should request an informal conversation with the appropriate dean, department chair, or supervisor. The dean, department chair, or supervisor will investigate the complaint, discuss the problem with other pertinent persons, if necessary, and

communicate verbally with the originator of the complaint as to the dean's, department chair's or supervisor's final conclusion.

## **2.14 Disability–Related Policies and Procedures**

### **2.14.1 Non-Discrimination Statement**

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in university programs or activities due to his or her disability. The university is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and its amendments and the Rehabilitation Act of 1973 (section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Disability support services are available to otherwise qualified students with disabilities to ensure equal access to the university's programs and services. Services may include making academic and/or non-academic accommodations for students. The university's Office of Disability Services is the only designated department authorized to coordinate disability related services. Students should contact the Office of Disability Services when seeking academic and/or non-academic accommodations.

### **2.14.2 Student Disability Grievance Procedure**

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability.

The University has adopted this internal grievance procedure to provide for the prompt and equitable resolution of student complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (—Section 504) or Title III of the Americans with Disabilities Act (—Title III). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities (including Universities) that provide places of public accommodation. These laws and accompanying regulations may be examined in the office of the Director of Disability Support Services, who the University has designated to coordinate its efforts to comply with Section 504 and the ADA (—the Director).

#### **Who May Grieve?**

Any student currently enrolled at the University who believes he or she has been discriminated against on the basis of disability by a University

employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the University) or, in certain circumstances, by a visitor to the University, may use this process to file a grievance.

### **What May Be Grieved?**

An action or decision may be grieved if it involves alleged discrimination by a University employee (or, in certain circumstances, by a visitor to the University) against a student on the basis of that student's disability. Such actions may include, but are not limited to, denial of accommodations, lack of physical access to University facilities or programs, or disability harassment. This process may not be used to file a complaint against a fellow student. In that situation, the grievant should follow the regulations regarding community standards found in the student handbook applicable to his or her program of study.

### **Confidentiality and Prohibition Against Retaliation**

The University will treat all information submitted in connection with a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the University official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the University official to conduct a meaningful and thorough investigation. The University official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

Wingate University prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation includes threats, intimidation, reprisals, and adverse actions. The University official investigating the grievance will advise all involved parties of this strict prohibition against retaliation.

### **Informal Grievance Procedure**

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The student has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A student initiates the Informal Grievance Procedure by contacting the Director. If the Director is the subject of the grievance, the student initiates the Informal Grievance Procedure by contacting the Dean of the student's major program or graduate program Dean. The student may contact the appropriate official (the Investigator) by e-mail, phone, or in person. To initiate the Informal Grievance Procedure, a student is not required to submit the grievance in writing, but the Investigator may ask

the student to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Investigator will attempt to expeditiously facilitate a satisfactory resolution. The Investigator may meet in person with the student, confer with the individual(s) against whom the grievance is filed, attempt to arrange a meeting between the student and the individual(s), or take any other steps the Investigator believes will be useful in promoting resolution.

Within 21 calendar days after the student initially contacts the Investigator regarding the grievance, the Investigator will inform the student in writing of the outcome of the Informal Grievance Procedure.

### **Formal Grievance Procedure**

If the student is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the student chooses not to use the Informal Grievance Procedure, the student may initiate the Formal Grievance Procedure by submitting a written complaint to the appropriate Investigator. A student who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within 14 calendar days of receipt of the Investigator's written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

Be dated;

- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory (or how the decision is unreasonable if it a denial of a requested accommodation);
- name the individual(s) against whom the grievance is filed;
- state the requested remedy; and
- be signed by the student.

Within seven calendar days of receiving the written complaint, the Investigator will provide written notification of receipt of the complaint to the grievant and to the individual(s) against whom the grievance is filed. The Investigator will also conduct a thorough investigation of the complaint, affording all relevant persons an opportunity to submit evidence regarding the allegations. Within 30 days of receipt of the written complaint, the Investigator will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies.

## **Appeal**

The student may appeal within fourteen calendar days of receiving the Investigator's written decision by writing to the Provost. The student's written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence.

