

# BETHUNE-COOKMAN UNIVERSITY FACULTY HANDBOOK

21<sup>st</sup> Edition



Dr. Trudie Kibbe Reed  
University President

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## **PART I -- INTRODUCTION**

This handbook contains policies and guidelines applicable to the University's faculty, as the University may adopt from time to time. This handbook is not intended to be, and should not be construed as a contract between the University and its faculty. This handbook will be updated or revised from time to time as deemed advisable by the University and, in its discretion, in consultation with the faculty. In the event that, or to the extent which, any policy or provision set forth in this handbook conflicts with any term or provision set forth in a faculty members contract, the contract will always control. Nothing contained in this handbook shall be construed so as to amend or modify the express terms of a faculty member's contract.

Part VII incorporates the Faculty By-Laws revised by the Faculty Association and approved by the Bethune-Cookman College (B-CU) Board of Trustees on October 27, 2000.

For further information, faculty should consult the most current copies of the Bethune-Cookman University Personnel Policies Handbook (published by the Office of Human Resources Management); Student Handbook (published by the Office of the Vice President for Student Affairs); Family Educational Rights and Privacy Act; Undergraduate Catalog (published by the Office of the Vice President for Academic Affairs); and FACT BOOK (published by the Office of Planning/Institutional Research).

### **EQUAL OPPORTUNITY POLICY**

Bethune-Cookman University does not discriminate on the basis of race, color, sex, marital status, disability, age, religion, national or ethnic origin, in the administration of its educational policies, admissions policies, scholarship or loan programs, or other university-administered programs. The University is authorized under Federal law to enroll nonimmigrant students.

### **POLICY ON ACADEMIC FREEDOM**

The University adheres to the policy of academic freedom as accepted by the American Association of University Professors.

### **HANDBOOK APPROVAL**

Policies in this handbook were originally approved by the Board of Trustees of Bethune-Cookman College in 1959, as were changes in 1964, 1968, 1971, 1975, 1978, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1992-93, 1993-94, 1995-96, 1998-99, 2000, 2005-06, and 2006-07, March 2009

## ACCREDITATION STATUS

Bethune-Cookman University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Bachelor of Arts and Bachelor of Science degrees and the Master of Science degrees. It is also accredited or approved by the following bodies:

National League for Nursing Accrediting Commission, Inc., 61 Broadway, 33<sup>rd</sup> Floor, New York, NY, Telephone: 212-363-5555.

Accreditation Commission for Programs in Hospitality Administration

The Florida State Board of Nursing (approved)

Florida State Department of Education for Special Programs

National Council for Accreditation of Teacher Education

The University Senate of the United Methodist Church

## **HISTORY OF THE UNIVERSITY**

The year was 1904 when a very determined young black woman, Mary McLeod Bethune, opened the Daytona Educational and Industrial Training School for Negro Girls. It underwent several stages of growth and development through the years. In 1923, it became a co-ed high school as a result of a merger with Cookman Institute of Jacksonville, Florida. A year later, the school became affiliated with the United Methodist Church, evolved into a junior college by 1931 and became known as Bethune-Cookman College.

In 1941, the Florida State Department of Education approved a 4-year baccalaureate program offering liberal arts and teacher education. Mrs. Bethune retired in 1942, at which time James E. Colston became president. He served until 1946, when Mrs. Bethune resumed the presidency for a year.

Dr. Richard V. Moore, Sr. became president in 1947. In 1970, under his tenure, the College was accredited by the Southern Association of Colleges and Schools, and later joined the United Negro College Fund and other academic and professional organizations. The curriculum expanded, student enrollment increased and new buildings were constructed for residential housing and classrooms.

Oswald P. Bronson, Sr., Ph.D., an alumnus of the College, served as the 4<sup>th</sup> president of the college from 1975 to 2004. During his tenure increased student enrollment led to continuous development and expansion of the college. A rapidly increasing student enrollment led to construction of more student housing and classroom buildings. Major fields of study increased from 12 in 1974 to 37 by 2003. In addition, seven Continuing Education sites for students began operating throughout the state. While maintaining accreditation by SACS, the Florida State Board of Education, and the United Methodist Church Board of Higher Education, the College added new accreditations in the Nursing and the Teacher Education programs.

Trudie Kibbe Reed, Ed.D., was appointed to the presidency in August 2004 by the Board of Trustees. Dr. Reed is the first woman to serve in this capacity since Dr. Bethune, the College founder.

Since 1943, the University has graduated more than 13,200 students who have provided support to it. Traditionally, the University has maintained intercollegiate athletics programs, instrumental and choral groups which have achieved national recognition. Many alumni are employed in the fields of education, medicine, business, politics, government, science, religion, athletics and environmental sciences.

## **UNIVERSITY MISSION**

Founded by Dr. Mary McLeod Bethune in 1904, Bethune-Cookman University is a historically Black, United Methodist Church-related university offering baccalaureate and master's degrees. The mission is to serve in the Christian tradition the diverse educational, social, and cultural needs of its students and to develop in them the desire and capacity for continuous intellectual and professional growth, leadership and service to others. The University has deep roots in the history of America and continues to provide services to the broader community through a focus on service learning and civic engagement.

Bethune-Cookman University accomplishes its mission by providing quality instruction in an intellectually stimulating environment that nurtures the mind (intellect), the heart (transformative leadership) and the hand (service learning) according to our founder's motto and the institution's seal.

(Approved by Board of Trustees, March 2008)

## ORGANIZATION AND GOVERNANCE

The University is owned by the Board of Higher Education of the United Methodist Church. Under its charter, a Board of Trustees manages the institution. This Board appoints a President who is responsible for the administration of University affairs.

The Board of Trustees establishes policy and lends financial support. The Board's special responsibilities include, but are not limited to the following: reviewing major plans and recommendations for effective operation of the University; regulating care, custody and management of grounds, buildings, and equipment; overseeing the budget and sources of financial aid; acting as community liaison; naming buildings and grounds; reviewing and approving academic programs; and endorsing regulations on student conduct and student housing and safety.

The President. The President operates the University as a representative of the Board of Trustees and reports to the Board as required. The President is the chief executive officer and an ex-officio member of the Board and all committees of the institution. With the approval of the Board of Trustees, the President appoints all senior executive officers and employs all administrative and faculty personnel as necessary for operation of the University. The executive officers are members of the University Cabinet and are directly responsible to the President.

The President's Administrative Policy for Program Planning, Implementation, and Effective Communication is included in this handbook (see Appendix VI).

The University Cabinet meets regularly to deliberate upon the functions and concerns of the University. The Cabinet is the executive committee of the University and is responsible for formulating, implementing, coordinating, and evaluating administrative matters.

The Faculty Association is a quasi governance body. For its bylaws, see Part VII of this issue.

## PART II -- SECTOR FUNCTIONS

### THE ACADEMIC AFFAIRS SECTOR

#### THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Office of the Vice President for Academic Affairs reports to the President of the University. It has responsibility over the eight academic schools (Arts and Humanities, Business, Education, Freshman College, Nursing, Science, Engineering & Mathematics, Social Sciences, and the School of Graduate and Professional Studies); the Honors Program; the Library and Learning Resources Center; Faculty Development Center; the offices of Admissions and Recruitment, Registrar, Planning and Institutional Research, Institutional Effectiveness, Instructional Technology; and the Academic Advisory Council and Research Foundation.

The Academic Affairs Office handles all teaching contracts, maintains faculty academic credentials, conducts procedures for promotion and tenure, and ensures that all faculty meet qualifications in compliance with the SACS Principles of Accreditation: Foundations for Quality Enhancement, 2008. The office coordinates annual Graduation Exercises, the Faculty Honors and Awards Program, and the Student Honors and Awards Assembly, Faculty Honors and Awards, Faculty Staff Institute, and the President's Convocation/Legacy Forum. The office is also responsible for periodically updating the Faculty Handbook, the Standard Operating Policies and Procedures for Academic Affairs (SOPPAA), and the Undergraduate Catalog.

The Academic Advisement Center. The Academic Advisement Center assists with student retention and academic development for student success. The Center's staff advises students who have not decided on a major field of study; monitors students' class attendance in English, math, and reading; facilitates student development; assists with the professional development of academic advisors; and refers students to other campus services for assistance and to academic advisors for registration/academic advisement.

The Academic Honors Program. The Honors Program Director reports to the Vice President for Academic Affairs (VPAA). This office coordinates the Academic Honors Program in accordance with the current B-CU Catalog.

The Office of Admissions and Recruitment. This office reports directly to the VPAA. It plans and directs student recruitment and admissions in accordance with policies of the institution. It develops recruitment itineraries; prepares supporting materials; advises faculty and alumni on recruiting methods; communicates with prospective students and their parents; maintains contact with high school counselors; operates recruiting booths at college fairs; arranges campus tours for high school students; and devises overall marketing strategies to achieve desired levels of student enrollment.

The Carl S. Swisher Library and Learning Resources Center (LLRC). This facility reports directly to the VPAA. It is responsible for accumulation, organization, management, and maintenance of books, manuscripts, periodicals, vertical files, and non-print media materials and equipment; houses an academic computing lab and a television studio; cooperates with similar facilities in securing national,

regional, and local resources for student and faculty research; and secures donations or gifts for the LLRC. It also assists with faculty and staff in-service development relating to LLRC resources.

The Office of Institutional Effectiveness. The Director of Institutional Effectiveness reports to the Vice President for Academic Affairs. The objective of this office is to monitor the institution's annual assessment data collection and planning through liaison with all sectors of the University in order to implement the Annual Institutional Effectiveness Cycle (AIEC). The office is responsible for the following activities: (1) distributing Annual Assessment Report Blanks at the end of the academic year, obtaining the completed reports in April and forwarding the annual budgets for Fiscal Affairs; (2) processing reports and storing them for use as needed; (3) conducting assessment workshops for faculty and staff as needed; (4) convening the Institutional Effectiveness Committee which consists of representatives from the seven academic schools and other sectors of the University.

The Office of Institutional Research and Planning (OIRP). The Office of Institutional Research and Planning reports to the VPAA. This office is responsible for developing instruments for faculty, staff, and student evaluation. It retrieves and maintains data on students, faculty, staff, curricula, library, and physical plant facilities, and supplies data to campus offices. The OIRP also prepares and submits reports required by federal, state, and other agencies.

The Office of Faculty Development. This office reports to the VPAA and is dedicated to promoting and enhancing teaching at the University. It designs and implements comprehensive programs that support and address a broad range of professional activities necessary to meet the educational demands of the 21<sup>st</sup> century.

The Office of the Registrar. This office reports to the VPAA and is responsible for maintaining permanent academic unit records on present and former students via the campus-wide administrative computing system. It handles enrollment of new students, continuing students, transfer students, and veterans. It publishes class schedules and assigns classroom space for both credit and non-credit courses. The office issues grade reports, official transcripts, and diplomas in accordance with security of information requirements under the Buckley Amendment.

## THE FISCAL AFFAIRS SECTOR

### THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Office the Executive Vice President for Finance and Administration reports to the Office of the President. It is responsible for the Fiscal Affairs Sector, which includes the Human Resources Management Office, Financial Aid, Auxiliary Enterprises (Cafeteria Housing, Bookstore, and Vending Machines), Campus Security, Transportation, Physical Plant, and Postal Services.

The Office of the Associate Vice President for Budget and Finance is responsible for fiscal management of the University; for example, annual budget proposals and control, long-range fiscal objectives, student accounts, loans, and receivables.

The Athletics Department. The Athletics Department is responsible for business activities pertaining to the Inter-Collegiate Athletic Program. This department is responsible for managing all University athletic sports; i.e., football, basketball, baseball, softball, track, golf, and bowling. It recruits student athletes, coordinates team schedules for events, and maintains a public relations program to promote inter-collegiate athletics. It also maintains records on athletic contests, including attendance, gate receipts, and player participation.

The Transportation Office. This office is responsible for the control and maintenance of B-CU vehicles and coordinates all requests for rental vehicles used in official University business.

The Physical Plant Office. This office is responsible for maintenance and repair of campus buildings and grounds through contract services. It also assists offices in moving or relocating furniture and equipment on campus or for storage.

Campus Security. This office is responsible for security of buildings, grounds and personnel. It is responsible for investigating incidents and reporting to the Executive Vice President for Finance and Administration and to the local police authorities as necessary.

## THE STUDENT AFFAIRS SECTOR

### THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Office of the Vice President for Student Affairs reports to the Office of the President and has administrative responsibility for Campus Housing, Career Placement and Counseling, Student Health Services, Student Activities, and Intramural Athletics. The office also coordinates rental and use of on-campus facilities.

Campus Housing (Dean of Men, Dean of Women). The offices of the Dean of Men and Dean of Women coordinate housing for students in men and women's residence halls and are responsible for supervising the dormitory residents.

The Office of Career Services. This office is responsible for career counseling, planning and placement of Bethune-Cookman University students. It communicates with employers to promote temporary employment and career opportunities for students, advises students on career opportunities and refers them to employers for part-time, full-time or summer positions. It arranges career fairs and graduate school visitations to campus.

The office maintains credential files on students and alumni and statistics on student referrals, and it follows the careers of alumni and maintains placement and vocational development statistics. It distributes research, follow-up, and labor indices to students, staff, faculty, administrators and alumni. It maintains a library for students, counselors, and faculty members on business, government, graduate school, self-employment, alternative careers, occupational and vocational information, employer-prepared materials, graduate school catalogs, and pertinent newspapers and periodicals.

The Counseling Center develops and implements policies and procedures for counseling. It develops and disseminates information to students, faculty, staff, and mental health affiliates. The office maintains liaison with academic and mental health offices on- and off-campus.

Office of the Chaplain/Director of Religious Affairs. The Chaplain's Office is responsible for organizing and supervising religious services and other functions on campus and serves as the chief religion-counseling office for students, staff and faculty. The Religious Life Sub-Committee develops an atmosphere conducive to the spiritual growth of students, staff, and faculty.

Student Health Services. The Office of the Vice President for Student Affairs has supervisory authority over student health services. The Health Services is staffed by nurses and is responsible for giving emergency medical aid to students and making referrals for hospitalization and/or other treatment of students.

The Office of Student Activities. This office is under the direct supervision of the Vice President for Student Affairs. This office is responsible for extra-curricular activities, which include student government and recreational programs including intramural sports.

## **THE INSTITUTIONAL ADVANCEMENT SECTOR**

The Institutional Advancement Sector has administrative responsibility for the offices of Public Relations, Alumni Relations, and Development. This sector organizes and manages fund-raising campaigns for the University, articulates long range and immediate needs of the University to the appropriate public, and supervises development of the alumni, church and public relations programs.

The Office of Public Relations. The chief management function of this office is to counsel the University President and administration on public attitudes and pertinent information pertaining to the University's image. It manages the University's communications, publicity, media relations, and marketing and promotion programs, thus supporting fund raising and recruitment.

The Office of Alumni Relations. This office is responsible for serving as liaison between the institution and its alumni and facilitates special events sponsored by the University and the National Alumni Association. The office maintains an alumni database and coordinates alumni activities and Parents Association functions.

### **PART III -- FACULTY: SCOPE OF WORK**

#### **PROFESSIONAL RIGHTS AND OBLIGATIONS OF FACULTY MEMBERS**

The following are **RIGHTS** of faculty members, which this University recognizes and upholds:

- The right to be governed by sincere, clear, and mutually binding terms of contract
- The right to remuneration for services commensurate with responsibility and contract
- The right to compensation for additionally assigned workloads or responsibilities beyond that of the normal full-time position
- The right to full and impartial consideration in matters of promotion and tenure regardless of race, color, sex, marital status, disability, age, religion, or national or ethnic origin
- The right to assured protection by the University in matters of freedom
- The right to be provided adequate office and work space
- The rights prescribed by the American Association of University Professors when not in conflict with the policies of Bethune-Cookman University
- The right to due process in cases of dismissal of tenured faculty or faculty who are on term contracts (during the term of said contract)

The following are **OBLIGATIONS** that faculty members should assume in correlation with rights accorded them:

- Faculty members have an obligation to know the mission and goals of the University, and to work toward the realization of these goals in the service of the University
- Faculty members have an obligation to respect the rights of students, to hold students to their responsibilities, and to maintain cordial relations with the students
- Christian leadership and wholesome behavior are necessary--at all times--to promote Christian education
- Faculty members are expected to participate in the social and cultural life and assemblies of the University
- Faculty members are expected to promote the interests and the good reputation of the University, to cooperate with the administration, and to observe and enforce the regulations of the University to the best of their abilities
- Faculty members who are employed full-time have an obligation to give full-time service to the University during the periods of their contracts. Duties include, but are not limited to, counseling of students concerning course materials and counseling on curriculum requirements
- Faculty members are expected to strive for professional development, thereby enhancing themselves and the University.

Academic School Deans. The academic school deans report to the Vice President for Academic Affairs (VPAA) and are responsible for the overall management of their respective academic schools. Their responsibilities include (1) supervising, designing, and implementing courses and programs of

instruction within their academic schools; (2) updating academic school requirements and information published in the University catalog; (3) recruiting faculty that meet the credential guidelines stated in the SACS Principles of Accreditation, including “At least 25 percent of the discipline hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree” (**C.S. 3.5.4 Terminal degrees of faculty**) See **Appendix II** ; (4) developing class schedules and teaching assignments; (5) monitoring faculty workloads and class enrollments; (6) appointing academic advisors and ensuring identification of student competencies appropriate to major areas of study; and (7) recommending renewal of faculty contracts, compensation, promotion, tenure, honors and awards, non-renewal or dismissal. Finally, School Deans are responsible for other tasks as may be assigned by the VPAA or the President. The academic school deans sit on the Academic Advisory Council, the Academic Policies and Curriculum Committee, and other standing and ad hoc committees.

Surrogates for Academic Schools. The surrogates are appointed by academic school deans and perform tasks assigned by their deans. In the absence of the deans, the surrogates may serve in the capacity of the deans.

Department Heads. The department heads report to the deans of the academic schools and serve in administrative and academic capacities. Their responsibilities are to assist the academic deans by (1) recommending qualified faculty, supervision and evaluation of performance of departmental faculty members; (2) overseeing the design, development, and implementation of courses and programs of instruction in their departments; (3) selecting textbooks for courses within their departments and development of class schedules and faculty teaching assignments; (4) developing student competencies appropriate to the departments; (5) supervising and advising students on academic regulations of the University within their departments; and (6) assigning department academic advisers and recommending students for graduation. Department heads serve on standing and ad hoc committees and are responsible for submission of reports as required by the academic school dean. Appointment of department heads is not permanent and may rotate among qualified faculty in the department.

Faculty. Faculty members are responsible to the appropriate department heads. Faculty provide instruction for students; grade and counsel students; keep class records and submit grade reports; attend faculty and other required meetings; serve on committees of the University upon election or appointment; supervise student extra-curricular activities; attend academic convocation, baccalaureate and commencement ceremonies; perform such administrative duties as may be specifically designated in annual or special contracts; and perform such additional duties as are necessary to facilitate the total program of the University and as may be assigned by the appropriate department head.

Credentials Required for Teaching Specific Classes. In accordance with Section 3.71, d and e, of The Principles of Accreditation (2008), published by the Southern Association of Colleges and Schools, the credential guidelines for teaching faculty are as follows:

*Faculty teaching baccalaureate courses: doctor or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum*

*of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree.*

In order that instruction may maintain the level of pedagogical excellence desired, faculty members must be assigned to teach only those courses they themselves completed in graduate school. Only in cases of emergency, when such match-up of credentials and assignment is impossible, will someone without full credentials be assigned to teach a specific course. This exception does not apply to Education courses.

In order that teaching assignments satisfy this stipulation, it is necessary for the Office of the Vice President for Academic Affairs, appropriate deans, and department heads to keep copies of graduate transcripts on all persons with teaching assignments in their area. Such transcripts, if not already available in the academic school files, must be requested of each of the part- and full-time teaching faculty members. Especially in the cases of off-campus part-time faculty members, it is crucial that the deans have available for review all Continuing Education contracts early enough before teaching begins.

Faculty Assessment and Evaluation. In accordance with The Principles of Accreditation (2008) academic school deans and students will conduct faculty evaluations at least once each academic year. The focus will be on teaching/learning, with satisfactory evaluations providing the opportunity for continued employment, pay raise, bonus, and professional development. However, when a deficiency in preparation, competence, or performance is identified, the University will explore enrichment initiatives to improve the performance of a faculty member. If desired performance is not then attained within a reasonable time, termination may be justified. Faculty, therefore, are encouraged to maintain state of the art knowledge in their areas of specialization.

Academic Freedom. Academic freedom in teaching, research and community service for both students and faculty is essential to the functioning of Bethune-Cookman University. The principle of academic freedom is designed to protect the faculty members' freedom to teach and to conduct research, and to protect the students' freedom to learn. Faculty members are responsible for providing students with the same freedom that they claim for themselves, namely, the freedom to consider opposing views and to make their own evaluation of data, evidence, and doctrines. Further, faculty members have a responsibility to maintain a demeanor conducive to intellectual inquiry and rational discussion. In defining academic freedom, Bethune-Cookman University adheres to the benchmark 1940 statement on academic freedom of the American Association of University Professors (AAUP), though the University is not formally affiliated with AAUP.

Protocol. Proper protocol requires personnel to address their immediate supervisor when making requests, reports, or sharing concerns, rather than skipping one or more office levels depicted on the University Organizational Structure Chart found in the current Fact Book (published by the Office of Institutional Research and Planning). Bypassing an immediate supervisor is considered a violation of protocol.

Academic Affairs Administrative and Teaching Directives. During the academic year, faculty members in all academic schools will maintain a fifteen (15) hour teaching load\* per semester as a

normal load. If faculty members do not carry full loads on campus, they may be assigned to teach courses/classes in the Continuing Education and Professional Studies Program. Faculty members will not receive additional compensation for teaching courses at the Continuing Education sites, if the courses are part of their normal loads.

#### Overload Teaching

To be eligible for additional compensation (overload pay), all full-time faculty must first carry a full teaching load on campus each semester. The Academic Affairs Office will review faculty course loads--for both semesters--in the spring semester (March-April). Compensation for approved overload credit hours will be issued at the end of the nine-month academic year (May). Note: Full-time faculty members may not carry more than six hours per semester above the normal teaching load. Faculty must submit requests for overload pay to the Office of the Vice President for verification and approval.

Academic school deans will maintain a three (3) hour teaching load\* per semester and contractual responsibilities for the following:

1. Maintenance of expenditures within the budgeted figures
2. Solicitation of funds for Bethune-Cookman University and their specific academic schools within guidelines established by the Office of University Advancement
3. Involvement in recruiting of students
4. Timely and efficient management of administrative tasks

Department heads (for major areas) and Coordinators in the School of General Studies will maintain a twelve (12) hour teaching load\* per semester. They will also be contractually responsible for developing and implementing a student advisement plan equivalent to three (3) hours of academic support per semester -- in addition to scheduled office hours.

\*Required teaching loads may include course/class assignments in the Continuing Education and Professional Studies program

Adjunct/Part-Time Faculty Maximum Teaching Load. The maximum teaching load for adjunct/part-time instructors will be nine hours per semester.

Office Hours and Class Hours. Each faculty member is required to work a 40-hour week to include a minimum of 10 office hours for consultation and advisement of students. The 10 hours should be apportioned throughout the week rather than clustered within two or three days. It is the responsibility of faculty members, department heads, and deans to ensure that faculty office and class hours are posted.

Class Assignments. Department heads assign classes to full-time faculty members in their area. Class assignments will be made in accordance with each faculty member's academic qualifications, professional experience and skills, as well as The Principles of Accreditation (2008), which supports the requirement of at least a master's degree to include eighteen (18) graduate semester hours in the discipline being taught, or a master's degree in the teaching discipline.

Course Guides. Teaching faculty members must prepare a course guide for each assigned class before the beginning of each semester. A course guide will include these fundamentals: objectives, outline of course content, assignments, methods of evaluation, and a bibliography. Two copies of the course guides will be submitted to the appropriate department head by the end of the second week of each semester. The department head will then submit one copy to the academic school dean. Each student enrolled and available in the class must receive a course guide by the second meeting of the class.

A common course guide shall be used in a course that has two or more class sections. It is expected that all faculty members involved will have input in development of these guides. The purpose of the common guide is to give commonality to the experiences of students taking the same course in different class sections. This approach, however, should not suppress the creativity of the individual teacher. Academic school deans and department heads are responsible for ensuring a common guide is used in these cases.

Full-Day Scheduling of Classes. Classes must be scheduled in the mornings, afternoons, and evenings to avoid conflicts and to allow students maximum chance of taking courses offered.

Class Schedule Development. In preparing the class schedule, first consideration must be given to needs of students in relation to courses and times offered. Department heads develop class schedules for their respective areas, with input from their faculty members and submit the schedules to their academic school dean. Academic school deans compile schedules and submit them to the Registrar. The Registrar compiles the complete schedule, which is then printed and distributed.

Course Adjustment. Faculty members may not change published class schedules without going through proper channels. The procedure for making changes in published class schedules may start with the faculty member presenting an Adjustment to Course Offering Form to the appropriate department head. If the department head approves the request, the faculty member then presents the form to the academic school dean for a second approval and submission of the request to the Registrar.

Minimum Class Sizes. In the fall and spring semesters, the minimum class size is 12 students in general education and other 100-200 level courses, and 8 students in upper level courses. For the summer session, the minimum required number of students in each class is 10 for General Education and other lower division (100 and 200) levels, 6 for remedial classes, 5 for upper division (300 & 400) levels, and 4 in Continuing Education classes. The Vice-President for Academic Affairs may make exceptions, on a case-by-case basis.

Adding Course Sections. When recommendations are made to add a section, department heads and deans must justify the addition and be certain such additional section meets the minimum required number of students.

Class Period Cancellation. A faculty member who cancels any class period must notify the academic school office with a reason for the cancellation. The information will be forwarded to the Office of the VPAA.

### Change of Examination Dates

Faculty members may not change examination schedules without prior approval. This includes, but is not limited to, unauthorized changes of classrooms, days, hours, course sections, buildings, and/or teaching assignments.

Credit for Supervision of Field Experience. The following table indicates semester hours of teaching credit allowable for supervision of field experience.

<u>No. of Students</u>	=	<u>Semester Hour(s) Credit</u>
1 - 3		1
4 - 6		2
7 - 9		3
10 - 12		4
13 - 15		5
16 & above		6

Independent Study. The instructor, the department head, the academic school dean, and the VPAA must each approve an independent study. **Independent study must be for a course listed in the University catalog.** Such study may be taken only during the student's final two semesters and only if there is an absolute need for the course in order to satisfy major area requirements for graduation. Independent study may be taken only when other alternatives have been exhausted. Only full-time faculty may administer independent study during a regular semester. These courses are limited to only one in a student's major program of study, and a student will pay the normal course fee. Independent study will not be permitted if the course is being offered during the same semester within a 60-mile radius of the campus location. Under no circumstances will independent study be approved after two weeks of the start of a normal semester, or after the first week of a summer session. No independent study may be approved during any special mini-session. The academic school dean and the VPAA must approve any exceptions to this policy.

Faculty members who administer independent studies will receive a stipend of \$100 per three-semester hour course. Faculty should limit independent studies to two per year, although the academic school dean and VPAA may approve exceptions. Each academic school will keep a list of courses that may not be taught by independent study (for example, lab courses, education methods courses, etc.).

Hiring Adjunct/Part-Time Faculty Members. At Bethune-Cookman University, the term adjunct is defined as faculty who teach temporarily on a part-time or full-time basis. An adjunct/part-time faculty would teach 3-9 semester hours per semester; an adjunct/full-time would teach 12-15 semester hours and on a one-semester contract.

If an adjunct instructor is needed to teach a section, the department head and academic school dean shall see that the class is temporarily covered by a full-time faculty member until an adjunct instructor is contracted to assume the teaching responsibilities. An adjunct instructor will not begin teaching until all signatures required on the contract have been affixed, and official transcripts of grades have

been received in the Academic Affairs Office verifying that the individual's academic preparation meets the credential guidelines of the Southern Association of Colleges and Schools. Adjunct instructors, therefore, should be identified and their credential files completed in anticipation of need.

Substitute Teacher. When one faculty member covers a class for another, the substitution must have the approval of the department head as well as the academic school dean. Students are not to be used as substitute teachers. In cases of emergency, however, when a substitute cannot be provided to replace an absent faculty, a prior-designated student or students of the class could be responsible for taking attendance and submitting the record to the academic school dean's office. Class sessions not held are to be made up in a manner appropriate to the course as soon as possible. In the case of extended absence, the academic school dean, with the help of the department head or area coordinator, must secure a substitute faculty, or the absent faculty's load must be distributed among the remaining faculty members.

Part-Time Teaching for Another Institution. Faculty members are privileged to teach one course per semester for another institution--in the local geographic area--as long as such work does not interfere with their teaching or office hours at Bethune-Cookman University. The department head, the academic school dean, and the VPAA should endorse all such work. No faculty member may engage in work that will, in the University's sole judgment, reflect negatively upon the University.

Textbook Orders. The University Bookstore provides special forms--book adoption forms--for ordering textbooks. Orders are initiated by faculty members and submitted to the department heads and the academic school dean for forwarding to the Bookstore. Textbooks used at the Continuing Education sites/center will be identical to those used on the main campus and will be put on order by the appropriate department head.

Referrals to the Office of the VPAA. Although the Office of the VPAA may help alleviate any circumstances that create problems for faculty or students, the basic responsibility for solving problems of an academic nature between faculty and students lies with the appropriate department head and academic school dean. Therefore, before the vice president's office becomes involved, all options for solving student and faculty problems should be exhausted at the department and/or academic school levels. However, when an academic school dean concludes that the magnitude of the problem extends beyond his/her capability, it is the dean's responsibility to speak with the VPAA and provide information regarding the case prior to the time for a requested conference.

The efforts put forth by department heads and academic school deans to solve faculty or student problems should be exercised within the framework of established University policies. The vice president's office should be kept informed of all sensitive matters.

Relief From Assignments. A faculty member may not relieve him or herself of an assignment made by his or her supervisor or higher authority without a written request to be relieved from such assignment. The supervisor or higher authority, as appropriate, may approve relief.

Academic Attire. An academic convocation is a solemn affair, and the attire that is worn lends dignity to the occasion. Participation in such an occasion must, therefore, be dignified. One does

not chew gum, smoke, talk loudly, wear distracting items, or do anything that would break the solemnity.

Men are expected to wear white shirts (no sport shirts), dark ties (not bow ties), dark blue or black trousers, black shoes and socks. It is not necessary to wear coats with doctoral robes that have zipper closures. Men who wear master's robes, which normally have short sleeves, should also wear dark coats. Men must wear caps throughout the entire academic convocation except for periods of prayer, during singing of the Alma Mater, and the Hallelujah Chorus. Faculty should not model after persons on the platform; platform guests may be in error. Women must wear dark skirts or dresses and dark hose and shoes. Women must not wear dangling earrings or excessive jewelry.

The mortarboard, or cap, is to be worn squarely on the head with the point in the center of the forehead. It is not to be worn at an angle. Rented academic attire should be returned immediately after the exercise, with robes carefully folded and placed in original packages, and caps wrapped in the shipping material and placed in the box.

Meetings. Attendance at certain B-CU meetings is required. Violations include unauthorized absences from meetings of the faculty called by the President, the VPAA, or other representative of the President. Required meetings include Fall and Spring Planning meetings, joint meetings of faculty and staff, academic school and department meetings, and meetings of standing and ad hoc committees. Unauthorized absences at administratively called meetings become a part of the individual's record. These factors are to be taken into consideration during performance evaluations and requests for promotion received from the individual.

Notice of Meetings. Notice should be given at least forty-eight hours before a meeting is to convene.

Person in Charge of Meeting. The person in charge of a meeting held within the academic sector should ensure that a written agenda is prepared and that minutes of the meeting are recorded and include the name of the group, reference to each item on the agenda, place and time of the meeting, persons in attendance, and those absent--excused and unexcused.

Minutes. It is expected that minutes will give an articulate, accurate and complete account, and include all motions and significant statements made in the meeting.

Advisor-Advisee Meetings. All faculty members are expected to participate in academic advising. Department Heads are to hold a minimum of two meetings with their advisees each semester. These meetings may be a part of the academic school schedules, and reports should be filed with academic school deans and the Director of Academic Advisement.

Meetings of the Faculty. Meetings of the faculty are to be held at the discretion of the Faculty Association and/or as called by a University administrator. Faculty attendance is required. Should a faculty member be unable to attend, the academic school dean, or in his/her absence the academic school surrogate dean, should be notified in writing. The notification should provide sufficient information in order for the supervisor to evaluate the merits of the notice.

Committee Meetings. Members of the academic committees who for some reason cannot attend a scheduled meeting are expected to notify the chairperson of the meeting. Such notification should be given upon receipt of the meeting notice, or as soon as one becomes aware of a need to be absent. It is the chairperson's responsibility to make such note in the minutes.

Meetings of Academic Schools and Programs. Each academic school and program in the academic sector shall schedule at least one monthly meeting during each semester for a total of nine per year. At least one meeting of an academic school and one of each department in each semester should include students (Professional Seminar) to address academic matters and responsibilities of which students need be knowledgeable, and should include discussions that will sensitize faculty members to students' situations and students to faculty concerns.

Reporting on Professional Meetings. Persons who attend professional meetings off campus with financial assistance from the University are obligated to prepare a trip report and file a copy with their supervisor and a copy with the Office of the VPAA. A travel expense report is due within two weeks of the day of return. Refunds are approved only upon submission of these written reports. It is the responsibility of the academic school dean to ensure that trip reports are filed.

Written Reports. Written reports shall be submitted on or before the deadline and in accordance with prescribed guidelines. Such reports may include department and academic school meetings, grants, course loads and course outlines, accountability, and others.

Clearance Forms. Each faculty member must complete a Clearance Form before receiving his or her paycheck at the end of each semester and summer session or upon permanent departure from the University. Faculty members should see their academic school deans for clearance forms and instructions.

Key Acquisition. Faculty may requisition keys to locks when needed. When one's professional relationship with the University is severed, it is the responsibility of the individual to submit all B-CU keys for doors, desks, files, and so forth to his/her immediate supervisor. Likewise, it is the supervisor's responsibility to collect all such keys from the departing individual.

Prohibition Against Salary Advance. The fiscal policies of the University preclude salary advances; therefore, academic sector administrators are cautioned not to encourage personnel on this matter.

Prohibition Against Moving Expense Reimbursement. The University does not provide funds for moving expenses, unless authorized by a program grant.

Financial Commitments. The University does not assume responsibility for defraying the cost of any financial expenditure without a properly processed Purchase Requisition Form, or other properly signed contract, even if an item is used in connection with University affairs. This includes, but is not limited to, invitations to prospective faculty personnel to visit the University, verbal or written agreements for hiring full- or part-time faculty personnel, and purchase of any item.

Unauthorized Leave. Faculty members must secure prior authorization for leave of absence. One must not be absent from duty without having properly processed the "Faculty Request for Absence" and the "Leave/Leave Credit Request" forms, as approved by one's supervisor. See further explanation in the Employment Policies and Procedures section.

Violation of Other Rules. Violation of other rules of conduct of the University, such as the University's discrimination, harassment, or sexual harassment policies, irresponsible conduct that reflects unfavorably on the University or performance that fails to meet expectations, may also result in the University taking disciplinary measures.

Penalties for violating rules of the University may include, but not be limited to, verbal admonishment, verbal reprimand, written admonishment, written reprimand, suspension, non-issuance or non-renewal of contract, or dismissal. While the University generally applies discipline in a progressive way, the disciplinary action taken in any given instance will be determined at the sole discretion of the University, and will be based upon consideration of all relevant circumstances, including, but not limited to, the number of previous violations, the nature and severity of the violation in question, and the faculty member's past conduct and performance.

Supervisory Responsibilities. Persons with supervisory responsibilities are held accountable for ensuring that those who work under their supervision discharge their duties in a professional manner and that they comply with University policies, procedures and directives. Work schedules are vitally important, as is the proper completion of required forms. The primary responsibility for monitoring and reporting the infractions listed above under Protocols rests with the immediate supervisor. Infractions are to be reported, through the chain of authority, to the VPAA.

Supervisors are expected to be knowledgeable of the whereabouts of those whom they supervise during the supervisee's duty hours. The presentation of a request for absence should not be considered authorization to be absent. Authorization rests upon the supervisor's approval of the request. A supervisor must see that a telephone call from the employee, indicating need for absence, is followed by appropriate written request for leave.

Use of Personal Car for University Business. Before one uses his/her personal car on University business, a purchase requisition for mileage reimbursement must first be completed and approved by the Office of Fiscal Affairs. Otherwise, one may not be authorized reimbursement.

Student Use of University Keys. Keys to B-CU buildings, rooms, offices, and other places, are not to be placed in the hands of students. One exception is for access to music practice rooms, by authorization of the Department Head for Music. Another exception is for access to computing laboratories by student assistants authorized by the director or laboratory supervisor under contract to B-CU. In the case of each authorization, the period of possession of such keys by a student will be as brief as possible to fulfill necessary duties.

Identification Cards and Parking Permits. All B-CU personnel will be required to carry a B-CU identification card. The ID cards may be obtained from the Office of the Vice President for Student Affairs. All B-CU personnel will be assessed a fee for the replacement of lost cards.

In order to park on campus, B-CU personnel must purchase a parking permit. Persons may contact the Cashier's Office, their respective academic school, or the Office of Security for information regarding current procedures.

Securing University Facilities, Properties and Equipments. All personnel should make certain that facilities, properties and equipments are safely secured when not in use. The individual who leaves an office, classroom, laboratory, property or equipment unattended will be held accountable for the replacement or repair costs.

Unauthorized Access to University Facilities and Resources. Only if authorized by a University Cabinet member may a person who is not an employee of the institution have access to B-CU keys, offices, resources, records, unpublished materials, unreleased reports, or be involved in the internal affairs of the University.

Unauthorized Work Assignment. No one may be assigned any University duties unless he or she is actually and properly employed by the University. Anyone who assigns duties to one whose employment is not authorized becomes personally responsible for compensation to the unauthorized individual.

Visitations to Continuing Education Sites. Deans and department heads are to visit the Professional Studies sites where courses in their departments are offered. They should look especially at the textbooks in use, the syllabi, and the quality of teaching. The director of the Library/LRC must visit sites where B-CU is responsible for library materials. Persons traveling to sites should first inform the Director of Professional Studies sites in order to schedule visits at appropriate times.

**Full-time faculty members should not travel to any site more than 100 miles from the main campus to teach classes**

Trip Reports Required For Reimbursement. Trip reports for visits to Continuing Education sites are required before the Vice President for Academic Affairs will approve reimbursement requests. When more than one site is visited, information must be submitted for each. Though format of the report is flexible, it is expected that the report itself will be thorough.

## FACULTY EMPLOYMENT POLICIES AND PROCEDURES

Policies and procedures herein discussed are subject to change by the B-CU Board of Trustees, the President of the University, and other appropriate bodies. Positions are held under probation, stated-term, adjunct (full-time or part-time), or tenure appointments. Unless otherwise stated, a regular faculty appointment is for a nine-month academic year.

New Employees, INS Form I-9. The Immigration Reform and Control Act of 1986 requires the University to ensure that individuals employed at the institution can prove their identity and authorization to work in the United States. Accordingly, an I-9 Form must be completed by the employee before work commences, and within the first three days of employment, the employee must submit to the appropriate University official documents proving identity and authorization to work in the United States so that the form can be certified by the University. A list of documents which prove identity and/or work authorization is set forth on the back of Form I-9, which is available in the Human Resources Office. Individuals who do not comply with these requirements may be terminated or suspended from work until the requirements are completed.

Evaluation of Foreign Credentials. When foreign credentials are the primary documentation for verification of the individual's education, it will be necessary that the credentials be evaluated by a nationally accredited agency and a report mailed directly from that agency to the VPAA. A few agencies are listed below:

World Education Services, Inc.  
POB 745, Old Chelsea Station  
NY, NY 10013-0745  
Telephone: (212)966-6311; Fax: (212)739-6100

International Education Research Foundation, Inc. Credentials Evaluation Service  
P. O. Box 3665  
Culver City, CA 90231-3665  
Telephone: (310)258-9451; Fax: (310)342-7086

Josef Silny & Associates, Inc., International Education Consultants  
P.O. Box 248233  
Coral Gables, Florida 33124;  
Telephone: (305)273-1616; Fax: (305)273-1338

University of Miami Academic Credentials Evaluators  
P.O. Box 248005  
Coral Gables, FL 33124-1610  
Telephone: (305)284-8449; Fax: (305)284-3633

University Language Services, Inc.  
18 John Street Suite 300  
New York, NY 10038  
Telephone: (212)316-5581; Fax: (212)349-0964

Position Announcements. When a position becomes vacant, or when it is known that one is to become vacant, the academic school dean is responsible for developing a position announcement and

submitting it for approval to the VPAA. The announcement should be consistent with the job description for that specific position and then sent to the Human Resources Office for publication.

Recruitment. It is the responsibility of each department head or program director to recruit and/or recommend faculty or staff personnel to his/her immediate supervisor when a job opening exists. In the absence of the department head, the academic school dean will be immediately responsible for recruitment of a new faculty or staff member. Procedures for recruiting new personnel include locating prospective faculty members and collecting and forwarding necessary documents to the academic school dean. Those documents from each applicant should include a current vita or resume, a completed B-CU Application for Employment Form, official undergraduate and graduate transcripts, three letters of recommendation, completed copies of the credentials evaluation form by three evaluators, copies of interview reports by three interviewers, and other data, which may be of assistance.

Arrangements must be made for interviews with area faculty members, and one or more students if possible. The applicant's credentials must be evaluated in relation to the University's needs and The Principles for Accreditation: Foundation for Quality Enhancement (2008). The VPAA is ultimately responsible for all staffing within the academic sector and accountable to the President.

Interview Expenses of Applicant. An interview is defined as a step in the selection process and does not constitute an offer of employment. Interview forms are to be completed by each faculty member and student on the interviewing committee. If an interviewee accepts the position, or if the University does not offer a position, the University will bear the reasonable cost of transportation, lodging, and meals for the interview trip. A maximum of one night's lodging for the applicant only is allowed--unless the University indicates the need for a longer period. If the interviewee does not accept the position offered by the University, the interviewee must bear the total expense of the interview trip. The employment of the applicant is official only after receipt of a written, temporary offer by the VPAA or a contract signed by the President of Bethune-Cookman University.

Adjunct/Part-time Faculty. At Bethune-Cookman University, adjunct/part-time faculty teach 3-9 semester hours per semester. All adjunct/part-time faculty are assigned the rank of adjunct/part-time instructor, regardless of degree held, experience, or other considerations. The adjunct faculty contract specifies the person to whom the faculty member is responsible, as well as the number of semester hours of teaching and hours of student advisement required.

On the main campus, adjunct/part-time faculty are required to be available twelve hours during the semester for instruction-related tasks, which include student advising and instructional assistance, in addition to their regular teaching hours. Six of the twelve hours of availability shall be fulfilled prior to mid-semester, and the remaining six hours after mid-semester.

Main campus adjunct faculty members are directly responsible to their department heads, or in the absence of the latter, to the academic school dean. It is the responsibility of the department head to secure office space through the academic school dean for the adjunct faculty members and to orient them to policies, procedures, and responsibilities associated with the teaching position.

The Professional Studies instructor is required to be available one-half hour before and after each class for instructional assistance, as well as for academic advising. Satellite Center/Site faculty members are directly responsible to the center/site coordinators who have responsibility for orientation and supervision of the instructors.

Terms of Faculty Appointments. To be considered for faculty positions, candidates must hold the master's degree with at least 18 graduate semester hours in their teaching fields, or hold a master's degree in their teaching field. All degrees must be from a regionally accredited institution of higher education.

Appointments to a full-time position on the faculty specify rank (lecturer, instructor, professor) and job title. A further distinction is made within the professorship rank, which in ascending order is assistant, associate, and full professor. In rare and special situations, the Board of Trustees may approve the title of distinguished professor. A position in any of those ranks entitles the incumbent to be addressed as professor. Special titles, not referring to rank, may be part-time instructor, adjunct instructor, visiting professor, and professor emeritus.

In general, a faculty member is expected to traverse the scale in order, from lower to higher rank, so that the full professorship implies previous employment as associate professor, the associate professorship implies previous employment as assistant professor. A candidate must receive approval of the President at the time of initial hire to be employed as Associate Professor or Professor.

New faculty members must submit academic credentials (official transcripts of all degrees), letters of recommendation, and employment forms required by the Office of Human Resources Management, including a physical examination report or doctor's statement assuring that the employee is able to fulfill the essential requirements of the position. All applicants, if hired, must be prepared to prove their identity and present current authorization to work in the United States.

Once both the President and the faculty member have signed a faculty member's contract, and the original copy returned to the University by the faculty member, the University is under no obligation to negotiate the matter further. This policy applies especially in cases that relate to a faculty member's completion of a higher academic degree or additional college credit, after the contract has been finalized.

Employment Contract. A faculty member's employment relationship is established by contract, and as part of the faculty member's employment contract, all faculty members agree to comply and abide by all applicable University rules and regulations, including those contained herein.

Adherence to Budget. The department head is responsible for monitoring and administering the departmental budgets. Each employee agrees to use the prior-approval purchase order system and understands that unauthorized purchase of goods or services become the liability of the purchaser. Employees shall not exceed or over-spend a budget without approval of the University President and/or his or her designee. If an employee does overspend said department budget, then that employee shall become personally liable for the negative budgetary variance or the overspent amount, with said amount being due and payable to the University upon demand. Failure to comply with the

foregoing may result in immediate termination of the employment relationship or in the non-renewal of any employment contract then in existence.

Commitment to Goals. Bethune-Cookman University needs faculty and staff personnel who are committed to the goals, objectives, and priorities of the University. When one is scheduled to make a presentation to visiting dignitaries, University benefactors, or alumni, one is expected to be present or to send a representative from one's academic school/department/program, as well as send prior notice to the VPAA.

Renewal of Faculty Appointments. Academic school deans should submit recommendations for renewal and non-renewal of faculty appointments for non-tenured faculty to the VPAA by December 15 of each year. Such recommendations are based upon evaluation of many factors, including (but not limited to) performance in the teaching area. The institution will notify faculty members in writing of the terms of renewal as soon thereafter as practical; provided however, that nothing contained herein shall be construed so as to provide any obligation on the University's part to provide notice of renewal or non-renewal except in accordance with the terms and conditions set forth in a faculty member's employment contract.

Termination of Service. An appointment may be terminated in a variety of ways and for a variety of reasons. When an appointment is by written contract, in the absence of tenure, the service of an employee automatically terminates with the expiration of the contract. The decision of the University not to offer a new contract upon expiration of the existing contract may be without cause, and the University is under no obligation to explain or justify a decision not to renew a contract.

Notice of Termination. The University is not required to give prior notice to any non-tenured faculty member if it does not offer a new contract upon or prior to expiration of the old. As a courtesy, however, the University will attempt to notify faculty members in writing, not later than January 15, if the contract will not be renewed, provided that the termination or non-renewal is other than for cause. Under no circumstances, however, will the failure to provide such notice obligate the University to renew a faculty member's contract; and provided further, that nothing contained in this handbook shall be construed so as to amend or modify the express terms of any faculty member's contract.

Retirement. Retirement involves self-termination from service by one who has been on tenure or continuing status, and dictates cessation of salary payment by Bethune-Cookman University. The faculty usually must have reached the minimum retirement age of 62 or older.

Emeritus Status. All members of the faculty who upon retirement have held the rank of professor or associate professor at Bethune-Cookman University for five years, and have served as a faculty member for at least ten years, may be awarded emeritus standing upon written request. A professor emeritus is entitled to use the facilities of the University and to participate in faculty meetings, but may not vote. He or she may serve on committees and may perform such other services as are in keeping with his or her desires and the needs of the University.

Resignation. Resignation is the termination of service by voluntary action of a faculty member. A resignation must be submitted in writing to the President of the University with a copy to the VPAA and to his or her academic school dean, at least 60 days prior to the date when it is to take effect.

Release. