

Approved by the Board of Trustees on September 9th, 2010



PSC
FACULTY
HANDBOOK

FALL 2010

THINK JUSTICE!

Philander Smith College Faculty Handbook

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PREFACE

Affirmative Action Policy Notice of Compliance

Philander Smith College maintains personnel policies that seek to ensure equal employment for all individuals. It is anticipated that the implementation of this Affirmative Action Program (AAP) will further ensure what already is an established policy at Philander Smith College: equal employment opportunity for all persons in all phases of the College's operations, without regard to race, color, religion, gender, national origin, disability, age, or other protected classification.

As part of this Affirmative Action Program, an ongoing self-evaluation has been undertaken. This self-evaluation is directed towards monitoring all areas of the College to assure that affirmative action is being practiced. To assure adequate assessment, the College will take into account such matters as work force analysis, personnel needs, available training, and the availability of minority and female persons in the College's recruiting area who possess skills needed by the College.

Dissemination

The College's Affirmative Action Policy will be internally disseminated on a continuing basis. The College will: (1) distribute copies of the policy to administrative units for presentation to the employees of that unit; (2) include the policy as part of the AAP/EEO Hiring Procedures Packet; (3) include the policy as part of the next revision of the Staff Handbook and Faculty Handbook; and (4) make copies of the policy available to all employees through the Personnel Office.

These policies will be externally disseminated on a continuing basis by: (1) periodically informing all recruiting sources of the College's policy; (2) incorporating applicable equal employment opportunity clauses in all purchase orders, leases, and contracts covered by Executive Order 11246, as amended, and other implementing regulations; (3) communicating to prospective employees the existence of the College's affirmative action posture by identifying the College as an Equal Employment Opportunity employer in all recruiting advertisements and on the College's application form; and (4) by posting the College's Affirmative Action Policy in areas where applicants apply for employment.

Responsibility

The HR Director is designated as the Affirmative Action Program Officer. In carrying out this program, he or she will receive the administrative support necessary to execute the assignment and will be provided with the staff and time to administer the Program. The Personnel Office is charged with the day-to-day management of the AAP. The requirements for carrying out the program include, but are not limited to, the following:

- Developing policy statements, affirmative action programs, and internal and external communication strategies;
- Assisting in the identification of program areas;
- Assisting supervisors in arriving at solutions to AAP problems;

- Designing and implementing audit and reporting systems that will
 - A. Measure effectiveness of the College's Affirmative Action Program.
 - B. Indicate need for remedial action.
 - C. Determine the degree to which the College's AAP goals have been attained.
 - D. Determine whether minority, female, and ethnic-group members have had the opportunity to participate in all College-sponsored educational, training, recreational, and social activities;
- Serving as liaison between the College and EEO and AAP agencies;
- Serving as liaison between the College and minority organizations, women's organizations, religious organizations, and community action groups concerned with employment opportunities for minorities, women, and ethnic group members;
- Keeping management informed of the latest developments in the EEO and AAP areas;
- Discussing the Affirmative Action Program regularly with managers, supervisors, and employees to ensure their adherence to policies and procedures;
- Ensuring that minority and female employees are afforded full opportunity and are encouraged to participate in all College-sponsored educational, training, and recreational activities; and social supervisors who have administrative or directional authority for employees are responsible for conducting day-to-day personnel activities in a manner which ensures compliance with the College's Affirmative Action Policy. Personnel decisions are to be reviewed by the College's Affirmative Action Officer to ensure that minorities and females receive equal treatment.

Record Keeping and Reporting

The Affirmative Action Officer will gather the following information for review by College administrators on at least an annual basis:

- Applicant flow data, which shall include the number in each minority group and number of females;
- The number of new hires, which shall include the number in each minority group and number of females;
- The number of promotions, transfers, demotions, and terminations, which shall include the number in each minority group and number of females;
- Job Group Analysis as to gender and ethnic group, according to group and salary level;
- The number of persons participating in College-sponsored training programs, if any, which shall include the number in each minority group and number of females.

CHAPTER 1

HERITAGE AND MISSION OF THE COLLEGE

1.1 History of the College

Philander Smith College was founded in 1877. In 1883, the College was chartered as a four-year, co-educational, liberal arts college affiliated with the United Methodist Church. The College is located in metropolitan Little Rock, the capital of Arkansas. Philander Smith awards the Bachelor of Arts and Sciences degrees through the academic divisions of Business and Economics, Education, Humanities, Natural and Physical Sciences, Social Sciences, and Continuing Education. Philander Smith enrolls students from all over the United States and several other countries.

Philander Smith College is a member of the forty-one United Negro College Fund Colleges and is accredited by the North Central Association of Colleges and Schools and the University Senate of the United Methodist Church. Its Teacher Education Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE). The Business and Economics Division is accredited by the Association for Collegiate and Business Schools and Programs (ACBSP). The Department of Social Work is accredited by the Council for Schools of Social Work Education (CSWE).

1.2 Mission of the College

Philander Smith College's mission is to graduate academically accomplished students who are grounded as advocates for social justice, determined to change the world for the better.

1.3 Purpose and Philosophy

At no time in history has the challenge to the academic community's creative ability been greater than it is today. The academic community must be committed to helping students develop their best potentials, helping them make a good living, and encouraging others in their pursuit of life, liberty, and happiness.

Philander Smith College was created in 1877 by the Methodist Episcopal Church for five good reasons:

1. To help persons face the vexing experiences of conflict and social change;
2. To develop leadership for the African-American community;
3. To educate and help disadvantaged persons;
4. To enhance the dignity of persons;
5. To facilitate the achievement of justice and to advance human welfare.

These distinctive aims of the founders are still used as guidelines in the planning of curricular offerings for students of all races and classes who enter the College with a hunger for knowledge, a quest for truth, and a desire for a better life. During the early stages of the development of Philander Smith College, higher education was restricted by conformity and religious restraint. Today, the College

community is characterized by academic freedom and responsibility, critical analysis and creative research, meaningful dialogue, and free communication.

Philander Smith College is a “student-centered college” that aims to help students:

- To think critically, creatively, quantitatively, and qualitatively;
- To develop a sound moral and spiritual foundation for their personal life, social involvement, and responsible living in a democratic society;
- To become community leaders;
- To develop their greatest potential as human beings, citizens, and children of God;
- To be workers who are proud of their work;
- To live up to the highest and best they know.

Many educators are willing to invite academically gifted students to participate in the learning process. Philander Smith College welcomes both the academically prepared as well as those students who may need the help of special services to maintain satisfactory academic progress at the College. The full evaluation of a student is not based solely on his or her report card or what he or she may be at the moment. In addition to these factors, the President, the Faculty, and the Staff consider what each student may become if given a fair chance for growth and development.

All institutional, administrative, and material resources of the College are directed toward providing an environment for progressive learning and meaningful experiences that are consistent with the high aims of the College.

The College offers quality education through five major divisions: Education, Humanities, Natural and Physical Sciences, Business and Economics, and Social Sciences. The liberal, specialized, and religious components of the curriculum of the College are appropriately balanced and integrated to produce a well-rounded person. The sequence of courses for each curriculum is designed to help students to develop maximum efficiency in their academic studies in various fields.

As of 2009, Philander Smith has had 132 years of experience in helping people become empowered through education. Higher education is the key to economic, social, political, and personal empowerment. It is the foundation for reconciliation in our world.

Because we have a glimpse of tomorrow’s college, we are building the future academic community today. In our present and future academic community:

- Students will be given more recognition and more opportunities for significant involvement in leadership development;
- The Faculty will play a major, vital role in determining the structure and strength of the academic community;

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- Channels of communication will be kept open to assure better understanding, more meaningful relationships, and greater cooperation.

CHAPTER 2 ADMINISTRATION AND GOVERNANCE

2.1 Philosophy of Administration

Philander Smith College is committed to the belief that input on all important issues concerning the College should be solicited from faculty, administration, students, and staff. Policies which evolve from broad input and consensus are more readily supported by all members of the College community. The College also acknowledges that the final authority for many decisions lies with the President and the Board of Trustees.

Faculty may generally expect that directives from the administration addressing personnel, procedures, and programs will be transmitted in writing. In addition, administrative staff, division chairs, department chairs, program directors, and other administrators will refrain from initiating, transmitting, or executing policies that lie beyond their normal range of responsibility unless they receive written directives stating otherwise.

Board of Trustees

Philander Smith College is governed by a Board of Trustees whose membership consists of the following voting members:

1. The Bishop of the United Methodist Church of the Arkansas area;
2. A Superintendant from the Arkansas Conference of the United Methodist Church, designated by the Bishop;
3. One staff member of the Division of Higher Education of the General Board of Higher Education and Ministry of the United Methodist Church;
4. The National Alumni Association President;
5. A maximum of twenty members at large upon nomination by the Committee on Nominations, ten of whom shall be members of the United Methodist Church;
6. The President of the College (Ex-officio);
7. One member submitted by the faculty (Ex-officio);
8. One student representative (Ex-officio).

The structure, responsibilities, policies, and procedures of the Board of Trustees are described in the By-Laws of the Board of Trustees. (found in Appendix B)

President of the College

The President of the College shall be the Chief Executive Officer:

1. All administrative officers, faculty, and other staff members shall be responsible to the President for performance of their duties;
2. The President shall be responsible only to the Board of Trustees and the Executive Committee of the Board;
3. The President of the College or a representative designated by the President shall be the Ex-Officio member of all Standing Committees of the Board of Trustees;
4. The President shall perform such duties as are traditionally the responsibility of a church-related college president and such other duties as may be delegated to that office by the Board of Trustees. These duties shall include, but are not limited to the following:
 - a. Enforcing of all rules and regulations of the Board of Trustees, including removal of any officer or internal administrator, faculty member, or employee from the performance of their College functions. Such removal shall be in accordance with approved personnel policies of the College;
 - b. Providing leadership in the development of policies concerning the educational aims and purposes of the College, academic standards, curriculum and policies concerning admission, retention, and graduation of students;
 - c. Recommending to the Board of Trustees such administrative plans, structures, and personnel needed to achieve the goals adopted by the Board;
 - d. Preparing of the annual budget for submission to the Board;
 - e. Representing the interests and recommendations of the faculty, other officers, employees, and students of the College to the Board of Trustees;
 - f. Forming of such advisory councils as deemed appropriate.

Vice President of Academic Affairs

The Vice President of Academic Affairs is responsible for overseeing curricula, enforcing academic standards, and maintaining academic records. Other duties of the Vice President of Academic Affairs include:

1. Supervising the instructional programs of the College;
2. Approving all teaching assignments, faculty absences, course and class scheduling, and academically related purchases and travel;

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3. Collaborating with the President and Department and Division Chairs in the approval and appointment of new faculty;
4. Planning and conducting the evaluation and professional development of faculty;
5. Planning for the improvement of curricula and instructional programs;
6. Approving budget requests from the divisions and advising the President regarding the allotment of funds after the budget has been approved by the Board of Trustees;
7. Overseeing the accreditation and re-accreditation of academic programs;
8. Representing the College at conferences and meetings dealing with academic and higher education issues relevant to the College;
9. Overseeing the implementation of Title III and Title IV programs as related to the College's academic programs;
10. Supervising Division and Department Chairs;
11. Overseeing the operations of the library;
12. Recommending actions on academic appointments, promotions, and terminations;
13. Mediating disputes between faculty and students;
14. Interpreting the College's academic policies;
15. Approving courses and class scheduling.

Associate Vice President of Academic Affairs

The Associate Vice President of Academic Affairs reports administratively to the Vice President of Academic Affairs and assists the Vice President of Academic Affairs in pursuing the following responsibilities:

1. Acting as a liaison between the Office of Academic Affairs and the Vice President of Academic Affairs and the faculty at large;
2. Acting as a liaison between the Office of Academic Affairs and the students;
3. Overseeing the advisement process in all departments and divisions;
4. Producing the schedule for the fall, spring, and summer sessions;
5. Overseeing salary decisions for faculty, including raises for faculty promoted and/or tenured and all adjunct salaries;

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6. Planning the Faculty-Staff Institute each semester along with the Vice President of Academic Affairs;
7. Overseeing the Weekend College;
8. Assisting the Vice President of Academic Affairs in compiling reports for accrediting bodies and other bodies requiring statistical or other information on the College's academic programs;
9. Acting as a liaison between the Vice President of Academic Affairs and the Office of Academic Affairs and the Donald W. Reynolds Library and Technology Center;
10. Working to assure that the Documents Room is properly maintained;
11. Acting as a liaison between the Office of Academic Affairs and North Central Association;
12. Acting as a liaison between the Office of Academic Affairs and the Office of the Registrar;
13. Acting as liaison between the Vice President of Academic Affairs and the Honors Academy.

Vice President of Institutional Advancement

The Vice President of Institutional Advancement administers College relationships external to the campus and develops support for all institutional programs and activities. Duties include overseeing areas such as alumni affairs, marketing, public relations, and fund raising.

In conjunction with Institutional Advancement staff, the Vice President of Institutional Advancement is responsible for:

1. Coordinating and integrating institutional development activities;
2. Identifying prospective benefactors, as well as contacting and soliciting the assistance of College benefactors;
3. Coordinating institutional relations, educational fund-raising, institutional research, and alumni affairs;
4. Monitoring budgets and expenditures for federal programs;
5. Evaluating the effectiveness of the College's federally funded educational initiatives;
6. Ensuring that the College complies with federal regulations;
7. Submitting federally mandated reports in a timely manner.

Vice President of Student Affairs

The Vice President Student Affairs is responsible for all matters dealing with student life and development. Duties include:

1. Overseeing student housing and the College's residential program;
2. Coordinating student activities with the Student Government Association and other student organizations;
3. Planning and projecting the need for student services facilities, equipment, personnel, and other immediate and long-range needs of the College;
4. Promoting a safe and healthy living/learning environment supportive of academic excellence;
5. Supervising freshman advisors and the orientation process.

Vice President of Fiscal Affairs

[Information was requested]

Director of Recruitment and Admissions

[Information was requested]

Director of Financial Aid

[Information was requested]

Retention Czar

The Retention Czar oversees Philander Smith College's developmental reading, writing, and mathematics program. Duties include:

1. Supervising developmental faculty;
1. Reviewing developmental curricula;
3. Overseeing the operations of the Academic Success Center;
4. Coordinating the college's tutoring and student retention efforts.

Director of Philander Smith Management Institute

The Director of PSMI oversees curricula aimed at non-traditional and professional students. Duties include:

1. Supervising the Philander Smith Management Institute (PSMI) program;
2. Liaising with business and community representatives;
3. Marketing Philander Smith College's continuing education program;
4. Assisting in the development of new professional programs.

Director of Faculty Development

The Director of Faculty Development promotes professional development among faculty. The Director of Faculty Development's duties include:

1. Identifying suitable professional development opportunities for faculty;
2. Coordinating grants that fund faculty research, travel, and publication;
3. Maintaining compliance with regulations put forward by funding agencies.

Other Officers

As deemed necessary, other College officers may be appointed by the Board of Trustees upon recommendation of the President.

2.2 Area Chairs

For administrative purposes, the academic programs of Philander Smith College are organized into five academic divisions: Business and Economics, Education, Humanities, Natural and Physical Sciences, and Social Sciences. The Division Chairperson is the chief administrative officer of each division.

All divisions consist of one or more departments, each having a chairperson. The College catalog provides a current list of departments within each division.

Division Chairpersons

Division Chairpersons are the administrative and instructional heads of their divisions. They are responsible for fiscal and academic planning, personnel decisions, and recommendations within their divisions. They are responsible for implementing and administering all College policies and procedures, for maintaining appropriate records, and for providing periodic reports as required.

Division Chairpersons are selected on the basis of professional preparation, competence, and leadership ability. Each year, Division Chairpersons are recommended to the President for appointment, reappointment, or non-reappointment by the Vice President of Academic Affairs on the basis of their performance evaluations by faculty.

Duties of the Division Chairpersons include, but are not limited to:

1. Recruiting and evaluating division faculty;
2. Coordinating the activities of division faculty;
3. Seeking funds for the division through grant writing;
4. Disseminating information to the faculty;
5. Participating in and supporting community service activities;
6. Preparing and administering division budgets;
7. Participating in and supporting division research activities;
8. Maintaining and updating division records. Records may include but are not limited to:
 - a. General files: articulation agreements, attendance records, budget purchase orders, catalogues, correspondence, course syllabi, enrollment verification, faculty annual reports, final examinations, monthly expense reports, strategic planning, and Title III;
 - b. Private files: MAPP scores, department final grade reports, teacher licensure plan, sensitive material such as identification numbers and budgets, independent contracts, mid-term rosters, placement exams, and student evaluation reports;
 - c. Personnel files: adjunct faculty contact information, adjunct faculty files, assistants' files, full-time faculty files, peer evaluations, and potential faculty files;
 - d. Sensitive documents: award grants, budgets, committee files, current academic year class schedules, Division Chair Meeting files, enrollment reports, fiscal reports, Recommendation for Hire forms (filled in), recommendations for promotion, recommendations for student scholarships, schedule changes, and sensitive issues files;
9. Participating in and supporting professional development activities;
10. Reviewing and developing division curricula;
11. Establishing and maintaining advisement procedures for the division faculty;
12. Recommending library purchases to support course offerings within the division;

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13. Reviewing, evaluating, and recommending faculty development needs in terms of study institutes, retreats, exchange programs, seminars, and conferences;
14. Reviewing performance evaluations of instructors and making recommendations to the Vice-President of Academic Affairs concerning promotion, tenure, sabbatical leave, dismissal, or non-reappointment.

In fulfillment of these responsibilities, the Chairpersons meet regularly with department chairs and faculty in their divisions. They provide leadership by facilitating and encouraging the establishment of divisional and departmental committees to assure faculty involvement in the decision-making process.

Division Chairpersons report to the Vice President of Academic Affairs.

Department Chairpersons/Program Coordinators

Department Chairpersons are appointed by the President on an annual basis and renewal is based upon the recommendations of the Division Chair, and the Vice President for Academic Affairs. Department Chairpersons are responsible for:

1. Preparing departmental budgets;
2. Reviewing curricula and making recommendations for curricular changes;
3. Developing departmental course schedules;
4. Recruiting students and coordinating activities geared toward student retention;
5. Maintaining student records;
6. Seeking funds through grant writing;
7. Recommending department library acquisitions and preparing departmental reports;
8. Participating in professional development, research, and community service activities;
9. Assisting in recruitment of faculty and students for their academic areas;
10. Evaluating the performance of instructors within the department and making recommendations to the Division Chair concerning promotion, tenure, sabbatical leave, dismissal, or non-reappointment.

2.3 Faculty

Philander Smith College embraces the concept of shared governance as a process of providing meaningful access and input into decision-making in all major components of the College. Philander

Smith College encourages a spirit of collegiality and shared decision-making, enabling the College to be inclusive, effective, and efficient.

The Faculty Senate

In accord with the College's policy of shared governance, the Faculty Senate consists of all full-time, tenure-track and tenured faculty who receive information and/or take action on recommendations received from committees, departments, divisions, the Vice President of Academic Affairs, the President, or the Board of Trustees. Faculty Senate meetings take place monthly during the academic year to consider matters affecting the academic welfare of the institution, to formulate positions and determine appropriate responses, and to generate information to be shared with faculty and administrative bodies. The Faculty Senate is charged with reviewing College policies in all areas that affect the academic functioning of the College. The Faculty Senate will consider other matters which affect the morale and working efficiency of the faculty.

Areas of Responsibility

The Faculty Senate of Philander Smith College is charged with the following responsibilities:

1. Determining standards for admission, promotion, and graduation of students;
2. Determining the courses of study and methods of instruction and proposing needed modifications in the rules for academic operations;
3. Recommending candidates for graduation to the Board of Trustees;
4. Submitting reports during and at the end of each academic term as required by College administration;
5. Reviewing and approving or disapproving policy proposals pertinent to the academic function of the College. These proposals may include but are not limited to: changes in academic programs and standards, changes in graduation requirements, new degree programs, new major or academic programs, elimination of existing degrees or major programs (except in cases where a governing body such as the Arkansas Division of Higher Education has mandated such an elimination), creation of new academic departments, and recommending changes to the Faculty Handbook. Decisions made by the Faculty Senate are subject to the oversight of the Vice-President of Academic Affairs, the College President, and the Board of Trustees;
6. Coordinating the selection of faculty for Standing Committees;
7. Proposing means for more effective utilization of resources for instruction;
8. Establishing such short term and/or task specific committees (ad hoc) as may be necessary to carry out its functions;

9. Providing a forum for the free expression of faculty opinion without fear of reprisal from administration or division chairs;
10. Advising administration regarding standards and procedures for faculty evaluations;
11. Working to promote and maintain academic freedom.

Officers of the Faculty Senate

The officers of the Faculty Senate shall be a president, a vice-president, a secretary, a parliamentarian, and a faculty representative to the Board of Trustees who shall be elected annually by the Faculty Senate membership. There shall be no limit on the number of terms a member of the Faculty Senate may hold office, however, no officer, with the exception of the Secretary, may serve more than two consecutive terms in the same office. Officers of the Faculty Senate will serve from April until the installation of new officers occurring at the next annual April meeting of the Faculty Senate.

1. The president of the Faculty Senate shall serve as chief speaker for the faculty and as the faculty representative on the College President's Executive Council. The President of the Faculty Senate will serve as the presiding officer for all Faculty Senate meetings.
2. The Vice President of the Faculty Senate will serve as President in the case of absence or incapacity of the President of the Faculty Senate. The Vice-President is also responsible for making sure that committees meet, and when possible, shall attend all faculty committee meetings.
3. The Secretary of the Faculty Senate shall notify the faculty of the dates of Faculty Senate meetings at least two weeks prior to each meeting. The Secretary is responsible for keeping the minutes of each Faculty Senate meeting, distributing agendas and the previous meeting's minutes as well as any other pertinent materials, and compiling a record of attendance for each meeting of the Faculty Senate.
4. The Parliamentarian of the Faculty Senate shall advise members on procedural questions for each meeting. Meetings of the Senate are conducted under the revised *Robert's Rules of Order*. Decisions that are made as a matter of policy will be put in writing by the Parliamentarian and disseminated to all concerned parties. The Parliamentarian shall also determine at all meetings if a quorum is present to conduct business.
5. The Faculty representative to the Board of Trustees shall represent the interest of the faculty to the Board of Trustees and shall serve as a non-voting Board member. The Faculty Representative shall be prepared to report to the Board of Trustees on issues before the Faculty Senate. The Representative shall also be prepared to make a full report to the Faculty Senate after each meeting of the Board of Trustees.
6. An Executive Committee shall be established, consisting of the officers of the Faculty Senate. The Executive Committee will arrange meeting times and agendas for the Faculty senate and shall ensure there are nominations to the standing committees as well as any ad-

hoc committees which may be needed. The President of the Faculty senate shall serve as chair of the Executive Committee.

Proceedings of the Faculty Senate

1. Voting Rights. Each faculty member who is regular, full-time, tenure-track and tenured faculty, including professional librarians, excluding those serving more than half-time in administrative capacities, has the right to vote on any matter brought before the Faculty Senate. Regular full-time, tenure-track faculty, are those faculty who hold full-time positions, who hold academic rank, and who are assigned to a tenure-track position within an academic division.
2. The quorum necessary for the transaction of business by the Faculty Senate shall be one third of the eligible voting members.
3. Actions of the Faculty Senate require a simple majority vote either by voice or by show of hands.
4. The revised *Robert's Rules of Order* is the authority for Faculty Senate meetings. Rules governing Faculty Senate meetings may be amended by two-thirds of the quorum present at any regular meeting provided that written copies of the amendment have been distributed at the beginning of the meeting.
5. Meetings of the Faculty senate will be held once a month throughout the academic year. Special meetings can be called by the Executive Committee should the need arise. Any requests for special meetings of the faculty Senate should be made to the faculty at least forty-eight hours in advance of any meeting called under this provision, and the notice must include a statement of the issue to be considered.
6. During the course of the summer, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the Faculty Senate, subject to the approval of the full Faculty Senate when it reconvenes.
7. Meetings of the Faculty senate are open to the College community. Speaking privileges before the Faculty Senate are granted to anyone recognized by the Faculty Senate president, or whose right to speak is supported by a majority of the members present. The President of the College, the President of the Student Government Association, and the Vice President of Academic Affairs shall have the right to address the Faculty Senate.
8. Minutes of all meetings of the Faculty senate will be distributed to all members, to the College President, to the Secretary of the Board of Trustees, and to the President of the Student Government Association by the Secretary of the Faculty Senate.
9. Decisions made by the Faculty Senate shall be final when approved by the President of the College and the Board of Trustees of Philander Smith College. The President of the College shall have the right to non-concur with any action of the Faculty Senate. However, in exercising this right, the College President shall state the reasons for non-concurrence in a letter to the Secretary of the Faculty Senate. The Board of Trustees shall then be notified of the action of the Faculty Senate and the non-concurrence of the President of the College, along with the stated reasons of the President. A final determination of the matter shall be

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made by the Board of Trustees, and until such time, the faculty Senate shall adhere to its own action.

Meetings: The Faculty Senate meets the 3rd Thursday of each month when classes are in session.

2.4 Office of Academic Affairs Organization Chart **[Information was requested]**

2.5 Cabinets, Councils, and Standing Committees

The College's standing committees are determined jointly by the President, the President's Cabinet, and the Faculty Senate. These groups provide advice and counsel, serve as appellate panels, and propose policies and procedures which affect the College.

From time to time, the President of the College or other administrative officers may appoint ad hoc committees to study special problems. These ad hoc committees will address special concerns which ordinarily can be accomplished over a limited period of time.

The President's Executive Cabinet

Membership: The President, the Vice President of Academic Affairs, the Vice President of Fiscal Affairs, the Vice President for Institutional Advancement, the Vice President of Student Affairs, the General Counsel, the Director of Financial Aid, and the Director of Recruitment and Admissions.

Responsibilities: The President's Executive Cabinet meetings provide an opportunity for each member to share concerns about problems and issues and aid in the development of appropriate responses which are consistent with College policy and practice.

Meetings: The cabinet meets weekly and on call by the President.

Executive Council

Membership: The President, the Vice President of Academic Affairs, the Vice President of Fiscal Affairs, the Vice President for Institutional Advancement, the Vice President of Student Affairs, the Registrar, and the directors of Alumni Affairs, Library Services, TRIO, Facilities, Residence Life, Public Safety, Institutional Research, Integrated Counseling, Recruitment and Admissions, Financial Aid, Title III, CIS, and the Retention Czar, the Chaplain, and the Faculty and Staff Representatives.

Responsibilities: The Extended Cabinet meetings provide a forum for discussing topics that have general College-wide implications.

Meetings: The Extended Cabinet meets on the fourth Tuesday of each month or as called..

Chairs Meeting

Membership: The Chair's meeting membership consists of the Vice President of Academic Affairs, the Associate Vice President of Academic Affairs, the Academic Division Chairpersons, the Registrar, Library Services, Assessment, Philander Smith Management Institute, Upward Bound, President as ex officio member, and a student representative.

Responsibilities:

- To review and recommend to the Vice President of Academic Affairs new curricula, program revisions, degree requirements, and academic standards submitted by standing committees and approved by the Faculty Senate;
- To coordinate all academic matters for the purpose of meeting the College's mission and short- and long-term goals;
- To review the budgetary concerns for various academic divisions and support areas;
- To continuously assess, evaluate, and recommend procedures for the appointment of academic personnel and procedures for determining promotion and tenure.

Meetings: The Chairs Meeting meets bi-weekly and on call.

Faculty Senate Standing Committees

1. The Academic Policies Committee
2. The Curriculum Committee
3. The Evaluation, Promotion, and Tenure Committee
4. The General Education Committee
5. The Research and Sabbatical Leave Review Committee
6. The Library Committee
7. The Teacher Education Committee
8. The Faculty Grievance Committee
9. The Faculty Development Committee
10. The Faculty Athletic Committee
11. The Faculty Handbook Committee
12. The Faculty-Staff Grievance Committee

13. The Electoral Committee.
14. The Honorary Degree Committee

Committee Membership

Membership on each faculty standing committee consists of the following voting members:

1. One full-time faculty representative from each division, to be nominated by each division and approved by the faculty Senate (see exceptions below);
2. Two students nominated by the Vice President for Student Affairs and the Student Government Association;
3. Non-voting members of each committee can be selected by each committee at their discretion, but should not exceed three;
4. The Curriculum Committee is to consist of academic Division Chairpersons;
5. Divisions may nominate adjunct faculty to serve on committees. Non-voting members may be nominated from Student Support Services, Student Affairs, and/or Upward Bound.

Exceptions

1. Members of the Evaluation, Promotion, and Tenure Committee must be tenured faculty.
2. Membership on the Library Committee and the Teacher Education Committee will be determined as specified in the committee structure.
3. The Faculty Grievance Committee will not include students and must include one faculty member appointed by the grievant.
4. Committees will select their own chairperson except for the Teacher Education Committee and the Faculty Development Committee, where the chairperson is designed in the committee structure.
5. The Faculty-Staff Grievance Committee will include two at-large and one alternate full-time faculty, and the President of the College shall appoint two staff members and one alternate member from the following: Vice-President of Academic Affairs, Vice-President of Institutional Advancement, Director of Title III, Director of Financial Aid, Registrar, Director of CIS, Library Director, and Director of Religious life.
6. The Electoral Committee may not include any serving officer of the Faculty Senate.

The Academic Policies Committee

Responsibilities: The purpose of the Academic Policies Committee is to improve the quality of all academic services at Philander Smith College. Specifically, the committee will:

1. Review and make recommendations regarding all academic matters for the express purpose of assuring that the mission and objectives of the College are achieved. The committee will recommend the initiation and/or revision of academic programs, policies, and procedures to achieve the College's objectives and mission;
2. Review, initiate, and recommend policies relevant to academic course offerings, degree requirements, grading procedures, credit policies, academic standards, and related matters;
3. Review, evaluate, and make recommendations relating to the effectiveness of academic support services for students and faculty;
4. Review, evaluate, and make recommendations relating to all *special* academic programs (e.g., Upward Bound, Black Executive Exchange Program, Math Science Program, etc.);
5. Review, evaluate, and make recommendations regarding all academic policy changes submitted by other standing committees;
6. Act on any grievance originating from student complaints collectively or individually, centering on such questions as grading standards and fairness, departmental or graduation requirements, errors in registration or record keeping, or those related to similar areas. Such grievances may be submitted to the committee by a student grievant after he/she has consulted with the teacher, the departmental and/or division chairperson involved, and the Vice President of Academic Affairs.

Meetings: The Academic Policies Committee shall meet on call as necessary.

The Curriculum Committee

Responsibilities: The Curriculum Committee's purpose is to assess the needs and evaluate the quality, relevance, appropriateness, and effectiveness of the College's curriculum. Specifically the Curriculum Committee will:

1. Evaluate and make recommendations relating to the nature, scope, and sequence of the curriculum in relation to the philosophy and mission of Philander Smith College;
2. Evaluate and recommend new courses, programs and curricula proposals, to assure continued quality and currency without excessive courses, programs, or curricula offerings;
3. Continually evaluate and make recommendations relating to the content of and number of requirements in the general education core.

Meetings: The Curriculum Committee shall meet on call as necessary.

Evaluations, Promotion, and Tenure Committee

Responsibilities: The purpose of this committee is twofold. One is to receive and evaluate each promotion and/or tenure application along with the appropriate Division Chairperson's recommendation and to make an independent written recommendation to the Dean of Instruction and the Vice President for Academic Affairs. To fulfill this purpose it is the chief responsibility of the committee to review all applicants' qualifications for promotion and/or tenure status; to check the portfolio for consistency with divisional and College procedures, policies and missions; to review the portfolio for completeness of the information presented. Each applicant will be given a positive or negative recommendation with all positive recommendations placed in priority order.

Additionally, the Evaluation, Promotion, and Tenure Committee is charged with:

1. Developing and recommending policies, procedures, and practices for evaluating faculty by their supervisors, peers, and students;
2. Reviewing and recommending criteria for beginning employment at Philander Smith College at the ranks of instructor, assistant professor, associate professor, or full professor;
3. Reviewing and recommending revisions when needed of policies, procedures, and practices for appealing denial of promotion or tenure;
4. Reviewing and recommending eligibility criteria for Emeritus Faculty status;
5. Reviewing and recommending policies, procedures, and practices for nominating faculty for Emeritus status.

The Evaluation, Promotion, and Tenure Committee will recommend, after a review of supporting documents, faculty for the Emeritus status.

Meetings: The Evaluation, Promotion, and Tenure Committee shall meet according to a regular yearly schedule.

The General Education Committee

Responsibilities: This committee is charged with reviewing and evaluating the College's general education requirements. Since the successful completion of the General Education core is required of all students, it is imperative that this curriculum is reviewed regularly and updated as needed.

The General Education Committee is responsible for:

1. Reviewing and recommending for faculty action all requests for changes, additions, and deletion of courses in the General Education curriculum;
2. Consulting with the department/program concerned in the possible curricular changes;

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3. Overseeing the implementation of proposed changes in curriculum.

Meetings: The General Education Committee shall meet on call as necessary.

The Research and Sabbatical Leave Review Committee

Responsibilities: The Research and Sabbatical Leave Review Committee is primarily responsible for evaluating applications for Sabbatical Leave; Educational Leave With Pay; and Release time for research. The committee will review and evaluate all applications for:

1. Clarity and consistency, and the congruence of the proposed research with the College and divisional missions, goals, and objectives;
2. The completeness of the information;
3. The probability of the leave or release time resulting in professional development for the faculty member.

Meetings: The Research and Sabbatical Review Committee will meet on an on-call basis.

The Library Committee

Responsibilities: The Library Committee will serve as an advisory body for the Library and the Director of Library Services in matters of general policy, such as usage and access policies or inter-library cooperation. The Committee members will also serve as a channel of communication between the Library and the various academic divisions and programs, the non-teaching staff, and the student body. The Committee members may be requested to give advice on collection development in their academic disciplines. The Committee will:

The voting members of the Library Committee shall consist of:

1. At least one faculty member from each academic division or program, to be selected by the Division Chair or Program Director;
2. At least one non-teaching staff member, to be selected by the Vice President of Academic Affairs;
3. At least one member of the Student Government Association, to be selected by the Vice President of Student Affairs and the SGA President;
4. The Director of Library Services or a designated library staff member will serve as an ex-officio member of the Library Committee and will maintain a record of all meetings. The Chair of the Committee will be chosen by the committee's members.

Meetings: The Library Committee will meet at least once each semester and on call as determined by the committee chair and/or the Director of Library Services.

The Teacher Education Committee

Responsibilities: The purpose of the Teacher Education Committee is to recommend, monitor, and evaluate programs and policies which govern curricula, admission, and the academic standards of students pursuing a Teacher Education degree. Specifically, the Teacher Education Committee will:

1. Review, evaluate, and make recommendations on policies governing Teacher Education programs;
2. Provide for continuous evaluation of all licensure areas and the Teacher Education programs;
3. Maintain communication within the College on matters relating to Teacher Education programs;
4. Review and rule on all student requests for acceptance into the Teacher Education program.

The voting members of the Teacher Education Committee shall consist of:

1. The Chairperson of the Division of Education who shall serve as chairperson;
2. One representative from each licensure area, including Early Childhood Education, Middle Level Generalist, and Vocational Education/Business Technology;
3. One student member from each area of Early Childhood Education, Middle Level Generalist, and Vocational Education/Business Technology;
4. One rotating member representing the most recent graduating class;
5. One member from a community based parent organization that is not formally affiliated with any school district;
6. One representative from the Pulaski County, Little Rock, and North Little Rock school districts;
7. One rotating member representing a rural school district;
8. Each faculty member of the Division of Education.

Meetings: the Teacher Education Committee shall meet once each semester and on call as needed.

Faculty Grievance Committee

Responsibilities: The purpose of the Faculty Grievance Committee is to resolve all issues involving faculty and the institution and to review any negative recommendations for tenure or promotion. The

committee shall file a written report of its findings with the President, which will include a majority opinion of all the committee members and a minority opinion if applicable. The Faculty Grievance Committee will:

1. Review allegations of unfair treatment regarding some aspect of the work situation which is subject to the control of the College and is subject to grievance;
2. Review committee or administrative recommendations which appear to be arbitrary or capricious;
3. Review committee or administrative recommendations which appear to be based upon racial, gender, disability, or other prohibited discrimination;
4. Review committee or administrative recommendations which were rendered without substantial compliance with the proper procedures including adherence to all stipulated deadlines. The appellant must show that the proper procedures were not followed and that such error was or could have been a contributing factor to the negative recommendation.

Meetings: The Faculty Grievance Committee will meet on call by the chairperson as required by receipt of grievance.

For grievances involving general harassment as defined in the General Harassment Policy Statement, the Personnel Director of the College will sit on the committee as a non-voting ex-officio member.

The Faculty Development Committee

Responsibilities: The purpose of the Faculty Development Committee is to administer the funds made available by the College for faculty study, research, and degree work. The Faculty Development Committee will:

1. Recommend for faculty approval the criteria for the awarding of grants within its area of responsibility;
2. Disseminate to the faculty information concerning funds made available by the College for such grants;
3. Review requests for such grants from members of the faculty;
4. Designate recipients of such grants;
5. Review and recommend applicants for sabbaticals;
6. Make recommendations to the Vice President of Academic Affairs on faculty-development workshops.

The voting members of the Faculty Development Committee shall be as described above plus the Dean of Faculty Development who shall serve as chairperson.

Meetings: The Faculty Development Committee will meet monthly and on call, as necessary.

The Faculty Athletic Committee

Responsibilities: The purpose of the Faculty Athletic Committee is to oversee and improve the interaction between academics and athletics. The Faculty Athletic Committee will:

1. Ensure that academic rules are followed;
2. Evaluate athletics recruiting processes;
3. Make recommendations for scholarships;
4. Document student athletes' absences;
5. Evaluate the functioning of the College's athletic program with regard to academics.

Meetings: The Faculty Athletic Committee will meet monthly and on call, as necessary.

The Faculty Handbook Committee

Responsibilities: The purpose of the Faculty Handbook Committee is twofold. One is to oversee adherence to faculty policy. The other is to review changes to the Faculty Handbook. The Faculty Handbook Committee will:

1. Review and make recommendations regarding adherence to faculty policies;
2. Review, initiate, and recommend policies relevant to faculty governance;
3. Develop and update the Faculty Handbook.

Meetings: The Faculty Handbook Committee shall meet on call as necessary.

The Faculty-Staff Grievance Committee

Responsibilities: The purpose of the Faculty-Staff Grievance Committee is to resolve disputes between faculty and staff. The committee will render a decision, which shall be conveyed in writing to the President.

Meetings: The Faculty-Staff Grievance Committee shall meet when notified by the Personnel Director as necessary.

The Electoral Committee

Responsibilities: The purpose of the Electoral Committee is to collect nominations for officers of the Faculty Senate. At the April meeting of the Faculty Senate, the committee shall present the ballots of candidates and conduct any additional nominations until a motion to close nominations is passed. After the members have voted, the committee shall collect the ballots and tally the votes. The Chair of the Electoral Committee shall give the Senate the results.

Meetings: The Electoral Committee shall meet when necessary to accept nominations.

The Honorary Degree Committee

Responsibilities: The purpose of the Honorary Degree Committee is to collect nominations for honorary degrees, evaluate them, and submit the candidates to the Faculty Senate for final approval.

Meetings: The Honorary Degree Committee shall meet when necessary to accept nominations.

CHAPTER 3 FACULTY DUTIES AND RESPONSIBILITIES

3.1 Teaching

The primary duty of each faculty member is to teach. Faculty are expected to assume a fair share of the teaching load. In all departments, a full teaching load is normally twelve (12) hours or the equivalent. The Department Chairperson, Division Chairperson, Vice President of Academic Affairs, respectively, must be consulted regarding any deviations from this regulation.

In departments with responsibilities for general education courses, all faculty are expected to share in the load.

3.2 Course Syllabi

Faculty are required to prepare, at the beginning of each semester, syllabi that adhere to the Philander Smith College Course Syllabus Guidelines. A syllabus must be prepared for each individual course that the faculty member teaches. Copies of the syllabi are required to be filed with the Division Chairperson; the Library; and the Office of Academic Affairs. Syllabi are to be passed out to all students no later than the fourth meeting of three-day classes, the third meeting of two-day classes, and the second meeting of one-day classes.

3.3 Student Attendance

Students are expected to attend all class meetings. Faculty should have a specific policy that complies with the attendance policy stated in the College catalog. The attendance policy should be included in the course syllabus and announced to the class at the beginning of each term.

Faculty will report to the Registrar's Office those students who do not attend or frequently miss class. Those students will then be notified by Student Affairs that continued absence may result in a "WF" grade for the course.

Students who are absent due to illness or other legitimate excuses should be advised to contact the Office of Academic Counseling in Student Affairs or the appropriate instructor(s) and explain the situation. The Office of Academic Counseling will then contact the student's instructors regarding the absences when appropriate.

Class absences due to a student's participation in athletics, club activities, other extracurricular activities, or activities of another course should be cleared with all affected instructors. Coaches, advisors, or instructors who supervise such activities are required to file a list of participants and a semester calendar of travel dates with the Office of Academic Affairs.

Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.

3.4 Examinations

In the course syllabus, faculty are expected to include a thorough explanation of testing policies. These policies should be announced to each class at the beginning of each term.

The frequency of regularly scheduled and make-up examinations is at the discretion of the faculty member. However, certain general policies should be followed:

1. Faculty should provide students with a number of examination opportunities during the term;
2. Testing materials should be modified and updated from term to term;
3. Students should be given an opportunity to review examinations after grading.
4. Make-up examinations are permitted only for valid absences. A student who misses an examination without a valid excuse should receive a failing grade for that examination;
5. Every effort should be made to insure that mid-term grades accurately reflect a student's standing and progress;
6. The final examination period is a part of the regular semester or term, and faculty are urged to view it as such. The Office of the Registrar publishes a schedule for final examinations. Final examinations for summer terms are generally administered during the last class meeting;
7. A student who misses a final examination and has a valid excuse should be given a grade of "I", an incomplete.

Misconduct during Examinations

An instructor who apprehends a student displaying academic misconduct in or during an examination will take appropriate action. The instructor will notify the student's Division Chairperson of the action taken.

3.5 Plagiarism

Plagiarism is a serious academic offense and will not be tolerated. Students may not copy whole texts, phrases, words, or ideas without giving appropriate credit to the original source. When an instructor has evidence that a student has committed plagiarism, he/she will take one of the following actions and inform the Vice-President of Academic Affairs in writing:

1. Give the student a failing grade on the plagiarized work;
2. Suspend the student from that class.

3.6 Grading and Change of Grades

At the beginning of each term, faculty should include in their syllabi and explain to students how the final course grade will be determined. In addition, faculty should continually review and re-evaluate their own grading procedures for the purpose of maintaining academic integrity.

Faculty will keep accurate records of student grades and attendance. These records remain the property of Philander Smith College and are to be turned in to the Division Chairperson upon the faculty member's departure from the College.

3.7 Faculty Absences

When it is necessary for a faculty member to be absent from a class, for reasons other than those associated with illness, bereavement, etc., it is the faculty member's responsibility to make arrangements in advance for the course content to be covered during his or her absence. The faculty member must complete a Faculty Leave Form a minimum of two weeks prior to the absence. The Faculty Leave Form must be filed with the Division and Office of Academic Affairs.

Unexpected, extended absences of a faculty member must be processed through the Division, Academic Affairs and Personnel offices so that arrangements may be made for carrying out the faculty member's responsibilities. However, the faculty member must provide the Division office with the tools needed to fulfill his or her classroom obligations: syllabi, textbooks, keys, etc.

3.8 Expectations for Faculty

Philander Smith College is to be served by outstanding, highly motivated faculty who possess the ability to motivate others and outstanding interpersonal skills, the requisite knowledge base, and the skills to apply that knowledge. Philander Smith College has specific expectations of its faculty. The institution expects that all faculty will:

1. Be effective teachers;
2. Be actively engaged in scholarly pursuits, including research, publication, and grant writing;
3. Render service to the College community;
4. Be engaged in professional development;
5. Render service to the community.

Faculty must respect their students as fellow human beings. They will maintain appropriate professional relationships with students at all times. Faculty will evaluate students fairly, encourage and protect students' academic freedom, and refrain from exploiting students in any fashion for personal or professional gain.

Faculty will relate appropriately to their colleagues, respecting their academic freedom to research, teach, and offer their opinions to the College community. Professional, responsible faculty view

themselves as partners in the College community, sharing in the work/tasks necessary for the College to achieve its mission, goals, and objectives. This includes committee work, participation at departmental, divisional, and College-wide meetings, and assistance with accrediting requirements.

3.9 Faculty Reports and Evaluations

The following three (3) reports are required of all faculty:

1. Faculty Activity Form: In order for the Office of Academic Affairs to locate faculty, an activity form listing class schedules, office hours, field experience, and advisee loads is to be completed by September 15th of the fall term and January 15th of the spring term and filed in the Division and Academic Affairs Offices;
2. Faculty Planning Form: A planning form, detailing the faculty member's plans for development in scholarship, teaching, advising, professional growth, and College and community service for the academic year must be completed on or before September 30th. The Faculty Planning Form must be approved by the Department and Division Chairs and filed with the Division and Academic Affairs Offices. Further, the form shall be used by the Division Chair for evaluative purposes;
3. Faculty Self-Evaluation: On or before April 30th, every faculty member will submit to the Department Chairperson a yearly report summarizing professional accomplishments for the year. These achievements should be related directly to the criteria established for promotion and tenure.

A faculty member's yearly report should be consistent with plans and objectives for a particular academic year. These goals must have been established in conjunction with and approved by the Division Chair the previous fall.

Division Chairs will meet with faculty to discuss the progress that faculty are making toward projected goals. Conferences of this type are an integral part of the process to determine retention, promotion, and salary increments.

The Division Chair will integrate the plans of individual faculty into the plans for the division and will use the faculty annual reports to assess the division's achievements.

3.10 Teaching Assignments

A normal teaching load for a full-time faculty member without administrative duties is 12 credit hours per semester. Six credit hours is a normal teaching assignment during a five-week summer term. Adjustments in load may be made on the basis of the following factors:

1. Administrative duties;
2. Direction of student co-curricular activities;

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3. Release time for research and professional growth activities;
4. Duties pertaining to accreditation;
5. Special assignments by the Division Chair or Vice President of Academic Affairs;
6. Committee duties pertaining to faculty governance.

3.11 Academic Advising

The responsibility of providing sound academic advising to students is shared by the Division Chairs, Department Chairs, and all faculty. Each Division Chair is expected to develop an initial advising system for the division's students and faculty. All faculty will be assigned a number of designated student advisees by the Department Chair.

Faculty assist students with the planning of their academic programs; review their career objectives; and help prepare class schedules.

Students reserve the right to request and be granted a change of advisor.

3.12 Office Hours

Faculty are required to maintain office hours for the purpose of having conferences with and advising students. Each faculty member is required to be available to students a minimum of 10 hours per week for academic counseling and assistance. Division Chairpersons are expected to maintain fifteen (15) office hours per week.

At the beginning of each semester, faculty shall post office hours and class schedules and file this information with the Division Chairperson and the Vice President of Academic Affairs. Office hours should be arranged to accommodate student schedules.

In the event a faculty member cannot keep his or her posted office hours, courtesy suggests that a notice be posted so that students may determine the earliest available time for consultation.

3.13 Release of Student Information

The Family Educational Rights and Privacy Act (Buckley Amendment) passed by the United States Congress on November 19, 1974, requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that no personally identifiable information may be revealed from a student's educational records to unauthorized third parties without the prior consent of the student in writing.

Some of the more important aspects of the Buckley Amendment for faculty to consider are as follows:

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1. No faculty member should release information regarding a student to anyone other than the student, another faculty member, or College administrator. Any requests for student information will be directed to the Registrar's Office;
2. When returning any graded material to students, faculty should be careful not to allow the grades to be seen by anyone other than the students receiving them;
3. Faculty should not post grades alongside students' names or Social Security Numbers. If posting is to be done at all, some acceptable code which insures privacy should be used.

3.14 Major College Activities

Full-time faculty shall and adjunct faculty are encouraged to attend the following major College activities:

1. Opening Convocation;
2. Baccalaureate and Commencement Services;
3. Faculty Meetings;
4. Faculty/Staff Institute.

CHAPTER 4 FACULTY EVALUATION SYSTEM

4.1 Criteria for Evaluation

Faculty evaluation is an ongoing process conducted throughout all academic divisions of the College and grounded in the institution's vision and mission. The purpose of faculty evaluation is to improve instruction, as well as to provide information which can be used in making personnel decisions affecting re-appointment, promotion, and tenure.

Faculty Evaluation (a) is based upon established criteria; (b) is multifaceted and includes information from several resource areas; (c) identifies strengths and encourages the faculty member to build upon these; (d) identifies challenges and provides assistance for remediation.

Every faculty member will maintain a teaching portfolio which will contain evidence in support of his/her performance in five categories:

1. Effective Teaching and Advisement;
2. Research, Grant Writing, or Professional Productions;
3. Service to the College and Community;
5. Faculty Development;
6. Additional Achievements.

During the process of evaluation, faculty will submit portfolios to the appropriate Department Chairs. Department Chairs submit their portfolios to the appropriate Division Chairs, and the Division Chairs will forward their portfolios to the Vice-President of Academic Affairs. Performance in each area cited above will be noted as below expectations, as meeting expectations, or as exceeding expectations. The overall performance of the faculty will be rated similarly. The evaluation will conclude with specific recommendations as applicable on one or more of the following options:

1. Remain in present position;
2. Promote;
3. Grant tenure;
4. Place in Probation/Development Plan;
5. Terminate contract.

These recommendations will then be forwarded to the Vice President of Academic Affairs for necessary action.

Effective Teaching and Advisement

Evidentiary documents for this section will include:

1. Copies of student, peer, and chairperson evaluations;
2. Copies of syllabi, handouts, exams, and other supplementary materials used in each course taught;
3. Copies of letters citing recognition of teaching excellence.

Other supplementary materials should indicate integration of writing, critical thinking, and technology within each course.

Research, Grant Writing, or Professional Productions

Evidentiary documents for research and grant writing will include, but are not limited to, conference programs and agendas, copies of publications, copies of publications in review, manuscripts, and copies of grant proposals submitted and/or funded.

Faculty are encouraged to present one paper or publish one review every year, or publish a book chapter or an article in a refereed journal or submit one grant proposal to a funding agency every two years. Art exhibits, concert recitals and other creative activities will be considered the equivalent of published papers.

Service to the College and the Community

Evidentiary documents attesting to service to the College may include, but are not limited to, agendas and/or minutes of meetings, letters of appointment to committees or campus organizations, and programs indicating involvement and leadership in a campus activity.

Faculty are expected to show a measure of involvement in service to the College.

Evidentiary documents attesting service to the community may include, but are not limited to, letters of appointment/membership/election to local, regional or national organizations, programs of events, and other documents denoting participation in campus programs which have community impact.

Faculty are expected to show a measure of involvement in service to community outreach activities consistent with their academic disciplines.

Professional Development

Evidentiary documents for professional development will include records of participation in on- and off- campus faculty development activities. Faculty are expected to have participated in at least one faculty development activity every year.

Additional Achievements

The final section of the portfolio may contain material which documents other relevant activities such as notices of local, regional, or national recognition, consulting, editorial appointments, and so on.

Documenting Faculty Achievement through Portfolios

Each faculty member will create and maintain a portfolio which will include, but not be limited to, evidence indicators for each of five categories cited above. The introductory section of the portfolio may be a narrative summary of a faculty member's achievements for a particular year and may also include explanations or citations for special achievements. Portfolios in progress will be submitted to the faculty member's division chair as a part of the evaluation process and in final form as support for any application for promotion and/or tenure. Portfolios shall be placed in the Documents Room.

4.2 Components of Faculty Evaluation

Administrative Evaluation: Department Chairpersons, Division Chairpersons, and the Vice President of Academic Affairs will provide official feedback on faculty under their jurisdiction. Supervisors will use the information provided in the faculty portfolios, along with information from other sources, including student, peer, and administrative evaluations, and make appropriate recommendations. The individual being evaluated has the right to respond to the entire evaluation or any part of it.

Student Evaluation of Instruction: Student evaluations of faculty will occur generally during the second half of each semester during the week designated on the College calendar; all faculty are required to take part in the evaluation process. Additional evaluations may be conducted at the request of the individual faculty, the Department Chairperson, the Division Chairperson, or the Vice-President of Academic Affairs.

The Office of Assessment administers student evaluations of instruction. Specific details about evaluation procedures are disseminated to faculty each evaluation period and are available in the Office of Assessment.

Peer Evaluation: Peer evaluation of faculty will be conducted once each academic year through class visits. Details about the procedure are available in the Office of Assessment. This evaluation is a component of the overall evaluation process, and results of the process will be shared with the appropriate individuals.

The Evaluation, Promotion, and Tenure Committee: The Evaluation, Promotion, and Tenure Committee receives and evaluates each promotion and/or tenure application, including portfolio. The Committee makes an independent written evaluation of each candidate for promotion and/or tenure to the Vice President of Academic Affairs, Faculty Senate, the President, and the Board of Trustees.

4.3 Faculty Evaluations of Administrators

Faculty evaluation of Department Chairpersons and Division Chairpersons will be conducted each year in the spring as a part of the overall evaluation process. Details about the procedure are available in the Office of Assessment and will be disseminated to the faculty at the beginning of the spring semester.

4.4 Promotion

Promotion from one rank to another does not automatically follow as the required years of faculty experience are reached. Promotions recognize academic preparation, teaching experience, and endeavors in scholarly research and/or artistic production. The personal growth of individual instructors and their total contribution to Philander Smith College are also considered.

To be considered for promotion and/or tenure, a faculty member must show substantial evidence of teaching effectiveness.

Early in the spring semester of each academic year, eligible faculty may apply to be considered for advancement. Application materials are to be submitted by September 15 for review. Faculty seeking promotion will obtain the approved application materials from the Office of Academic Affairs.

Eligibility for Promotion

The qualifications for appointment and advancement to one of the four academic ranks - Instructor, Assistant Professor, Associate Professor, or Professor--are as follows:

1. Minimum Time in Rank:
 - a. Candidates for promotion to the rank of Assistant Professor must have held the rank of Instructor at the College for at least two (2) years and have three (3) years of teaching experience;
 - b. Candidates for promotion to the rank of Associate Professor must have held the rank of Assistant Professor at Philander Smith College for at least four (4) years;
 - c. Candidates for promotion to the rank of Professor must have held the rank of Associate Professor at Philander Smith College for at least five (5) years;
 - d. Service time will not include, unless otherwise approved by the President in writing, time spent on sabbatical, leave of absence, or assignment to administrative duties while holding teaching rank.
2. Satisfactory evaluation in four categories:
 - a. Teaching;
 - b. Scholarship, research, or professional production;
 - c. Service to the College;
 - d. Service to the community.

Completed applications and portfolios must be submitted to Division Chairs by September 15.

Outlines for Application

Application materials outlining the criteria for promotion in rank are available in the Office of the Vice President of Academic Affairs. The following criteria will be used by faculty in organizing their portfolios and applications for promotion. In each area, additional evidence of support is encouraged.

1. A cover letter confirming the faculty member's desire to enter the promotion review process;
2. A title page containing name, rank, and date of submission;
3. A table of contents listing the entries as they appear in the document;
4. Current curriculum vita;
5. An official promotion form duly filled in with appropriate attachments.

Teaching portfolios shall cover the years spent in the present rank.

4.5 Award of Tenure

Tenure is granted by the Board of Trustees upon the recommendation of the President. No other person has the authority to make tenure recommendations to the Board of Trustees. In the event that tenure is awarded by the Board, the President will furnish the faculty member with timely written confirmation of the award.

Philander Smith College recognizes that tenure promotes favorable conditions for the exercise of academic freedom and the orderly development of the College as a community of teacher- scholars.

In tenure reviews, decisions made by the College are of extreme importance in the institution's pursuit of academic excellence. Achievement of tenure should never be regarded as a routine or automatic award. Rather it must reflect and affirm professional competence and performance as measured against national standards at comparable institutions. Tenure expresses the College's continuing need for a faculty member's services and the sufficiency of the institution's financial resources to make a long-range commitment to that individual. Once tenure is granted, the faculty member is expected to maintain or improve his or her level of performance.

Post-Tenure Review

After tenure is granted, faculty still are expected to undergo periodic evaluation. The purpose of the post-tenure review is not to revoke tenure, but instead to foster faculty development through the articulation of performance objectives and the use of constructive feedback.

Faculty on Tenure Track

A tenure-track faculty member may not serve for more than seven years without tenure. If a faculty member has received initial appointment at the rank of instructor or assistant professor and served for six years in the position, he or she must apply for and be awarded tenure. If either action fails to occur, his or her appointment will expire at the end of the next one-year term of appointment.

Notification of termination shall be made prior to the end of the sixth year in the tenure-track position. The letter of appointment (contract) following a tenure decision will indicate whether the appointment is a terminal one or whether it carries with it the award of tenure.

Withdrawal of Tenure

Under certain conditions, the status of tenure is subject to withdrawal. Those conditions are indicated under the caption of "Dismissal for Cause." Tenure-track and term appointments can also be terminated for cause. Such causes include, but are not limited to, the following:

1. Failure to meet scheduled classes;
2. Continued failure to perform other professional duties that are essential to quality student service and the continuation of Philander Smith College;
3. Financial Exigency;
4. Discontinuance of Program;
5. Failure to set a good personal example on the campus and in the community in accordance with the College's ethical ideals and principles as specified in its mission statement and faculty contracts;
6. Failure to work together with the administration, faculty, staff, and student body to develop a sense of unity and clear purpose at the College.

4.6 Procedures for Promotion and Tenure

The Applicant: In every case, the procedure for tenure and promotion is initiated by the applicant. It is the responsibility of all full-time, tenure-track faculty to be aware of the College's policies and procedures and of their own status regarding tenure and promotion. The applicant is responsible for preparing the application and portfolio and ensuring that all relevant materials are included. The application should include documentation that the applicant has met all eligibility requirements for tenure and/or promotion. The applicant is responsible for submitting the tenure and/or promotion application to the appropriate Division Chairperson on or before September 15th.

The Division Chairperson: The Division Chairperson shall receive each application and all its supporting materials on or before September 15th. After an independent review of the application, the Chairperson shall make a positive or negative recommendation for each applicant in writing. All positive recommendations shall be forwarded to the Evaluation, Promotion, and Tenure Committee on or before October 1.

The Chairperson must meet with any applicant who has received a negative recommendation before the October first deadline. At this point, the applicant may withdraw the application. If the applicant chooses not to withdraw, his/her entire record will be forwarded to the Evaluation, Promotion, and Tenure Committee.

The Evaluation, Promotion, and Tenure Committee: The Evaluation, Promotion, and Tenure Committee receives each application, its supporting documents, and the recommendations of the Division Chairperson; evaluates each application and the chair's recommendation and makes an independent, written recommendation to the Vice President of Academic Affairs. Providing a quorum is present, the committee gives each application a positive or negative recommendation. All positive recommendations shall be forwarded to the Vice President of Academic Affairs on or before October 15.

The committee must meet with any applicant who receives a negative recommendation before the October fifteen deadline. The applicant may choose to withdraw from the process at this time. If he or she chooses to proceed, his/her entire record must be forwarded to the Vice President of Academic Affairs.

Vice President of Academic Affairs: The Vice President of Academic Affairs shall receive all applications with recommendations. After an independent review of each application, its supporting documents, and the recommendations, the Vice President of Academic Affairs determines which applicant(s) shall receive a negative recommendation.

The Vice President of Academic Affairs must notify each applicant who receives a negative recommendation before the November first deadline. If an applicant wishes to appeal a negative recommendation by the Vice President of Academic Affairs, he/she may submit an appeal to the Faculty Grievance Committee.

The Faculty Grievance Committee should consider this appeal before the November 15th deadline and give each application a positive or negative recommendation. All positive recommendations shall be forwarded to the President on or before November 15.

The Vice President of Academic Affairs shall forward a recommendation to the President no later than November 15. The Vice President of Academic Affairs must notify each applicant who receives a negative recommendation.

The President and the Board of Trustees

The President shall receive the report and recommendation of the Vice President of Academic Affairs and, when appropriate, the Grievance Committee. From those applicants, the President shall submit those to be recommended for promotion and/or tenure to the Board of Trustees. Each applicant shall be given written notification by the President indicating the Board's decision within two weeks of the Board of Trustees' February meeting.

Tenure and Promotion Appeals

Appeals may be made on the following bases:

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1. Committee or administrative recommendations which appear to be arbitrary or capricious;
2. Committee or administrative recommendations which appear to be based upon racial, gender, disability, or other prohibited discrimination;
3. Committee or administrative recommendations which were rendered without substantial compliance with the proper procedures including adherence to all stipulated deadlines. The appellant must show that the proper procedures were not followed and that such error was or could have been a contributing factor to the negative recommendation.

The purpose of the Grievance Committee is not to determine the merit of the candidate's qualifications for tenure or promotion, but to determine whether any of the three bases for appeal **is** proven by a preponderance of the evidence. The committee shall file a written report of its findings with the President.

4.7 Eligibility

To be eligible for promotion to Assistant Professor, a faculty member shall have been an Instructor at Philander Smith College for at least two years and have three years of teaching experience. For promotion to Associate Professor, a faculty member shall have been an Assistant Professor for at least four years. For promotion to Professor, a faculty member shall have been an Associate Professor for five years.

4.8 Time Line and Procedures for Promotion and Tenure

A typical schedule for promotion and tenure is as follows:

- | | |
|---------------------|---|
| January | The Vice President of Academic Affairs notifies all faculty of the timetable for consideration of recommendations for promotion and/or tenure; |
| February | The Divisional Chairperson informs faculty who may be considered for promotion/tenure and requests portfolios. The faculty member who has not been invited by the Chairperson to submit materials for promotion or tenure, but who feels that he/she is eligible, should consult with the Chairperson. If the faculty member is not satisfied with the reason(s) for the non-recommendation, after informing the Chairperson of his or her intent, he/she has the right to appeal the actions of the Chairperson to the Vice President of Academic Affairs; |
| September 15 | Faculty candidate submits portfolio to the Division Chairperson; |
| October 1 | The Chairperson reviews all materials submitted by the candidate. The Chairperson prepares a recommendation and forwards it, accompanied by all documents relative to the candidacy, to the Evaluation, Promotion, and Tenure Committee; |
| October 15 | The Evaluation, Promotion, and Tenure Committee reviews all materials submitted by the candidate, along with recommendations from Department and |

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Division Chairs. The Evaluation, Promotion, and Tenure Committee forwards its recommendations to the Vice President of Academic Affairs and informs the candidate in writing of its actions;

November 1 The Vice President of Academic Affairs notifies each applicant who has received a negative recommendation;

November 15 The Faculty Grievance Committee forwards all positive recommendations to the President. The Vice President of Academic Affairs collects all documents, including positive and negative comments, and forwards a recommendation to the President;

February The President reviews all materials and forwards a recommendation to the Board of Trustees prior to their February meeting. The President informs the candidate of the decision in writing.

If at any time during the application procedures an applicant is rejected, written notice shall be given at the level of the rejection.

Teaching Portfolio
(listed in reverse chronological order)

1. Academic positions elsewhere and years in each;
2. Ranks held at Philander Smith College and number of years in each (include the dates appointed to each rank);
3. Degrees (identify institutions and dates received);
4. Courses and/or studies beyond last degree (list the name and number of courses taken since receiving the last degree, the institution at which they were taken, the year the courses were taken, and the hours earned if credit was awarded);
5. Instructional activities while at Philander Smith College (list courses taught and year);
6. Advising load for previous five-years when appropriate (list year and number of advisees);
7. Publications, papers presented, and other scholarly works (include dates, names of journals, and professional organizations);
8. Membership and participation in professional organizations for previous five years when appropriate (indicate offices held and dates);
9. Committee service for previous five years when appropriate. Specify any office held and all appropriate dates (include Division and College committees);
10. College service activities for previous five years when appropriate;

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11. Community services activities for which your professional preparation was essential (include dates, names of organizations, and places);
12. Teaching methods;
13. Other information (assessment, evaluation, and recommendation).

CHAPTER 5

FACULTY PERSONNEL POLICIES AND PROCEDURES

5.1 Types of Academic Appointment

Academic appointments cover full-time and part-time teaching faculty and those administrators directly engaged in the administration of academic programs. The College provides for three types of academic appointments:

1. Term;
2. tenure-track;
3. tenured.

Academic appointments will be for 9 or 12 months depending on the type of appointment and/or the assigned responsibilities. All Division Chairpersons and non-instructional administrative academic personnel assigned faculty status will be employed under 12 month contracts.

A term appointment is a position that is filled for a specified amount of time, such as one semester or an academic year.

A tenure-track appointment is a position that is probationary in nature. In such cases there is an expectation of renewal each year until the faculty member applies for tenure, but there is no guarantee of renewal. Decisions on tenure are to be made during the sixth year of a tenure-track appointment following the procedure described elsewhere in this handbook.

A tenured appointment implies a commitment by the College to continuing annual appointments except under conditions of financial exigency, termination for cause, or related circumstances creating special conditions defined later. All persons aspiring to tenured appointments are expected to seek tenure through the policies and procedures prescribed in this handbook. The types of faculty appointments are described more fully in the following paragraphs.

Term Appointment

Faculty personnel selected to serve in specified term appointments may be appointed for either a semester or academic year. Full-time term appointments may carry the rank of Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. Part-time appointments will be considered Adjunct.

Part-time (adjunct) faculty at Philander Smith College are those faculty who are employed to teach less than a full load by divisions and/or departments to cover overloads and/or to meet content needs. Part-time faculty personnel are eligible only for social security matching by Philander Smith College.

Full-time-term faculty personnel are those who are employed to teach a full load in a department or division, but who are neither tenure-track nor tenured. Full-time-term faculty are eligible for the full

fringe benefits package described elsewhere in this handbook. They are also eligible for participation in the affairs of the College and its activities in accordance with College policy.

While term faculty personnel may have their contracts renewed, they are neither entitled to renewal of their appointment nor to further assignments following expiration of their current contracts. Nevertheless, written notice that a term appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment (unless termination is for cause) according to the AAUP “Standards for Notice”:

1. *Not later than March 1 of the first academic year of service*, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
2. *Not later than December 15th of the second academic year of service*, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

The appointments of term faculty personnel are at-will, and personnel may be terminated by the College prior to the expiration of the original contract period as described in Dismissal for Cause, or as otherwise set forth in their contract.

Term faculty personnel may subsequently be appointed to tenure-track positions, in accordance with the needs of the College and in conformity with divisional and College policies, including search and selection procedures. At the discretion of the appropriate administrator, full-time-term appointments may be considered as part of the probationary period for those who are subsequently placed in tenure-track faculty appointments.

The College recognizes that continuous employment of full-time faculty who are neither tenure-track nor tenured is inappropriate, except under unusual conditions. The continuance of a faculty member on such a basis must be recommended by the President of the College and approved by the Board of Trustees for any year of employment beyond the sixth year.

Tenure-track Appointment

Tenure-track faculty hold (i) full-time positions and (ii) appointment to a tenure-track position in an academic division. Tenure-track faculty are subject to all general requirements as stated in approved divisional and College policies, and all specific requirements as stated in letters of appointment and contracts (including all requisite promotion and tenure criteria). In the event a faculty member is hired under a special contract, that contract supersedes the general provisions of this handbook.

The only academic ranks that can be tenure-track are those of Assistant Professor, Associate Professor, and Professor. All persons on tenure-track appointments will be notified of their rank in their initial contract and succeeding contracts during the six years of probationary appointments.

Tenure-track faculty personnel can expect to have their contracts renewed during the first six years of their probationary period. If a tenure-track appointment is to be terminated prior to the sixth year of employment, the faculty member is entitled to receive a written notice of non-renewal, which (i) explains the reasons for non-renewal, and (ii) accords with the following “Standards for Notice” timeline maintained by the AAUP:

1. *Not later than March 1 of the first academic year of service* if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
2. *Not later than December 15th of the second academic year of service* if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Tenure-track faculty are eligible for all privileges including such programs as retirement and other fringe benefits, leaves of absence, professional travel, and other privileges outlined in this handbook.

Tenured Appointment

Tenured faculty (i) hold full-time positions and (ii) hold a tenured position in an academic division. Tenured faculty are subject to all general requirements as stated in approved divisional and College policies and all specific requirements as stated in letters of appointment and contracts (including all requisite promotion criteria). In the event a faculty member is hired under a special contract, that contract supersedes the general provisions of this handbook.

The only academic ranks which can be tenured are those of Assistant Professor, Associate Professor, and Professor.

Tenured appointments imply a commitment by the College to continuing annual appointments except under conditions of financial exigency, termination for cause, or related circumstances creating special conditions.

Summer Appointment

The offer of a regular term, tenure-track, or tenured appointment does not entail a commitment on the part of the College to offer a summer appointment to a faculty member. Among the criteria used in the selection of summer faculty are qualifications to teach scheduled offerings, previous evaluation of the

faculty member, possession of the terminal degree, and seniority in the department. The College reserves the right to limit loads and to determine class size and meeting times.

5.2 Faculty Ranks and Qualifications for Appointment to Rank

Philander Smith College recognizes five full time faculty ranks:

- (1) Instructor;
- (2) Assistant Professor (or Visiting Assistant);
- (3) Associate Professor (or Visiting Associate);
- (4) Professor (or Visiting Professor);
- (5) Faculty Emeritus.

The minimum requirements for these ranks are listed below. Ranked academic faculty will be employed only on term, tenure-track, or tenured contracts. Ranked faculty must be employed by the College on a full-time basis.

At the time of initial appointment, the President will approve academic rank for academic and administrative faculty based upon recommendations of the Vice President of Academic Affairs. Satisfaction of degree/experiential requirements will be determined by the Vice President of Academic Affairs. Degrees and teaching experience must be from regionally accredited post-secondary institutions unless otherwise determined by the Vice President for Academic Affairs. "Years," with respect to teaching experience, means the number of years spent in full-time teaching. A maximum of three years of appropriate full-time teaching or other professional experience may be substituted for full-time ranked teaching experience in determining rank qualifications. Equivalencies or exceptions to any qualifications will be determined by the Vice President of Academic Affairs, in consultation with the Evaluation, Promotion, and Tenure Committee. Teaching faculty appointed to the ranks of Instructor, Assistant Professor, and Associate Professor must display evidence of potential for promotion.

Earned degrees of appointees must be in the discipline or field of primary contract responsibility or in one of the appropriate cognate areas for interdisciplinary studies. The Vice President of Academic Affairs will have the responsibility for determining appropriateness of degree field to program area assignment.

Instructor

The minimum qualifications for appointment of a faculty member to the rank of instructor are:

1. **Effective Teaching Ability:** Candidates must have at least one year's teaching experience;
2. **Effective Advisement Ability:** Candidates must demonstrate willingness and availability to advise students beyond matters of registration and scheduling;
3. **Service to the College:** Candidates must demonstrate potential for meaningful service to the College in areas of faculty responsibility;
4. **Service to the Community (local, state, national, or international):** Candidates must demonstrate potential for meaningful service to the broader community beyond the College;

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5. Professional Growth: Candidates must present definite plans for continued professional study and for involvement in professional activities;
7. Support for the College's Educational Philosophy and Mission: Candidates must demonstrate support for and commitment to the College's educational philosophy and mission.

Assistant Professor

The minimum qualifications for appointment of a faculty member to the rank of Assistant Professor or promotion to the rank of Assistant Professor are:

1. Effective Teaching Ability: Candidates for hire must have three years of full-time teaching experience. Faculty *seeking promotion* must demonstrate quality teaching through written evaluations;
2. Effective Academic Advisement Ability: Candidates *for hire* must show willingness and availability to advise students beyond matters of registration and scheduling. Faculty *seeking promotion* must demonstrate quality advising through written evaluations;
3. Service to the College: *Faculty seeking promotion* must demonstrate involvement in College activities, attendance at College events, contributions to committees, and involvement with and/or advisement of student organizations;
4. Service to the Community (local, state, national, or international): Faculty *seeking promotion* must demonstrate involvement in the broader community beyond the College;
5. Academic Achievement: Candidates *for hire* must hold an earned doctorate degree in areas where this degree is appropriate and, in other areas, should hold the appropriate terminal degree as determined by the Vice President of Academic Affairs. Candidates *for promotion* must have at least a minimum of 30 semester hours of graduate work in their teaching discipline and have three years of full-time teaching experience at the College level, two of which have been at Philander Smith College;
6. Professional Growth: Candidates *for hire or promotion* must hold membership in regional and/or national professional organizations as appropriate and demonstrate scholarly activity or creative work;
7. Support for College's Educational Philosophy and Mission: Candidates *for hire or promotion* must demonstrate support for and commitment to the College's educational philosophy and mission.

Associate Professor

The minimum qualifications for appointment of a faculty member to the rank of Associate Professor or promotion to the rank of Associate Professor are:

1. **Effective Teaching Ability:** Candidates *for hire* with experience must demonstrate superior teaching through recommendations from previous supervisors and by means of a campus presentation. Candidates *seeking promotion* must demonstrate quality teaching through formal written evaluations;
2. **Effective Advisement Ability:** Candidates *for hire* must demonstrate measurable success as student advisors through formal written evaluations. Faculty *seeking promotion* must demonstrate quality advising through written evaluations;
3. **Service to the College:** Faculty *seeking promotion* must demonstrate significant involvement in College activities, attend College events, and advise student organizations. Commitment to committee work must also be demonstrated by regular participation and contributions;
4. **Service to the Community (local, state, national, or international):** Faculty *seeking promotion* must demonstrate significant involvement in the broader community beyond the College;
5. **Academic Achievement:** Candidates *for hire or promotion* must hold an earned doctorate from a regionally and/or nationally accredited university, except in instances of extraordinary recognition and/or achievement in an area of specialization. Recognition of an appropriate terminal degree in place of the doctorate is determined by the Vice President of Academic Affairs. A candidate *for promotion* must have a minimum of four years of full-time teaching experience as an Assistant Professor;
6. **Professional growth:** Candidates *for hire or promotion* must engage in continuous formal or informal study, participate in professional organizations, and demonstrate involvement in research or creative work and professional involvement in their area of competence;
7. **Support for College's Educational Philosophy and Mission:** Candidates *for hire or promotion* must demonstrate support for and commitment to the College's educational philosophy and mission.

Professor

The minimum qualifications for appointment of a faculty member to the rank of Professor or promotion to the rank of Professor are:

1. **Documented record of exemplary teaching skills** through recommendations from previous supervisors and by means of a campus presentation. Candidates *for hire or promotion* must demonstrate quality teaching through formal written evaluations;

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2. Effective Academic Advisement Ability: Candidates *for hire or promotion* must demonstrate measurable success as a student advisor through formal written evaluations;
3. Service to the College: Candidates *for promotion* must demonstrate significant involvement in College activities, attend College events, and advise student organizations. Commitment to committee work must also be demonstrated by regular participation and contributions;
4. Service to the Community (local, state, national, or international): Candidates *for hire or promotion* must demonstrate a continuous record of service to the broader community beyond the College;
5. Academic Achievement: Candidates *for hire or promotion* must hold an earned doctorate, except in instances of extraordinary national recognition and/or achievement in an area of specialization. A candidate for promotion to Professor must have a minimum of five years of full-time teaching experience as an Associate Professor;
6. Professional Growth: Candidates must continually pursue formal study, participate in professional organizations, be involved in research or creative work, and be nationally recognized in their area of competence;
7. Support for College's Educational Philosophy and Mission: Candidates *for hire or promotion* must support and be committed to the College's educational philosophy and mission.

Faculty Emeritus

In the first year after retirement from active service with the College, tenured instructional personnel holding the rank of Assistant, Associate or Full Professor, Department Chair, Division Chair, Dean, Vice President, or President who have served the College full time for ten or more years may be recommended to the Board of Trustees as "Emeritus." Although the immediate administrative supervisor (e.g., department chair) may be the one who most frequently requests that the College consider this honor for a retiree, any College employee may make such a recommendation.

Nominations for faculty emeritus should be forwarded to the Evaluation, Promotion, and Tenure Committee. Thereafter, the nominations will follow the same route as promotion and tenure applications.

5.3 Faculty Terms of Employment

The specific terms and conditions of every appointment of academic personnel will take the form of a written contract signed by the President and the faculty member.

1. Each contract will set forth terms of employment, such as the beginning and ending dates of employment and major services to be rendered;

2. The written contract will constitute the whole agreement between the faculty member and Philander Smith College.

Faculty Contract

The contract entered into between Philander Smith College and a faculty member shall be binding upon both parties. The College shall not have the right to terminate the contract unilaterally without just cause. No faculty member shall have the right to refuse to perform according to the tenor and terms of his/her contract and cannot acquire such right by giving notice to Philander Smith College of the intent not to perform. The College reserves the right to all legal and equitable remedies usually available to parties injured by breach of contract.

Reappointment of Term Faculty

In the case of faculty who are serving on term appointments, there is neither an expectation nor a guarantee of reappointment beyond the terms of their contract. They can, nevertheless, be reappointed at the end of their term. Furthermore, even though there is neither the expectation nor the guarantee of reappointment for term faculty, they are entitled to the due notice of non-reappointment, given in writing by the President, in accordance with the following "Standards for Notice":

1. *Not later than March 1 of the first academic year of service* if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
2. *Not later than December 15th of the second academic year of service* if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Reappointment of Tenure-Track Faculty

Although there is the expectation that tenure-track faculty will be reappointed each year during their probationary period, they do not possess the right of guaranteed yearly reappointment. Nevertheless, they are entitled to a written notice of non-reappointment (from the President) which (i) states the reasons for non-reappointment, and (ii) follows the time-line of the "Standards for Notice" established by the American Association of University Professors:

1. *Not later than March 1 of the first academic year of service* if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

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2. *Not later than December 15th of the second academic year of service* if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Reappointment of Tenured Faculty

Tenured faculty have a right to guaranteed reappointment. Reappointment shall be denied tenured faculty only for cause. As used here, the term “cause” includes, but is not limited to, an act or failure to act by a faculty member that involves neglect of duty, gross insubordination, dishonesty, inefficiency in the performance of duty, violation of the criminal laws of the state or nation, and/or physical or mental incapacity.

Nothing contained in this article shall be construed to prevent the Board of Trustees from discontinuing an employee by reason of financial exigency or changes in the educational aims of the College. In the event of staff reduction necessitated by these circumstances, termination or release shall proceed, insofar as reasonably consistent with educational purposes, in the order of those who are term, to those who are tenure-track, to those who have tenure. At each level, preference for being retained will be given to those who have served the greatest length of time, provided that, in the opinion of the Board of Trustees and the President, merit and competency are equal.

A tenured faculty member who is to be denied reappointment for reasons set out above, other than termination of position or for cause, shall be given not less than twelve months notice prior to the end of the semester on which termination is to become effective.

Appeal of Non-Reappointment

In the case of the termination of a position, the faculty member (tenured or tenure-track) shall be entitled to a hearing before the Evaluation, Promotion, and Tenure Committee, provided he/she shall give written notice to the President within 30 days of receipt of notice of non-renewal. If dissatisfied with the findings of the Evaluation, Promotion, and Tenure Committee, a tenure-track or tenured faculty member may appeal to the Faculty Grievance Committee. Upon appeal of either party, the Faculty Grievance Committee shall affirm or reverse the decision of the Evaluation, Promotion, and Tenure Committee. The recommendation of the Faculty Grievance Committee shall be transmitted by the President to the Board of Trustees for final action. If dissatisfied with the decision of the Faculty Grievance Committee, the complainant may appeal in writing to the Board of Trustees.

Dismissal

The President of Philander Smith College shall have the power to suspend immediately a faculty member recommended for dismissal by the Division Chair and/or the Vice President of Academic Affairs when such action is required to 1) insure the safety of personnel or 2) to uphold the good name

and reputation of the College. Such suspension shall continue until final adjudication of the matter. The salary of the suspended faculty member shall continue until the matter has been resolved.

The charges against the suspended faculty member shall be stated in writing and framed with reasonable particularity by the President. A dismissal for cause action under the conditions described above will be preceded by (1) discussion between faculty member and the administration looking toward a mutual settlement, and (2) investigation by the Grievance Committee into the matter, if formally requested by the faculty member within 30 days of receipt of the letter of dismissal.

Upon the receipt of a formal request for such a review, the Grievance Committee will be given a written statement of the reasons for dismissal by the President, the Vice President of Academic Affairs, and/or the Division Chair detailing supporting evidence which these persons are in a position to share. The aggrieved faculty member will be given a copy of such reasons and/or evidence and be given an opportunity to reply to such charges in writing and in oral testimony.

The Grievance Committee will follow normal procedures for insuring fairness to all parties during the hearing, which procedures will include right to a verbatim record of proceedings available to all parties upon request, the examination and cross examination of witnesses and examination of documentary evidence, and may admit any evidence which is of value in determining the issues involved. Such procedures do not allow for the presence of official counsel outside of the College during the deliberations of the Grievance Committee. However, the aggrieved may select a non-legal representative who is currently an employee of Philander Smith College.

Since it is the policy of the Board of Trustees that all administrative decisions be the responsibility of the President, the decision of the President with respect to any personnel action, including termination, shall be final.

Disciplinary Period for Unsatisfactory Performance

If, on the basis of student, peer, and supervisory evaluations, the Vice President of Academic Affairs should find the performance of a faculty member unsatisfactory, he/she, with the approval of the President, may decide to give this faculty member time in which to improve his or her performance.

In this case and as soon as possible, the Vice President of Academic Affairs must communicate the following information to the affected faculty member: 1) the specific time period given for improvement, 2) suggestions and recommendations for improving his or her performance, and 3) the consequences of the faculty member's failure to meet these expectations for improvement. In this process, the Vice President of Academic Affairs works closely with the faculty member's Department and Division Chairs. The Vice President of Academic Affairs is responsible for determining whether the faculty member has met the requirements for improvement. If the faculty member has met the stipulated conditions by the end of probation, the Disciplinary Period will come to an end. If the faculty member has not met these conditions, then reappointment will be denied.

5.4 Faculty Search

- 1) Recruiting is a College-wide function that is conducted continually for the purpose of maintaining a diverse and highly qualified faculty. Therefore, recruiting for faculty positions is conducted by Department Chairpersons, Division Chairpersons, and the Faculty Senate.
- 2) The Personnel Office coordinates the filling of all available academic positions. Such positions are advertised on campus and in local, state, and national publications as needed.
- 3) Applicant folders are compiled and maintained in the Personnel Office with copies forwarded to the Academic Affairs Office. Divisions and/or programs with openings shall organize search committees to review and evaluate the applications and all supporting documents which must include a minimum of: (1) A letter of application; (2) official transcripts from all appropriate institutions; (3) current curriculum vita; and (4) three current letters of reference.
- 4) Every effort should be made to review a sufficient number of prospects in order to identify highly qualified candidates.
- 5) Departmental search committees forward their recommendations for hire, including a minimum of three applications, to the Vice President of Academic Affairs, via the Division Chairperson. Applications should be prioritized in order of the committee's preference.
- 6) After appropriate action, salary determination by the President, and approval by the Vice President of Academic Affairs, offers of employment are made by the appropriate Division Chairperson, Program Director, and/or College administrator.
- 7) The College will not discriminate in the employment of faculty on the basis of gender, race, religion, national origin, disability, or as otherwise prohibited by federal or state law, in compliance with equal opportunity principles. Considerations for appointment shall be the candidate's academic and scholarly record, teaching skills, experience, and the compatibility of his/her philosophy with the central mission, goals, and objectives of the College.

5.5 Outside Employment Policy

The College recognizes that its faculty's professional qualifications have great value in areas beyond their normal College assignments. Consequently, provided that the faculty member notifies his/her department chair in writing of any outside employment, the College permits the participation of its faculty in consultation and similar external employment for which they are qualified and which does not significantly delay, conflict, or interfere with instructional, scholarly, and/or other services expected by the College as outlined in this handbook. Consequently, no faculty member at Philander Smith is allowed to hold full-time positions at two institutions, or a full-time position at Philander Smith College and a supervisory position (e.g. Division Chair, Coordinator, Director, Dean, or Vice President) at another institution. Faculty who are employed full-time at other institutions shall be considered for adjunct positions only.

Approved by the Board of Trustees on September 9th, 2010

The faculty member planning to engage in this type of activity during the regular workday must report plans to the Division Chair citing the nature and extent of the activity, along with an estimate of the amount of time involved.

CHAPTER 6 ACADEMIC POLICIES AND PROCEDURES

6.1 Department Assessment and Review [Information was requested]

6.2 Events Scheduling

All scheduling of events on Philander Smith College campus must go through the Director of Special Events.

Terms for rental of College property:

- a) An event form must be completed and submitted to the Director of Special Events Coordination Team via email (eventcoordinator@philander.edu) at least two weeks before the event is scheduled to take place;
- b) Rental fees will be charged on an hourly basis and based on which facility is used;
- c) A deposit of one-half the total rental fee is to be paid to the College when the space is reserved. All but one-hundred dollars of the deposit will be refunded if the event is cancelled two or more weeks prior to the date of the event. No money will be refunded if an event is cancelled less than two weeks before the event is scheduled to take place. The total fee must be paid 48 hours before the event begins, or the event may be cancelled and the deposit forfeited;
- d) Any request to use facilities in the Kendall Center made fewer than two weeks before the usage will be denied. Any person or group using any part of the Kendall Building will be checked in when they arrive at the security gate. The person in charge of the event must be in attendance at all times during the event and must complete an event check-out form at the Security gate after the last person at the event has vacated the facility. When using facilities in the Kendall Building, an additional 150 dollars building deposit is required. This 150 dollar deposit is refunded if the rented facilities are left clean and free of all items brought in for the event. It is the responsibility of the event's organizer to ensure that all garbage from the event is removed to the large dumpster at the southwest end of the parking lot by the conclusion of the event;
- e) If tickets or concessions are being sold for an event, 10 percent of the total sales will be paid to Philander Smith College within two business days of the event;
- f) A maintenance fee of twenty dollars per hour (minimum 5 hours) per maintenance person will be charged for all weekend events or for work that cannot be done in the normal workday of the maintenance staff. A minimum \$100 maintenance fee is always charged for use of the Kendall Building. Set-up requests that include laying protective tarpaulin in the athletic facilities or erecting the movable walls in the Nugent Center will be charged for two workers;
- g) AmeriServe is the exclusive food service vendor for all events on the Philander Smith College campus. Any event at which food is to be served must have the food served by the College's exclusive food service vendor. A catering manual can be requested when reserving a date with the

Food Service Manager. Food service arrangements should be made directly with the Food Service Manager and at least two weeks prior to the event. The Food Service Manager can be reached by telephone at (501) 370-5360;

- h) A PSC certified technician must be employed at a rate of 45 dollars per hour by the contracting group when use of the technical equipment in the Kendall Building or Harris Auditorium is requested. The technician must be present in the building for the entire event (including set-up and tear-down) and will be paid for the entire time he/she is present;
- i) Additional security can be provided for the event; however, a fee of 50 dollars per hour per additional security person will be charged if Philander Smith College determines that extra security will be needed. All events held outside of normal business hours must have security present;
- j) The licensee and the licensor must sign a contract for any event held on the College campus, which spans more than 24 hours. A certificate of insurance must be presented with the signing of the contract or agreement on conditions of use form, or the person or group requesting use of College facilities must purchase the appropriate liability coverage for the event;
- k) An agreement on conditions of usage must be signed by the sponsoring person or group for any one day event held on the Philander Smith College campus.

Non-Profit Groups: Non-profit groups wishing to use facilities on the Philander Smith College campus will pay one-half of the rental fee normally charged. Non-profit groups must still pay the full fee for insurance and of maintenance and technician services. Non-profit groups must submit a letter from the IRS verifying their non-profit status. All other policies and fees are the same terms.

Faculty/Staff: An event form must be completed and returned to the Director of Special Events at least two (2) weeks before the event is to be scheduled.

- a) Faculty/Staff will receive a discounted rate for use of the Nugent Center, Library Conference Room, Sherman E. Tate Recreation Center, or M. L. Harris Auditorium for personal use. No fees will be charged for other space on campus if it is for personal use (i.e. family reunions, birthday parties, etc.). If the faculty/staff member is reserving the space representing another organization, the non-profit rate will apply;
- b) If the Nugent Center, Library Conference Room, Sherman E. Tate Recreation Center, or M. L. Harris Auditorium is being requested, a deposit of one-half the total rental fees is to be paid to the College when the space is reserved. This deposit will be refunded if the event is cancelled two or more weeks prior to the date of the event. The total fee must be paid 48 hours before the event is scheduled to take place. All but 100 dollars will be refunded if an event is cancelled less than two (2) weeks before the event is scheduled to take place. All other policies and fees are the same terms.

Student Organization Sponsored Events: Student organizations must request event space and dates through the Office of the Vice-President for Student Affairs. When available spaces and dates have been identified, the Vice-President for Student Affairs will issue an event form to the student organization. The event form must be completed and returned to the Director of Special Events at least two (2) weeks before the event is to be scheduled and must have the signatures of the following people:

the student organizer, the on-campus faculty or staff advisor to the student organization, the Pan-Hellenic advisor (if Greek event), and the Vice-President for Student Affairs.

- a) Student organizations may not have events lasting past 12:00 AM on weeknights and 2:00 AM on weekends.
- b) No rental fees are charged to student organizations that are registered with the Vice-President for Student Affairs Office with the exception of the Kendall Building where some fees may apply. However, some conditions do apply for events by off-campus individuals or groups that are sponsored by on-campus organizations.
- c) Same terms apply for Kendall Policy.
- d) If tickets or concessions are being sold for an event, ten (10) percent of the total sales will be paid to the College within two (2) business days of the event.
- e) A maintenance fee of 15 dollars per hour (minimum five hours) will be charged for weekend events unless an agreement for cleaning is signed by the on-campus advisor. If the agreement is signed by the campus advisor, the organization will be responsible for leaving the facility clean. If the maintenance department finds that the facility has not been cleaned, the organization must pay a 75 dollar fee. Set-up requests that include laying protective tarpaulin in the athletic facilities or erecting the movable walls in the Nugent Center will be charged for two (2) workers. No exceptions.
- f) Same terms apply for food service.
- g) A PSC certified technician must be employed at a rate of 45 dollars per hour by the organization when use of the technical equipment in the Kendall Building or the Harris Auditorium is requested. The technician must be present in the building for the entire event and will be paid for the entire time he/she is present. An organization may choose to have a member of the organization go through the certification training in order to run the equipment at no charge to the organization.
- h) Security will be provided for all events; however, extra security must be hired by the organization at a rate of 50 dollars per hour if the Vice-President for Student Affairs determines extra security is needed for the event. All events held outside of normal business hours must have a security person present. The on-campus advisor for the organization (or a designated faculty/staff chaperone) must be present for the entire time the facility is in use by the organization. Security will be advised to shut down any event at which the faculty advisor or designated chaperone is not present. If a fee is charged for an event, the fee must be paid at least 48 hours before the event is scheduled to take place.

Department/Division Sponsored Events: An event form must be completed and returned to the Director of Special Events at least two (2) weeks before the event is to be scheduled and must have the signature of the department/division chair.

- a) No rental fees are charged for department/division sponsored events with the exception of the Kendall Building where some fee may apply. However, some conditions do apply for events from off-campus individuals or groups that are sponsored by department/divisions.

- b) Same terms apply for Kendall Policy and ticket or concession sales.
- c) A maintenance fee of 15 dollars per hour (minimum five hours) will be charged for weekend events. A minimum 75 dollar maintenance fee is always charged for use of the Kendall Building. Set-up requests that include laying protective tarpaulin in the athletic facilities or erecting the movable walls in the Nugent center will be charged for two (2) workers.
- d) Same terms apply for food service.
- e) A PSC certified technician must be employed at a rate of 45 dollars per hour by the organization when use of the technical equipment in the Kendall Building or Harris Auditorium is requested. The technician must be present in the building for the entire event and will be paid for the entire time he/she is present. A department/division may choose to have a member of the organization go through the certification training in order to run the equipment at no charge to the department/division.
- f) Same terms apply for security.
- g) Representatives of the department/division must be present for the entire time the facility is in use by the department/division.

Conditions for off-campus individuals, groups, or organizations that are sponsored by on-campus organizations or departments/divisions: Fees will apply to off-campus organizations sponsored by on-campus organizations, departments/divisions if an off-campus individual, group, or organization continually seeks to be sponsored by on-campus groups in order to avoid rental fees.

Schedule of facilities and rental rates:

- a) Harry R. Kendall Science and Health Mission Center
 - Dirdak Atrium (capacity: 100 persons. 100 dollars per hour)
 - Elders Lecture Hall (capacity: 120 persons. 100 dollars per hour)
 - Nugent Conference Center (capacity: 300 persons. 200 dollars per hour). The Nugent Conference center has movable walls that can create up to four smaller meeting or breakout spaces. These spaces are available individually or in tandem at 50 dollars per space per hour;
- b) M. L. Harris Fine Arts Auditorium (capacity: 500 persons. 500 dollars per four (4) hours);
- c) Sherman Tate Recreation Center (capacity: 300 persons. 150 dollars per hour);
- d) Reynolds Library and Technology Center
 - Conference Center (capacity: 70 persons. 75 dollars per hour)
 - Distance Learning Center (capacity: 25 persons. 100 dollars per hour);
- e) Mims Gymnasium (capacity: 600 persons. 150 dollars per hour);
- f) Lecture Halls and Classrooms (capacity: 20 to 150 persons. 50 dollars per hour);

- g) Residence Life Center (capacity: 2 persons per room. 60 dollars per night). Lodging is available in the Residence Life Center for attendees to conferences and camps held on the College campus. Each double room is furnished with two single beds, a private bath, two desks, and internet, cable television, and telephone service. Meal service is available in the cafeteria to persons lodging in the Residence Life Center. (breakfast: 6 dollars, lunch: 6 dollars, dinner: 8 dollars)

6.3 Faculty Grievance Procedure

Philander Smith College acknowledges that it is desirable to satisfactorily resolve, internally, all issues involving faculty and the institution through informal means. The following process is to be followed:

1. The Aggrieved must set an appointment with the Chair of the Faculty Grievance Committee where the aggrieved will be given an opportunity to express allegations of violations of College policy;
2. The Chair will seek a remedy by meeting with all parties involved and serve as a mediator in an effort to achieve a resolution which meets the concern of the Agrieved;
3. Should such informal efforts fail, the aggrieved party may request, in writing, a formal grievance hearing before the Faculty Grievance Committee;
4. The written grievance must be specific as to the nature of the violation and cite any relevant policies or procedures, which have been violated. The grievance must be submitted to the Chair of the Faculty Grievance Committee no later than 30 days from the date of the last alleged infraction;
5. The Aggrieved party shall receive from the Chair of the Faculty Grievance Committee written acknowledgement of the receipt of the grievance within one week. The Faculty Grievance Committee shall meet within ten days;

There will be no legal representation allowed at any of the grievance meetings;

6. Following completion of the grievance hearing, a written response will be prepared and issued to all relevant parties indicating the findings and any recommendations of the Faculty Grievance Committee;
7. If the Aggrieved party is not satisfied with the findings of the committee, the aggrieved may appeal in writing to the President of the College stating all specific procedures and actions which the Faculty Grievance Committee violated. Only the evidence and materials submitted to the Faculty Grievance Committee will be considered in the appeal. The decision rendered by the President will be final.

6.4 Faculty-Staff Grievance Procedure

In cases in which a staff member shall file a complaint against a faculty member, or a faculty member against a staff member, the following process is to be followed:

1. The Aggrieved must set an appointment with Personnel Director where the Aggrieved will be given an opportunity to express the complaint;
2. The Personnel Director shall attempt to resolve the dispute by mutual agreement with all parties involved using conflict resolution techniques;
3. Should such informal efforts fail, the aggrieved party may request, in writing, a formal grievance hearing before the Faculty-Staff Grievance Committee;

The written grievance, of not more than five pages, must be specific as to the nature of the violation and cite any relevant policies or procedures that have been violated. The grievance must be submitted to the Personnel Director no later than 30 days from the date of the last alleged infraction.

4. Upon receipt of the grievance, the Personnel Director will notify the Faculty-Staff Grievance Committee members of the need to convene a grievance hearing;
5. Within ten days after such notice, the Committee members will convene and elect a chair;
6. Within thirty days after receiving the written complaint, the Committee will convene to consider the grievance;
7. Within fourteen days after its meeting to consider the grievance, the Committee will render a decision, which shall be conveyed in writing to the President;
8. A final decision and adjudication of the dispute will be made by the President upon receipt of the written decision of the Faculty-Staff Grievance Committee.

6.5 Sexual Harassment Policy

It is against College policy to sexually harass or to discriminate against any member of the College community.

Such actions are prohibited not only by College policy, but by Title VII of the Civil Rights Act of 1963 and Title IX of the Education Amendments Act of 1972. Violation of these Acts may subject the College and/or individuals to disciplinary action and may have legal consequences.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or classroom evaluation;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive working or academic environment.

The College seeks to encourage the prompt reporting of such harassment and its prompt resolution through either formal or informal procedures.

In addition, the College will take strong steps toward and encourage the development of programs aimed at informing students and employees of their right to be free from sexual harassment and the procedures available for reporting. Programs will also be developed and aimed at preventing sexual harassment.

General Harassment Policy Statement

It is against Philander Smith College's policy to harass any person because of race, color, gender, religion, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. The College intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses. Harassment of any sort - verbal, physical, visual, or sexual - will not be tolerated. Harassment is a very serious offense that can result in the imposition of severe disciplinary measures, including suspension, expulsion, and termination. Harassment is a form of persecution that can cause anguish and humiliation and is incompatible with our Christian heritage. It is unacceptable under any circumstances and will not be tolerated.

What is Harassment?

Harassment can take many forms. It may include, but is not limited to, the use of words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Speech or other expression constitutes harassment if it is:

1. Intended to insult or stigmatize an individual or an identifiable group of individuals on the basis of age, ancestry, disability, national or ethnic origin, race, religion, gender, or sexual orientation;
2. Addressed directly to (though not necessarily in the presence of) the individual(s) whom it insults or stigmatizes; or
3. Makes use of words or nonverbal symbols that convey hatred or contempt for human beings on the basis of age, ancestry, national or ethnic origin, race, religion, gender, or sexual orientation.

Harassment may also include nonverbal acts that would also be punishable as, for example, vandalism, physical assault, or destruction of property. Other examples of harassment include insults or jokes referring to an individual's group-based attributes; placement of offensive written or visual material in

another person's work or living area; offensive messages sent through voice or e-mail; and undesired physical contact, physical violence, or threat of physical violence.

Cases of harassment involving students will be handled by the Disciplinary Committee.

Such actions are prohibited not only by the College, but also by Section 703, Title VII of the Civil Rights Act of 1963 and Title IX of the Education Amendments Act of 1972 and may have legal consequences.

6.6 Students with Disabilities

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), Philander Smith College recognizes that qualified students who have diagnosed or identified learning, physical, or emotional disabilities are entitled to the same benefits from the educational programs of the College. Philander Smith College is committed to providing access to the full range of educational programs and activities. Eligibility for these services is determined individually based on documentation of need.

On September 25, 2008, President Bush signed into law the Americans with Disabilities Act (ADA) Amendments Act of 2008, which became effective on January 1, 2009, and clarifies and expands the definition of disability. In addition, the Act expands the definition of individuals who will be eligible for protection under the ADA of 1990.

Disability services at Philander Smith College are focused on facilitating opportunities to stimulate and create a barrier-free environment, eliminating academic, social, and physical obstacles that impede students' access to higher education.

To receive disability related accommodations and services, students must first register with the Integrated Campus Center Disabilities Services (ICCDS) Office and provide current and appropriate medical and/or psycho-educational documentation which identifies the specific nature and extent of a qualifying disability, including the functional limitations currently imposed by the disability.

Hours of operation for disability services through ICCDS are Monday through Friday, 8:30 am until 5:00 pm. Assistance and accommodations will be provided on an individual basis and will be determined by the student's disability documentation. Appropriate accommodations should be requested by the student once verification of his/her disability is received. Students with disabilities should contact: Integrated Campus Center Disabilities Services (ICCDS) Philander Smith College, 501-370-5356.

The Office of Academic Affairs has requested that every faculty member's syllabi include the following statement: Students with Disabilities Policy: It is the policy of Philander Smith College to accommodate students with disabilities pursuant to federal and state law. Any student with a disability who needs accommodations, for example, in seating placement, arrangements for examinations, or class location, etc. should bring me official documentation, and I will make necessary accommodations.

6.7 Academic Support Services

The Donald W. Reynolds Library and Technology Center

The Donald W. Reynolds Library and Technology Center is a two story state-of-the-art building. This modern facility fulfills its twin goals of being eminently functional and of providing an ambience conducive to learning. Librarians have reengineered services to capitalize on new technologies and expanded collections to include online indexes, journals, and research data bases, multi-media collections, customized research tools, instructional services, and integrated, seamless search systems.

MISSION STATEMENT

The D. W. Reynolds Library and Technology center exists to support the College in fulfilling its teaching and learning in ways consistent with the mission and its goals, including educating individuals for effective life-long learning and contributing to social justice as we strive to educate minds and hearts to change the world.

COLLECTIONS

Library collections consist of books, periodicals, audio-visual materials, microfilm titles, manuscript and archives materials, online data bases, and the largest museum quality, African American Art Collection at an academic library in Arkansas. Archive materials include photographs and video tapes related to PSC history and Alumni, Yearbooks, blueprints, Alumni directories, assorted reports, newsletters, postcards, and exhibits.

LIBRARY SERVICES

Reference/Research Assistance – Connecting library users with the information they need, this service helps patrons locate and properly use the Library's resources.

Online Reference Service – Chat window available on Library's website:
www.philander.edu/academics/library.aspx

LUIS (Library Use Instruction Sessions) – Are you tired of reading papers supported by unreliable websites? A LUIS can help your students feel more comfortable, confident, and competent in using the library. LUIS can be customized to include key resources in your field or whatever else you feel your student may need to succeed in your class and become information literate.

Guided Tours – Anyone may request a guided tour of the Library, Technology Center, and Archives.

Assignment Alerts – Let the Library know what your students will be looking for in the Library, and we can make sure it is available and that they can find it! Call the Circulation Desk at ext. 5262 or 5264 or contact the Liaison Librarians.

Archival Research Assignments – The Archives hold the permanently valuable records of the Institution as well as those of the Alumni, prominent individuals, families, and organizations. The primary records in the Archives can provide researchers with answers to specific questions. The Archives Staff encourages faculty to incorporate archival research assignments into their courses. Contact the Librarian – Archivist Gracie Carter at ext. 5263.

Course Reserves – The Circulation staff can make resources such as supplementary texts or sample tests readily available for your students. Call the Circulation Desk at ext. 5264 or 5262.

Inter-Library Loan – Materials not available in Reynolds Library may be requested from other libraries by faculty, students, and staff. This service is free. The borrowing period is set by the lending institution.

Reciprocal Borrowing – Philander Smith College students, staff, and faculty may borrow materials from other academic libraries in the state. Request an ArkLink card from the Circulation Desk at Reynolds Library. Show your ArkLink card and PSC identification card when you check out materials from a participating library. For a list of participating libraries, go to <http://arklinklibraries.arkansas.edu/reciprocal/reciprocal.asp>

Liaison Program – Provides an educational link between the Library and the Academic Divisions by establishing an ongoing partnership with teaching faculty. Library Liaisons are responsible for collection development for their respective areas and strengthening communication between the Library and the Academic Divisions.

Humanities, Business & Economics – Mary Davis mdavis@philander.edu

Social Sciences – contact – Gracie Carter gcarter@philander.edu

Nat & Phy Sciences, PSMI – Teresa Ojezua tojezua@philander.edu

Education – Angelo Thomas athomas@philander.edu

Collection Development – Have you seen a book that would be perfect for your students? Is there a video that you would like to show in class? If these materials are not in our collection, you may suggest we add items to our collection.

Duplicating – Copiers are located on the first and second floors. Black and white photocopying is available at 10 cents per page. A scanner is also available free of charge in Archives. Sheets printed from the Library's computers and microfilm readers are free of charge.

Computer/Internet/Typewriter Access – Public access computers are available on the first and second floors. A computer for the visually impaired is available on the first floor. Though word processing applications are available on all computers, there are also typewriters available in the photocopy room.

Reserved Meeting Rooms – Academic and community groups may request use of the Library's diverse meeting rooms.

Distance Learning Lab – Available by request from faculty, this is a smart classroom with computer access at each desk that offers video conferencing capabilities and a multi-media system.

Teacher Education Lab – Also a smart classroom, this room offers 15 computers with internet access and word processing application and a project workroom with copiers, cutting boards, and laminating equipment. Multimedia resources such as digital camera/camcorders, with tripods, a scanner, a color printer, and a TV/VCR are also available. Though designed for Teacher Education Candidates, this lab may be accessed by students or faculty anytime the Library is open.

Faculty Development Room – The FDR located on the second floor of the Library offers a quiet space for study. The FDR also houses a collection of books related to teaching and faculty/staff development.

Conference Center – Equipped with a multi-media presentation system and cable television access, this facility is available by request for academic or community group use.

Music Lab – Located on the second floor, the Music Lab is a part of the Multi-media Collection Center, which offers interactive listening and viewing capabilities, electronic keyboard studies, video projection, and a surround-sound audio system. Since this is also a scheduled classroom space, requests to use the Music Lab must be made to the Head Librarian and the Chair of the Music Department.

Technology Center – With a separate entrance located adjacent to the Library entrance, 30 computer stations are available to students and include access to the internet, Library web technology, word processing applications, e-mail, and laser printing.

Electronic Resources – The Library currently subscribes to 20 of the most essential databases for scholarly research. Library databases can be accessed from computers on campus. For off-campus access please sign up at the Library for username and password.

Plagiarism Detection Software, TURNITIN – The Library subscribes to TURNITIN – a database that scans student papers for matching texts. TURNITIN is the leading resource in plagiarism detection. To begin using this software, contact Teresa Ojezua at tojezua@philander.edu or Mary Davis at mdavis@philander.edu

Online Catalog – Access to the Library and its resources is provided through the Library's Online Public Access Catalog (OPAC). Most materials, including general collection, reference resources, audio-visual items, special collections, selected web pages, and electronic resources are cataloged in the OPAC.

Cooperative Agreements and Memberships – D. W. Reynolds Library maintains current membership in the following organizations: HBCU Library Alliance, American Library Association, Arkansas Library Association, OCLC (Online Computer Library Center), Amigos Library Service, SOLINET (Southeastern Library Network), and ARK Link (A consortium of academic libraries in Arkansas).

The Teacher Education Laboratory

The purpose of the Teacher Education Laboratory (located on the second floor of the Donald W. Reynolds Library and Technology Center) is to provide instructional support for faculty, staff, and students while maintaining a series of learning centers where students are involved either on a voluntary basis or at the suggestion of faculty. The Lab houses materials that can be used to enhance teaching/learning experiences of students who are teacher education candidates. They may also use the Lab's resources to strengthen their academic weaknesses, broaden and increase their understanding of course content, prepare for professional examinations, and to gain enrichment. Self-directed and individually paced learning is encouraged; however, the Director of the Teacher Education Laboratory is available to aid in the selection and use of appropriate material(s). Instructors may also use the material along with the Lab's facilities and equipment to supplement their teaching methods (i.e., multi-media presentations). Listed below are brief descriptions of the Teacher Education Laboratory's personnel.

The lab's primary users range from teacher education students to students who seek information in education-related areas. The lab director also assists students who are preparing for such standardized tests as the PRAXIS I and the PRAXIS II. The Teacher Education Laboratory provides facilities that include current technologies.

Director - Teacher Education Laboratory

1. Manages the Teacher Education Laboratory on a daily basis.
2. Prepares, in collaboration with the faculty, division/department brochures, and keeps them updated.
3. Automates data collection procedures for students majoring in teacher education and physical education recreation.

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4. Stimulates, supervises, and coordinates activities designed to promote the aesthetic and scholarly development of students, staff, and faculty.
5. Assists faculty, staff, and students in the use of multi-media and computer hardware and software.
6. Coordinates, in conjunction with the Division Chairperson and/or Director of Library Services, the cataloging, production, evaluation, selection, and distribution of materials.

Student Clerks (Work-Study)

1. Assists faculty, staff, and students with both multi-media and computer hardware and software.
2. Responsible for clerical duties such as checking out/checking in Lab materials (such as multi-media learning kits, reserve materials, selected education periodicals, etc.), monitoring patron sign-in/sign-out procedures, and checking/delivering faculty mail and/or memos across the campus.

Volunteers and Tutors

Essentially, the student, parent, alumni, and/or faculty/staff volunteers have the same responsibilities as the student clerks. However, they must first be pre-approved for these responsibilities by the Director of the Teacher Education Laboratory and/or the Chairperson of the Division of Education. Tutors who volunteer their services in the Lab must first be approved by both the Director of the Teacher Education Laboratory and the Chairperson of the Division of Education.

Student Support Services Program [Information was requested]

Academic Success Department

The mission of the Academic Success Department is to increase students' basic skills, motivation, retention, and academic success. Students who have scored 18 or below on their ACT are placed in Academic Success Courses – Intro to College Reading, Intro to College English, or Intro to College Math – to prepare them to manage College-level work successfully.

CHAPTER 7 FACULTY BENEFITS

Besides seeking to provide faculty every assistance and encouragement in executing their professional responsibilities, the College provides its faculty the following personal benefits and privileges.

Eligible faculty at Philander Smith are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all faculty in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including faculty classification. Your department or division chairperson can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Faculty Handbook.

The following benefit programs are available to eligible employees:

- Court and Jury Duty Leave
- Credit Union
- Educational Assistance
- Family and Medical Leave Act
- Faculty Research and Publication Leave
- Holidays and Breaks
- Life Insurance
- Long-term Disability
- Medical, Dental, and vision Insurance
- Military Leave
- Personal Leave
- Professional Development
- Sabbatical Leave
- Sick Leave
- Short-Term Disability
- Study and Research Leave
- Retirement Annuities
- Travel
- Tuition and Fees Waiver for Faculty and Families
- Workers' Compensation Insurance
- Vacation Leave
- Voting Leave

7.1 Group Medical, Dental, and Vision Insurance

Philander Smith College provides medical, dental, and vision insurance coverage for eligible faculty. Any full-time faculty member wishing to enroll in the insurance Plans will become eligible on the 1st of the month following their 1st thirty days of employment, and will have thirty days in which to complete the required paper work to enroll. If a faculty member does not enroll during this thirty day period, she/he may not be eligible to enroll in this Plan at a later date unless certain qualifying conditions have

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been met. Otherwise, the faculty member may enroll at the time of open enrollment. Contact the Personnel Office for specific information.

Insurance premiums for participating faculty and their covered dependents are partially paid by the College and payroll deducted.

Please contact the Personnel Office for more detail information about the Medical/Dental/Vision Insurance Plans.

7.2 Long Term Disability Insurance

Philander Smith College provides a long-term disability income plan for its faculty through the UNUM Life Insurance Company of America. Please contact the Personnel Office for detailed information about the benefit.

7.3 Life Insurance

Philander Smith College provides life insurance coverage for its faculty through the EIIA Group Life, Accident & Health Insurance trust. Please contact the Personnel Office for detailed information about this benefit.

7.4 Retirement Annuities Plan

Philander Smith College's retirement plan is a Defined Contribution ("money purchase") Plan established by the Board of Trustees and effective as of January 1, 1971. Benefits are provided by fixed-dollar annuities issued by the Teachers Insurance and Annuity Association (TIAA) and by variable annuities offered by its companion organization, the College Retirement Equities Fund (CREF). TIAA is an insurance company founded in 1918 and incorporated under the New York State Law. CREF is an open-end diversified investment company. A CREF prospectus, which contains more complete information regarding CREF certificates, can be obtained by writing to TIAA/CREF, 730 Third Avenue, New York, NY 10017-3206 or by calling their Telephone Counseling Center at 1-800-842-2888. Their Internet web site address is www.tiaa-cref.org.

The Plan operates under Section 403(b) of the Internal Revenue Code and is strictly voluntary. To be an eligible employee, one must be employed by the College on a full-time permanent basis for at least 12 months. For those full-time employees with an existing TIAA/CREF retirement account from another institution, the 12-month wait is waived.

The minimum contribution to the Plan by a participating faculty member is 3% of their regular pay each pay period. The College will contribute on their behalf 7% of their regular pay each pay period. All contributions are tax deferred, and a participant is fully vested (i.e. has 100% ownership) in all contributions made to their TIAA/CREF Retirement Annuities under this Plan.

Further information and/or enrollment application kits may be obtained from the Office of Personnel.

7.5 Tuition and Fees Waiver for Faculty/Families

Faculty may enroll in scheduled classes for credit or for audit with payment of tuition and fees waived if classes do not conflict with their duties and responsibilities as members of the faculty. Up to six semester hours may be taken during a semester with fees and tuition waived. This benefit does not apply for summer terms.

Faculty, their spouses, and children, as reflected on the faculty member's W-4 form or for whom the faculty member pays child support, shall receive a 50% discount on tuition and fees when they enroll in the College during the regular fall and spring term, but not during the summer terms.

7.6 Faculty Research and Publications

Faculty doing approved research which may require a semester or more may have their instructional loads reduced to not less than six (6) semester hours per semester without a reduction in salary upon the recommendation of their department or division chairpersons and the Vice-President of Academic Affairs and the approval of the President.

7.7 Professional Development

Faculty are encouraged to attend professional meetings and participate in professional development opportunities, especially related to their fields. Funds, if available, shall be provided in accordance with the College's travel policy. Requests to attend a professional meeting or program shall follow the travel procedure.

When a member of the faculty is designated to attend a meeting to represent the College, the College shall assume the cost of the necessary travel expenses in accordance with its travel policy. Such travel shall be made only when representation shall be of definite value to the instructional program of the College.

7.8 Travel

Using forms obtained from the Academic Affairs Office, the faculty member shall obtain approval for travel from his/her department or division chairperson and the Vice-President of Academic Affairs. The form shall detail how classes and other academic duties will be cared for during the faculty member's absence. The Business Office will process travel requests in accordance to the travel policy as it is recorded in the Philander Smith Manual located in the Academic Affairs Office.

7.9 Leaves

Effective work demands the presence of faculty as officially scheduled. For this reason, prompt and regular attendance of all classes, meetings, and other officially scheduled activities is expected of all faculty. Attendance at outside meetings as a representative of the College, attendance at professional meetings as provided for, and all other leaves described below shall be the official basis for absence from duty. All leaves described below, except Study/Research and Sabbatical Leaves, require

preparation of an 'Absence Report' by the faculty member's Division or Department Chairperson. This report must be signed by the Vice-President of Academic Affairs and filed with the College's Personnel Office. Absence from duty not covered by these provisions may entail a corresponding loss in salary and may constitute a breach of contract.

Sick Leave and Short-Term Disability

Philander Smith College provides paid sick leave benefits to all eligible full-time faculty for periods of temporary absence due to illnesses, injuries, or medical appointments for the faculty member or a member of his/her immediate family or permanent household. Philander Smith College defines "immediate family" as a: spouse; parent or individual who serves as legal guardian; child, including stepchild and his/her spouse; child, grandchild, or great-grandchild; full, half and/or stepsibling; and grand or great-grandparent. A household is defined as persons living in the same residence who maintain a single economic unit.

All eligible faculty will accrue sick leave benefits at the rate of 1.5 days per month, calculated on the basis of the College's fiscal year, July-June. Up to 20 days of sick leave can be accumulated and carried over into the next fiscal year. No more than 20 days of earned sick leave can be used within any fiscal year. Unused sick leave can be made available for use by other College employees who have exhausted their own benefits, but expect to return to duty within a reasonable period. A request to share sick leave must be approved by the department or division chairpersons and/or supervisor of all individuals involved. Copies of all such requests and all Absence Report Forms reporting actual use of the shared sick leave will be kept on file in the College's Personnel Office.

Faculty can request use of paid sick leave after completing the initial 90 calendar day period. Paid sick leave must be used in minimum increments of one-half day.

Faculty who are unable to report to work due to illness or injury should, whenever possible, notify their Division or Department Chairpersons before the faculty member's earliest scheduled class or posted office hours. The Division or Department Chairperson must be contacted on each additional day of absence. If the Division or Department Chairperson cannot be reached, the faculty member should contact the Office of Academic Affairs.

Faculty should notify their Division or Department Chairpersons as soon as possible when all medical appointments or emergency surgical procedures have been scheduled during their class periods or office hours.

If a faculty member is absent for three or more consecutive days due to illness or injury, a physician's statement may be required. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to faculty while they are employed or upon termination of employment.

Study/Research Leave

A leave of absence may be granted to a faculty member to permit him/her to pursue advanced study or to carry on research in areas related to present or anticipated service to the College.

The College, because of its interest in faculty growth, provides opportunity for leaves of absence within the limits of its available resources and seeks to augment this provision with grants. The faculty member on study leave shall not be entitled to salary.

A faculty member desiring a study/research leave must submit a written request, describing the course of study or area of research to be pursued, to his/her Department/Division Chair the semester before the leave would be scheduled. Study/research requests must be approved by the faculty member's Department or Division Chairperson, the Vice-President of Academic Affairs, and the President of the College.

Graduate Studies Leave

A halftime contract and half salary for one semester may be granted to a full-time faculty member to complete graduate work. The following process is to be followed:

1. One-to-two semesters before the request for a half time teaching contract, half-salary semester, the faculty member should submit a written request to his or her Division Chair. This request should detail the need for this request and the work to be completed. The faculty member should be able to complete the work in one semester. Such work might be revision of a completed dissertation, written examinations, oral examinations, or completion of a thesis;
2. If the Division Chair agrees to the request, he or she is to write a letter recommending the request to the Vice-President of Academic Affairs. This letter should specify why this faculty member should be granted this request, based on his or her past academic, committee, and teaching performances;
3. The faculty member's written request, his or her letter of recommendation, and portfolio (including student evaluations and peer observations) should be submitted to the Vice-President of Academic Affairs. In the case of revising a dissertation, the completed dissertation should be submitted as well. For examinations, a testing schedule should be submitted. In the case of completion of a thesis, a timeline and the thesis proposal should be submitted;
4. The Vice-President of Academic Affairs will write the Division Chair his or her approval or lack of approval of the request. If the request is not approved during this process, the faculty member will receive a detailed explanation of what is needed to have the request approved by the administrator who has not approved the request;
5. If approved, the faculty member is to submit to his or her Division Chair at the end of the halftime semester or before the beginning of the next semester the graduate work that has been completed. The Chair will have the completed graduate work copied and added to the faculty member's portfolio in the Documents Room and the Division personnel file. The faculty member will write the Division Chair and the Vice-President

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of Academic Affairs that the work has been completed and placed on file in both locations.

The faculty member will be obligated to serve three years at Philander Smith College for this consideration.

Sabbatical Leave

The purpose of a Sabbatical Leave is to provide a faculty member the opportunity to engage in study and/or research in his chosen field. The length of a Sabbatical Leave shall not exceed one academic year, i.e. nine months.

The salary for a faculty member on sabbatical leave shall be based on his/her salary at the time the leave is officially granted. The faculty member shall receive full salary for one semester or one-half salary for two semesters.

Faculty may be granted a sabbatical leave upon the recommendation of their department/division chairperson, the Research & Sabbatical Leave Review Committee, and the Vice President of Academic Affairs with the approval of the President.

A faculty member shall serve seven years before he/she is eligible to apply for a sabbatical leave. Faculty requesting sabbatical leave should file their application with their Department or Division Chairperson on or before February 28 of the academic year preceding the academic year for which leave is requested.

Chairpersons should forward their recommendation to the Research and Sabbatical Leave Review Committee on or before March 15th. The Research and Sabbatical Leave Review Committee shall forward their recommendation to the Vice President of Academic Affairs on or before March 31st. The Vice President of Academic Affairs shall forward his/her recommendation to the President on or before April 15th.

A faculty member who is granted a leave of absence (including sabbatical) with pay shall return for service to the College for an amount of time at least the length of the sabbatical leave.

Failure to return obligates the faculty member to reimburse the College for all funds advanced, plus the amount of interest the money would have generated during the leave of absence.

Bereavement Leave

If a faculty member wishes to take time off due to the death of an immediate family member or permanent member of his/her household, the faculty member should notify his or her supervisor immediately. Up to three days of paid bereavement leave can be provided to all faculty. A faculty member may, with the approval of his/her Division or Department Chairperson, use any available paid leave for additional time off as necessary.

The definition of "immediate family or permanent member of the household" will be the same as used regarding Sick Leave and Short-Term Disability.

Court and Jury Duty

A faculty member who serves as a witness, juror, or party litigant shall be entitled to his/her regular compensation in addition to any fees paid by the Court for such services or necessary appearances in any court. Such leave shall not be counted as any type of other leave for which the faculty member is eligible. The faculty member shall give reasonable notice of such summons to his/her department or division chairperson. A faculty member who is summoned to serve jury duty shall not be subject to discharge from employment, loss of sick leave, or any other form of penalty as a result of the absence due to jury duty. Employees who are accepted by the Court as expert witnesses and paid a fee in excess of the normal witness fee shall be required to take personal leave for the time required for such testimony.

In cases where service as a witness can be handled by having the involved attorney take a deposition or statement, this action is preferred. Depositions or statements that involve the College may be taken during duty hours. All others should be handled during off-duty time.

When service on a jury would substantially interfere with the execution of the College work schedule, the President may petition the judge in writing for exemption from service. However, if exemption is denied or if no response is received prior to the date jury duty is to begin, the faculty member must report as summoned.

Family Medical Leave Act of 1993 (FMLA)

Faculty are eligible for Family and Medical Leave of up to 12 weeks of unpaid leave per year for the birth, adoption, or foster care placement of a child; the serious health condition of a child, spouse, or parent; or, the faculty member's own serious health condition. Philander Smith College will continue to pay the employee only contribution to the health insurance benefit for the 12 week period. Employees considering such leave should contact the Personnel Office for complete benefit arrangements. Employees taking Family and Medical Leave are guaranteed the right to return to their previous or an equivalent position with no loss of benefits at the end of the leave.

Vacation Leave

Faculty with 9-month contracts are not eligible for Vacation Leave. Faculty on 12-month contract are eligible for Vacation Leave based on length of service:

- One week (5 working days) after one year of employment;
- Two weeks (10 working days) after two years of employment;
- Three weeks (15 working days) after three or more years of employment.

Vacation Leave must be earned before taken and must be used during the calendar beginning with faculty member's date of employment. Vacation Leave cannot be carried over into a following year, and the College will not pay in lieu of Vacation Leave not taken. Vacation Leave must be approved in advance by the faculty member's immediate supervisor. A copy of the approved Vacation Request Form will be sent to the College's Personnel Office.

Personal Leave with Pay

Philander Smith provides two days of leave of absence with pay, per fiscal year, to regular full-time faculty who wish to take time off from work duties to fulfill personal obligations. Eligible faculty may request personal leave only after having completed 90 calendar days of service. As soon as eligible faculty become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave must be taken in a minimum increment of 1/2 of a day. Personal days are earned beginning on July 1st and ending on June 30th. No unused Personal Leave With Pay can be carried into a new fiscal year.

Personal Leave without Pay

Full-time faculty with at least one year of continuous service may request a leave of absence without pay, for justifiable reasons. The standard reasons and normal maximum allowable times for each category are as follows:

1. Maternity Leave;
2. Illness/Sick Leave;
3. Personal Leave. (Up to 3 months for justifiable reasons.) The employee's supervisor will determine if the situation warrants the leave, and will determine the amount of leave that will be granted. In some cases, leave may not be granted if the employees' absence will cause undue hardship to the supervisor/department.

Philander Smith College provides Personal Leave Without Pay to provide for consideration for leave as accommodation for an employee with a disability (as defined by the *Americans With Disabilities Act*) who has not had one year of continuous service.

Military Leave

A military leave of absence will be granted to regular full-time faculty to attend scheduled drills or training or if called to active duty with the U.S. armed services. All full-time faculty who are members of the National Guard or the Reserve components of the Armed Forces of the United States shall receive full pay (not to exceed 10 paid working days) when required by Federal/State orders to be away from work for military reasons.

Subject to the terms, conditions, and limitations of the applicable plans for which the faculty member is otherwise eligible, health insurance benefits will be provided by Philander Smith for the full term of the military leave of absence. Sick Leave benefits will continue to accrue during a military leave of absence.

Faculty on two-week active duty training assignments or inactive duty training drills are required to return to work as soon as possible after the end of training, allowing reasonable travel time.

Faculty on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Every reasonable effort will be made to return eligible faculty to their previous

positions or comparable positions. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

7.10 Holidays and Breaks

Philander Smith College will be closed, and classes will not meet on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Recess (third Thursday in November and generally one day before and one day after)

Holidays that fall on a Saturday will be observed on the preceding Friday; those that fall on a Sunday will be observed on the following Monday.

Faculty with nine-month contracts will be off duty during the Christmas and the Spring breaks, although the College may be open during those periods, and faculty with 12-month appointments may be on duty. Dates for these periods will be published in the current edition of the Philander Smith College catalog.

7.11 Workers' Compensation Insurance

Philander Smith College provides a comprehensive workers' compensation insurance program at no cost to faculty. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable state legal requirements, workers' compensation insurance provides benefits for covered medical illnesses and injuries.

Faculty who sustain work related injuries or illnesses should inform their supervisor and the personnel office immediately. The faculty member will be required to fill out the necessary paperwork which must be forwarded to the insurance agency designated to handle work injury claims as soon as possible after the injury.

Neither Philander Smith nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a faculty member's voluntary participation in any off duty recreational, social, or athletic activity sponsored by Philander Smith.

7.12 Voting

Philander Smith College encourages faculty to fulfill their civic responsibilities by participating in elections. Generally, faculty are able to find time to vote either before or after their regular work

schedule and are encouraged to do so. If faculty are unable to vote in an election during their non-working hours, Philander Smith will grant up to two hours of paid time off to vote.

7.13 Educational Assistance

The College recognizes that the skills and knowledge of its faculty are critical to the success of the organization. The educational assistance program encourages personal development through formal education, so that faculty can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Philander Smith College.

Philander Smith will provide educational assistance to regular full-time faculty who have completed 1 (one) year of service. To maintain eligibility faculty must remain on the active payroll and be performing their jobs satisfactorily through completion of each course.

Faculty should contact their department or division chairperson for information or questions about educational assistance. While educational assistance is expected to enhance faculty' performance and professional abilities, Philander Smith cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

7.14 Credit Union

Faculty may elect to participate in the Arkansas Teachers Federal Credit Union. Application forms may be obtained from the Personnel Office, but must be submitted with any joining fees directly to the Credit Union.

Once membership has been established, the Credit Union shall remit a "Payroll Deduction Request" form which has been signed by the participating faculty member to the Personnel Office authorizing Philander Smith to withhold an agreed amount from the faculty member's semi-monthly pay to be submitted to the Arkansas Teachers Federal Credit Union.

Additional information regarding the Arkansas Teachers Federal Credit Union may be obtained by contacting them at (501) 376-9250.

Appendix A

PHILANDER SMITH COLLEGE FACULTY SENATE CONSTITUTION

PREAMBLE

Philander Smith College embraces the concept of shared governance as a process of providing meaningful access and input into decision-making in all major components of the college. Philander Smith College encourages a spirit of collegiality and shared decision-making, enabling the college to be inclusive, effective, and efficient. In accord with the college's policy of shared governance, the faculty Senate meets monthly during the academic year to consider matters affecting the academic welfare of the institution, to formulate positions and determine appropriate responses, and to generate information to be shared with faculty and administrative bodies. The Faculty Senate is charged with reviewing college policies in all areas that affect the academic functioning of the college. The Faculty Senate will consider all matters which affect the morale and working efficiency of the faculty.

ARTICLE I: Eligibility and Membership

- A. The Faculty Senate shall be comprised of all regular, full-time, tenure-track and tenured faculty, including professional librarians, excluding those serving more than half-time in administrative capacities. Regular full-time, tenure-track faculty are those faculty who hold full-time positions, who hold academic rank, and who are assigned to a tenure-track position within an academic division.

- B. The Vice President for Academic Affairs or his or her designee shall serve as a non-voting member of the Faculty Senate.

- C. Part-time and non-tenure-track faculty may attend Senate meetings but will have no voting privileges and may not serve as officers of the Faculty Senate.

ARTICLE II: Powers and Functions of the Faculty Senate

The Faculty Senate of Philander Smith College is charged with the following responsibilities:

- 1. Determining standards for admission, promotion, and graduation of students;
- 2. Determining the courses of study and methods of instruction and proposing needed modifications in the rules for academic operations;

3. Recommending candidates for graduation to the Board of Trustees;
4. Submitting reports during and at the end of each academic term as required by college administration;
5. Reviewing and approving or disapproving policy proposals pertinent to the academic function of the college. These proposals may include but are not limited to: changes in academic programs and standards, changes in graduation requirements, new degree programs, new major or academic programs, elimination of existing degrees or major programs (except in cases where a governing body such as the Arkansas Department of Education has mandated such an elimination), creation of new academic departments, and recommending changes to the Faculty Handbook. Decisions made by the Faculty Senate are subject to the oversight of the Vice-President for Academic Affairs, the College President, and the Board of Trustees;
6. Coordinating the selection of Faculty Senate members for standing committees;
7. Proposing means for more effective utilization of resources for instruction;
8. Establishing such short-term and/or task specific committees (ad-hoc) as may be necessary to carry out its functions;
9. Providing a forum for the free expression of faculty opinion without fear of reprisal from administration or division chairs;
10. Advising administration regarding standards and procedures for faculty evaluations;
11. Working to promote and maintain academic freedom.

ARTICLE III: Officers of the Faculty Senate

The officers of the Faculty Senate shall be a president, a vice-president, a secretary, a parliamentarian, and a faculty representative to the Board of Trustees, who shall be elected annually by the Faculty Senate membership. There shall be no limit on the number of terms a member of the Faculty Senate may hold office, however, no officer, with the exception of Secretary, may serve more than two consecutive terms in the same office. Officers of the Faculty Senate will serve from April until the installation of new officers occurring at the next annual April meeting of the Senate.

- A. The **President** of the faculty Senate shall serve as the chief speaker for the faculty and as the faculty representative on the College President's Executive Council. The President of the Faculty Senate will serve as the presiding officer for all Senate meetings.

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- B. The **Vice-President** of the Faculty Senate will serve as President in the case of absence or incapacity of the President of the Faculty Senate. The Vice-President is also responsible for making sure that committees meet and, when possible, shall attend all faculty committee meetings.

- C. The **Secretary** of the Faculty Senate shall notify the faculty of the dates of Faculty Senate meetings at least two weeks prior to each meeting. The Secretary is responsible for keeping the minutes of each Faculty Senate meeting, distributing agendas and the previous meeting's minutes as well as any other pertinent materials, and compiling a record of attendance for each meeting of the faculty Senate.

- D. The **Parliamentarian** of the faculty Senate shall advise members on procedural questions for each meeting. Meetings of the Faculty Senate are conducted under the revised *Robert's Rules of Order*. Decisions that are made as a matter of policy will be put in writing by the Parliamentarian and disseminated to all concerned parties. The Parliamentarian shall also determine at all meetings if a quorum is present to conduct business.

- E. The **Faculty Representative to the Board of Trustees** shall represent the interests of the faculty to the Board of Trustees and shall serve as a non-voting Board member. The Faculty Representative shall be prepared to report to the Board of Trustees on issues before the Faculty Senate. The Representative shall also be prepared to make a full report to the Faculty Senate after each meeting of the Board of Trustees.

- F. An **Executive Committee** shall be established, consisting of the officers of the Faculty Senate. The Executive Committee will arrange meeting times and agendas for the Faculty Senate and shall appoint members to the standing committees as well as any ad-hoc committees which may be needed. The President of the Faculty Senate shall serve as chair of the Executive Committee.

ARTICLE IV: Meetings and Procedures

- A. **Voting Rights.** Each faculty member who meets the requirements under Article I, section A, has the right to vote on any matter brought before the Faculty Senate.

- B. The quorum necessary for the transaction of business by the Faculty Senate shall be one third of the eligible voting members.

- C. Actions of the Faculty Senate require a simple majority vote either by voice or by show of hands.

- D. The revised ***Robert's Rules of Order*** is the authority for Faculty Senate meetings. Rules governing Faculty Senate meetings may be amended by two-thirds vote of the quorum present at any regular meeting provided that written copies of the amendment have been distributed at the beginning of the meeting.
- E. Meetings of the Faculty Senate will be held once a month throughout the academic year. Special meetings can be called by the Executive Committee should the need arise. Any requests for special meetings of the Faculty Senate should be made to the Executive Committee by written petition. Notice should be made to the faculty at least forty-eight hours in advance of any meeting called under this provision, and the notice must include a statement of the issue to be considered.
- F. During the course of the summer, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the faculty Senate, subject to the approval of the full faculty Senate when it reconvenes.
- G. Meetings of the Faculty Senate are open to the college community. Speaking privileges before the Faculty Senate are granted to anyone recognized by the faculty Senate President, or whose right to speak is supported by a majority of the members present. The President of the College, the President of the Student Government Association, and the Vice-President of Academic Affairs shall have the right to address the faculty Senate.
- H. Minutes of all meetings of the Faculty Senate will be distributed to all members, to the College President, to the Secretary of the Board of Trustees, and to the President of the SGA by the Secretary of the Faculty Senate.
- I. Decisions made by the Faculty Senate shall be final when approved by the President of the College and the Board of Trustees of Philander Smith College. The President of the College shall have the right to non-concur with any action of the Faculty Senate. However, in exercising this right, the College President shall state the reasons for non-concurrence in a letter to the Secretary of the faculty Senate. The Board of Trustees shall then be notified of the action of the faculty Senate and the non-concurrence of the President of the College, along with the stated reasons of the President. A final determination of the matter shall be made by the Board of Trustees, and until such time, the Faculty Senate shall adhere to its own action.

ARTICLE V: Elections

- A. The Faculty Senate shall establish a standing Electoral Committee to supervise elections of officers. The Electoral Committee shall be comprised of representatives from each academic division and may not include any serving officer of the faculty Senate.
- B. Elections of Faculty Senate officers will be held annually in April.

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- C. Each member of the faculty Senate may nominate candidates for office. Nominations should be submitted to the Electoral Committee at least three weeks in advance of the election and will be published to all members electronically on Monday of the week of elections.

- D. At the beginning of the April meeting, the ballot of candidates shall be presented to the members present by the chair of the Electoral Committee. At this time, additional nominations may be made by eligible voting members until a motion to close the nominations is passed by a majority vote. At that time, members shall vote by choosing one candidate for each office and marking it on their ballots. The Electoral Committee shall then collect the ballots and tally the votes. The meeting may continue until the committee returns with the results. When all votes have been counted, the Chair of the Electoral Committee shall give the Senate the results. New officers shall be installed immediately after the announcement of the election results.

ARTICLE VI: Amendments

From time to time, it may be desirable to amend the Faculty Senate Constitution. Amendments to the Constitution can be proposed by any eligible Faculty Senate member as defined by Article I, A.

Amendments to the Faculty Senate Constitution require a two-thirds vote of the Faculty Senate members present at the meeting provided there is a quorum present. Upon passage, any and all amendments will be added to the Constitution under Article VI.

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Appendix B

By-Laws of the Board of Trustees

[Information was requested]

Appendix C

Intellectual Property Rights **INTELLECTUAL PROPERTY POLICY**

This Policy covers all types of intellectual property. The following examples are not exhaustive: the Policy applies to other types not listed here, regardless of whether they may be protected by patent, copyright, trademark, trade secret, or other law.

- Inventions
- Discoveries
- Trade secrets
- Trade and service marks
- Writings
- Art works
- Musical compositions and performances
- Software
- Literary works
- Architecture

All employees of Philander Smith College are covered by this policy. The **College** owns the intellectual property created by its employees under the conditions stated below:

1. If intellectual property is created by an employee within the scope of employment;
2. If intellectual property is created on Philander Smith College time, with the use of College facilities or College financial support;
3. If intellectual property is commissioned by the College pursuant to a signed contract; or,
4. If intellectual property results from research supported by Federal funds or third party sponsorship.

The **employee** owns the intellectual property under the conditions stated below:

1. If it is unrelated to the employee's job responsibilities, *and* the employee made no more than incidental use of College resources;
2. If it is an invention that has been released to the inventor in accordance with this Policy; or

Approved by the Board of Trustees on September 9th, 2010

3. If the intellectual property is embodied in a professional-, faculty-, researcher- or student-authored scholarly, educational (i.e. course materials), artistic, musical, literary, or architectural work in the author's field of expertise (from here on, a "scholarly work"), even though such a work may be within the scope of employment and even if College resources were used -
 - o **UNLESS** it is a scholarly work (i) created by someone who was specifically hired or required to create it or (ii) commissioned by the College, in either of which cases, College, not the creator, will own the intellectual property.

Appendix D

Forms

Change of Grade Form

Report for Incomplete Grade

Administrative Withdrawal Form

Schedule/Room Change Form

Approved by the Board of Trustees on September 9th, 2010



OFFICE OF THE REGISTRAR

Change of Grade Form

Date:	
Student Name:	
I.D. #:	
Semester of Course:	
Year:	
Course Title:	
Instructor:	
Department & Section #:	
Original Grade:	
Grade Change:	
Give explanation for Grade Change:	

Instructor

____/____/____
Date

Division Chairperson

____/____/____
Date

Vice President for Academic Affairs

____/____/____



Report for Incomplete Grade Office of the Registrar

Philander Smith College awards an incomplete “I” grade when students are unable to complete all course requirements for reasons beyond their control, when students are unable to meet their financial obligations to the institution during the semester in which they are enrolled. In cases where the incomplete grade is given for academic reasons, the “I” grade must be removed by the end of the semester immediately following the semester in which the grade was received. Failure to do so will result in the “I” grade automatically changing to an “F” grade. (**Philander Smith College Course Catalog, 2007-2009, Page 31**)

NOTE: If the instructor is issuing an “I” grade, please record the reason below and the course work yet to be completed. This form must accompany your final grade roster submitted to the Office of the Registrar.

Student’s Name:

Date:

ID#

Semester and Year:

Course Number:

Course Name:

Instructor:

Reason for the “I” grade:

- Student is unable to complete all course requirements for reasons beyond their control
- Student is unable to meet their financial obligations to the institution during the semester in which they are enrolled.

Please specify the class work that is to be completed for the removal of the incomplete grade:

****Instructors must complete and file a grade change form to complete the grading process.****

Student: _____ Date: _____

Instructor: _____ Date: _____

Division Chair: _____ Date: _____

Vice President of Academic Affairs: _____ Date: _____

Administrative Withdrawal Form

Date:	
Student Name:	
I.D. #:	
Semester of Course:	
Year:	
Course Title and #:	
Instructor:	
Department & Section #:	
Grade:	<input type="checkbox"/> WF or <input type="checkbox"/> WP
Total # of Absences:	
Last Date of Attendance:	
Give explanation for this Administrative Withdrawal:	

Instructor

_____/_____/_____
Date

Division Chairperson

_____/_____/_____
Date

Vice President for Academic Affairs

Date

Schedule/Room Change Form

****Please submit to the Office of the Registrar with ALL signatures****

This form is to make any changes concerning the original course scheduling information submitted to the Office of the Registrar. This form will act as a tracking mechanism for all changes concerning your courses. It is mandatory for this form to be completed and accurate.

Division: _____ Department: _____
 Area Coordinator: _____ Semester/Year: _____
 (Fall, Spring, Summer)

Change	Course No.	Section No.	Course Title	Days	Time	Room	Instructor	Class Limit
From:								
To:								
From:								
To:								
From:								
To:								
From:								
To:								

Rationale:

Request Approved:

Request Denied:

Signature: _____
Faculty

Date: ____/____/____

Signature: _____
Division Chair

Date: ____/____/____

Signature: _____
Vice President for Academic Affairs

Date: ____/____/____

Signature: _____
Office of the Registrar

Date: ____/____/____

Appendix E

Philander Smith College Faculty Employment Contract

Non-Tenured and Tenure Track Employees Only

This Agreement is made between Philander Smith College, 900 West Daisy Gatson Bates Drive, Little Rock, Arkansas 72202 ("the College") and [Full name and address of the Faculty Member] ("Appointee").

TERMS

1.0 Appointment.

Based upon review of Appointee's credentials, the College agrees to employ the [part-time/full-time] services of Appointee beginning on the ____ day of _____, 20__, and to pay the salary of dollars (\$ _____) per year, in ____ equal installments, beginning on the ____ day of _____, 20__.

2.0 Rank and Title.

Appointee's rank and title shall be that of [Instructor, Assistant Professor, Associate Professor, Professor] of [discipline]. Appointment ranks and qualification for appointment to rank is governed by the Faculty Handbook section 3.7.

3.0 Term of Appointment.

3.1 Appointee is appointed without tenure. **This contract of employment is for one academic year.** A non tenured employee is defined as those employees who are tenure track as well as an employee with no tenure option. The non tenured Appointee's employment shall cease at the end of this term unless the College, in its discretion, decides to offer an additional term of employment via the execution of a new faculty contract.

3.2 An appointment which is not renewed expires automatically at the end of the academic year to which it pertains, without further obligation on the part of either the College or the faculty member to the other.

3.3 No stigma attaches merely upon non-renewal of appointment because non-renewal may result from any one or more of several factors, including but not limited to: (1) programmatic and curriculum considerations; (2) financial and enrollment factors; (3) appointee's failure to meet or exceed the College's minimum performance standards; (4) changes in College's mission, policies, or priorities. Satisfactory performance does not guarantee renewal of appointment.

4.0 Appointee's Assignments, Duties, and Responsibilities.

4.1 Except for agreed vacation periods, Appointee shall, pursuant to the College rules and regulations, devote full time during the College's academic year, from [date] to [date], to research, teaching, publishing (where applicable), and professional activities, including advising students, keeping office hours, observing grading deadlines, administrative work, committee assignment, participation in weekly chapel programs, participation in commencement exercises, and similar College activities.

[Where applicable]:

[4.1.1 Appointee shall also have the following teaching and other responsibilities during the summer, from [date] to [date].]

4.2 Appointee is assigned to the Department of _____ . The assignment is subject to change as required by the needs of the College.

4.3 Appointee shall abide by the College's intellectual property policies in force at all times.

4.4 Appointee agrees to observe the rules and regulations of the College, as set forth and *as may be amended from time to time*, in the following College publications: _____ the faculty handbook, the College catalog, presidential proclamations or future publications, which are incorporated into and made a part of this Contract, and agrees not to engage in any enterprise or activity that may, in the judgment of the College, interfere with the proper performance of duties to the College, and agrees to act otherwise in accordance with the mission of the College.

4.5 The College reserves the right to take disciplinary action, pursuant to the Faculty Handbook, Chapter 5.4, including suspension or termination, during this appointment should it find reason to believe that appointee has engaged in conduct warranting such action.

5.0 Tenure, Reappointment, and Promotion.

The standards and criteria for decisions about reappointment; decisions about promotion; tenure decisions; salary decisions; and the process for review and appeals of any negative decisions, applicable to Appointee are set forth in the faculty handbook and any notification from the President, Vice President for Academic Affairs or the Human Resources Officer as they are currently written and as they may be amended or augmented by other publications from time-to-time by the College.

6.0 Employee benefits.

Appointee shall also have the benefits as are set forth in detail in the Faculty Handbook.

[If applicable]:

[6.1 Appointee is appointed also with the administrative rank of **(Division Chair or Vice President or Associate Vice President)**, and is dependent upon Appointee's continued academic appointment and employment with the College, but may be terminated or non-renewed separately from Appointee's academic appointment.] Of the salary set forth in Section 1.0 above, \$ ____ is attributable to Appointee's administrative duties.

7.0 The College's Duties.

Approved by the Board of Trustees on September 9th, 2010

The College shall provide annual performance evaluations by the appropriate College personnel, as well as reasonable office space, secretarial assistance, and access to research facilities.

8.0 Dismissal of Employment.

8.1 Appointee's employment with the College may be terminated for cause by the College. Cause includes, but is not limited to, the following grounds:

- 8.1.1 Incompetence;
- 8.1.2 Insubordination;
- 8.1.3 Improper or illegal conduct (including criminal conviction);
- 8.1.4 Neglect of duties;
- 8.1.5 Medical incapacity.

8.2 Appointee's employment with the College may be terminated during the term of this contract due to a **demonstrably *bona fide* financial exigency or program elimination**.

8.3 Action by the College to terminate Appointee's employment must be in compliance with the notice and due process procedures as set forth in the Faculty Handbook, Chapters 5.3 and 5.4.

8.4 Appointee agrees not to resign without giving notice in writing by May 15, or 30 days after being notified of the terms of appointment for the following academic year.

9.0 General Provisions.

This Contract and the documents referenced in this Agreement represent the entire agreement between the parties, and this Contract may only be modified in writing signed by both parties. This Contract shall be governed by the laws of the State of Arkansas.

IN WITNESS WHEREOF, Appointee and the authorized representative(s) of the College have executed this Agreement on this ___ day of _____, 20__.

PHILANDER SMITH COLLEGE

APPOINTEE: [Legal Name of Appointee]

by _____
Dr. Walter Kimbrough, President

by _____
Appointee

Philander Smith College
Faculty Employment Contract
Version for Tenured Faculty Only

This Agreement is made between Philander Smith College, 900 West Daisy Gatson Bates Drive, Little Rock, Arkansas 72202 ("the College") and [Full name and address of the Faculty Member] ("Appointee").

TERMS

1.0 Appointment.

Based upon review of Appointee's credentials, the College agrees to employ the full-time services of Appointee beginning on the ____ day of _____, 20__, and to pay the salary of _____ dollars (\$) per year, in ____ equal installments, beginning on the ____ day of _____, 20__.

2.0 Rank and Title.

Appointee's rank and title shall be that of [Instructor, Assistant Professor, Associate Professor, Professor] of [discipline]. Appointment ranks and qualification for appointment to rank is governed by the Faculty Handbook section 3.7.

3.0 Term of Appointment.

Appointee is appointed with tenure, which is defined as a continuous offer of employment that may be terminated only for cause, financial exigency, or program elimination. Future notices of reappointment after signing this contract will come in the form of a letter of renewal from the President of the College.

4.0 Appointee's Assignments, Duties, and Responsibilities.

4.1 Except for agreed vacation periods, Appointee shall, pursuant to the College rules and regulations, devote full time during the College's academic year, from [date] to [date], to research, teaching, publishing (where applicable), and professional activities, including, but not limited to advising students, keeping office hours, observing grading deadlines, administrative work, committee assignment, participation in weekly chapel programs, participation in commencement exercises, and similar College activities.

[Where applicable]:

[4.1.1 Appointee shall also have the following teaching and other responsibilities during the summer, from [date] to [date].]

4.2 Appointee is assigned to the Department of _____. The assignment is subject to change as required by the needs of the College.

4.3 Appointee shall abide by the College's intellectual property policies in force at all times.

4.4 Appointee agrees to observe the rules and regulations of the College, as set forth and *as may be amended from time to time*, in the following College publications: the faculty handbook, the College catalog, presidential proclamations or future publications, which are incorporated into and made a part of this Contract, and agrees not to engage in any enterprise or activity that may, in the judgment of the College, interfere with the proper performance of duties to the College, and agrees to act otherwise in accordance with the mission of the College.

4.5 The College reserves the right to take disciplinary action, pursuant to the Faculty Handbook, Chapter 5.4, including suspension or termination, during this appointment should it find reason to believe that appointee has engaged in conduct warranting such action.

5.0 Tenure, Reappointment, and Promotion.

The standards and criteria for decisions about reappointment; decisions about promotion; tenure decisions; salary decisions; and the process for review and appeals of any negative decisions, applicable to Appointee are set forth in the faculty handbook and any notification from the President, Vice President for Academic Affairs or the Human Resources Officer as they are currently written and as they may be amended or augmented by other publications from time-to-time by the College.

6.0 Employee benefits.

Appointee shall also have the benefits as are set forth in detail in the Faculty Handbook.

[If applicable]:

[6.1 Appointee is appointed also with the administrative rank of **(Division Chair or Vice President or Associate Vice President)**, and is dependent upon Appointee's continued academic appointment and employment with the College, but may be terminated or non-renewed separately from Appointee's academic appointment.] Of the salary set forth in Section 1.0 above, \$ ___ is attributable to Appointee's administrative duties.

7.0 The College's Duties.

The College shall provide annual performance evaluations by the appropriate college personnel, as well as reasonable office space, secretarial assistance, and access to research facilities.

8.0 Dismissal of Employment.

8.1 Appointee's employment with the College may be terminated for cause by the College. Cause includes, but is not limited to, the following grounds:

- 8.1.1 Incompetence;
- 8.1.2 Insubordination;
- 8.1.3 Improper or illegal conduct (including criminal conviction);
- 8.1.4 Neglect of duties;
- 8.1.5 Medical incapacity.

Approved by the Board of Trustees on September 9th, 2010

8.2 Appointee's employment with the College may be terminated during the term of this contract due to a **demonstrably *bona fide* financial exigency or program elimination**.

8.3 Action by the College to terminate Appointee's employment must be in compliance with the notice and due process procedures as set forth in the Faculty Handbook, Chapters 5.3 and 5.4.

8.4 Appointee agrees not to resign without giving notice in writing by May 15, or 30 days after being notified of the terms of appointment for the following academic year.

9.0 General Provisions.

This Contract and the documents referenced in this Agreement represent the entire agreement between the parties, and this Contract may only be modified in writing signed by both parties. This Contract shall be governed by the laws of the State of Arkansas.

IN WITNESS WHEREOF, Appointee and the authorized representative(s) of the College have executed this Agreement on this ___ day of _____, 20__.

PHILANDER SMITH COLLEGE

APPOINTEE: [Legal Name of Appointee]

by _____
Dr. Walter Kimbrough, President

by _____
Appointee

Appendix F

CRITERIA FOR AWARDING OF HONORARY DEGREES

1. Outstanding contribution to Philander Smith College. Demonstrated excellence in academic achievement as acknowledged by peers at Philander Smith College.
2. Outstanding contribution and dedication to the mission, goals, and objectives of Philander Smith College as demonstrated either through service or financial support either in the past or present.
3. Outstanding contribution to the mission, goals, and objectives of Historical Black Colleges.
4. Outstanding role model from the community at large who demonstrates magnanimity, courage, fortitude, and determination to succeed.

The names of all candidates along with supporting documentation are to be submitted to the chair of the Honorary Degree Committee.

The process for approving candidates for the Honorary Degree follows the Academic Governance Reporting Process of Philander Smith College:

1. Recommending person(s);
2. The Honorary Degree Committee;
3. Faculty Senate;
4. Vice President of Academic Affairs;
5. President;
6. Board of Trustees.