Generally, the Provost will limit his or her review of the Investigator's decision to determining whether the Investigator considered the proper facts and whether there were any procedural irregularities. Within 21 days of receipt of the appeal, the Provost will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the appeal. The decision of the Provost is final, and the University will disregard any subsequent appeals (in any form) to any University representative, including the University President.

## **Adjustment of Deadlines**

The Investigator or the Provost may change the above deadlines for good cause, such as semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, the Investigator or Provost, at the request of the student, will determine if an expedited procedure can be created.

## **Interim Measures**

If necessary while any grievance investigation is ongoing, the University may take interim measures to stop discrimination or prevent its recurrence. Such interim measures may include, but are not limited to, limiting interaction between the parties, arranging for the provision of temporary accommodations, or staying a course grade.

## **Confidentiality of Records**

Once the Investigator or Provost has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained in the Office of Disability Support Services for three years.

## **Disability Accommodations**

Wingate University will make appropriate arrangements to ensure that students with disabilities are provided reasonable accommodations as needed to participate in this grievance procedure.

Requests for accommodations must be made to the Director. The Director will review the supporting disability related documentation, make a decision about the request, notify the student about approved accommodations and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

### **External Complaints**

The availability and use of this grievance procedure does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

### **2.14.3 Disability Harassment Policy**

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability. Harassment is a form of discrimination and, therefore, harassment directed toward an individual student with a disability is a violation of the University's anti-discrimination policy as well as state and federal laws.

Disability harassment is defined as verbal (including written or electronic communication) or physical conduct that is directed at an individual because of his/her mental/physical disability that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. A hostile environment may exist even if there are no tangible effects on the student, where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and student employee, student and student, staff and student, and other relationships between students and other persons having business at or visiting the University.

To file a complaint of harassment students should follow the *University's Grievance Procedure for Students with Disabilities*.

## 2.15 Faculty Member Discipline and/or Discharge

The following list is not all inclusive but represents examples of serious violations of university standards of professionalism, morality, and conduct and will be cause for sanction or termination. Sanctions include oral or written reprimand, loss of pay, temporary suspension, and other sanctions appropriate for the violation.

1. Larceny, theft, embezzlement, fraud, forgery, falsification, misrepresentation, or any other fraudulent or dishonest act or omission including academic dishonesty.
2. Immoral or indecent conduct – including indecent, immoral, or obscene language or profanity.
3. Falsification of application for employment.
4. Drinking alcoholic beverages or possessing alcoholic beverages or being under the influence of alcohol on University property. (See the –Wingate University Substance Abuse Policy and Standards of Conduct.))
5. Possession of, use of, or being under the influence of controlled substances except pursuant to and in accordance with doctor’s orders. (See the –Wingate University Substance Abuse Policy and Standards of Conduct.))
6. Possession of weapons or firearms on University premises.
7. Gambling on University premises.
8. Willful destruction of University property.
9. Violation of established safety practices.
10. Excessive absence from responsibility without notification of the chairperson or supervisor, or continual tardiness.
11. Failure to abide by the University’s policies of nondiscrimination or failure to abide by laws and regulations to which the University is subject; e.g., Family Education Rights and Privacy Act, etc.
12. Sexual harassment, as defined in the Employee Handbook.
13. Engaging in any type of romantic or sexual relationship with a student.

14. In the case of Faculty members, failure to meet –Basic Expectations of performance, as stated in the Faculty Guide.

For faculty who are facing dismissal: In the event that a serious violation such as any of the above occurs, the matter must be considered in a hearing by an independent committee of peers of the faculty member. In such a hearing, the administration has the burden of demonstrating cause for dismissal, and the faculty member must be informed in writing of the reason(s) for dismissal and should have the opportunity to defend her/his position in front of all bodies an advisor of his/her choosing who may act as counsel. A written record must be available to all constituencies concerned.

Evidence to support allegations of incompetence should include statements from peer professors and scholars.

## **2.16** Obligations of Departing Faculty Members

Faculty members leaving the employ of the University must leave with the Dean's/Department Office:

- Grade books (or whatever vehicle the faculty member has used to record grades);
- All graded final tests from the most recent semester; and

## **2.17** Leaves and Related Benefits

### **2.17.1** Vacation

Faculty paid days off (vacation) are those dates when classes are not in session and no official duties are planned according to the calendar passed by the Faculty Assembly; however, as part of regular duties under the one-year contract, the University may call on faculty members for service during summer orientation, during the January interim prior to the beginning of the second semester, and on certain other special occasions.

### **2.17.2** Illness and Disability Pay

Up to 22 working days of paid leave for a faculty member will be available for days when the faculty member must be away from work due to illness, injury, or disability which prevents the faculty member from performing normal work responsibilities. No person will receive payment for unused leave of this nature.

Because of the University's obligation to students to provide continuity of

instruction, when a faculty member has been absent from his/her classroom 20 days consecutively or separately during the term of his or her agreement, the Provost, the dean or division chair, and the faculty member should review the faculty member's status as to ability to fulfill substantially normal duties.

In the event that a full-time faculty is unable, for a period of 20 or more consecutive or separate working days during the term of his or her agreement, to fulfill substantially normal duties and responsibilities to the University because of illness, injury, or disability verified by a physician, subject to any and all applicable state and federal laws and regulations, one of the following will apply:

- During the first year of employment, full salary and benefits will continue for a period of up to an additional 30 calendar days of continuous illness or disability.
- During the second through tenth years of employment, full salary and benefits will continue for a period of up to an additional 30 calendar days of continuous illness or disability. Thereafter, for a period of five additional months of continuous illness or disability, or until the individual is eligible for disability benefits under the long-term disability plan, the University will pay 60 percent of the faculty member's monthly salary. Retirement benefits will be paid by the University during this period of disability up to a maximum of six months. Salary and retirement benefit payments from the University will cease at the end of the six-month period. Then the faculty member will be eligible for disability benefits if he or she is covered under the long-term disability plan.

## **Forms**

All academic and business office forms are now located on Mygate.

## EXHIBIT A

### **Wingate University Substantive Change Policy**

#### **Purpose:**

The primary purpose of the Wingate University Substantive Change Policy is to ensure that all substantive changes are reported in a timely, accurate, and complete manner as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

#### **Policy Principles:**

According to SACSCOC, a substantive change is a “significant modification or expansion of the nature and scope” of an institution. These changes include but are not limited to establishing an off-campus site, moving an off-campus site, initiating distance learning, offering 50 percent or more of a program online for the first time, or expanding at the current degree level. A complete list of substantive changes can be found here:

<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>.

#### **Procedures:**

1. In the early planning stages, any change that could be deemed as substantive should be communicated to the appropriate vice president.
2. Then, the vice president or his or her designee will correspond with the SACSCOC accreditation liaison who will determine the appropriate next step as it relates to SACSCOC and the potential change.
3. After the next step is determined, the appropriate timeline and procedures as outlined in the SACSCOC Policy Statement on Substantive Change will be followed. [Please note, faculty and staff members may have additional procedures and processes to follow that are outlined by their respective division (e.g., preparing and endorsing curriculum through the applicable committees or following various Graduate Council guidelines.)]
4. When necessary, after the substantive change notification letter that summarizes the proposed change has been prepared, the university president will sign and send timely notification to the president of SACSCOC.
5. When required, the university president will sign and send a prospectus or application to the president of SACSCOC.
6. All substantive change activity will be documented in a file that is maintained by the liaison.

*Note: In unclear situations, the liaison will contact a SACSCOC representative.*

#### **Policy Management and Responsibilities:**

The SACSCOC accreditation liaison is responsible for ensuring compliance with the SACSCOC substantive change requirements. Therefore, he or she will sit on a variety of institutional committees that discuss initiatives that may be substantive in nature. When appropriate, he or she

will inform these committees and other campus offices about the SACS substantive change notifications that could affect their office (e.g., Registrar's Office or Student Financial Planning).

**Implementation Date:** The Wingate University Substantive Change Policy will take effect on August 1, 2013. The policy will be reviewed annually and updated when necessary.

*Note: The Wingate University Substantive Change Policy is published on the institutional planning website and in the Faculty Guide.*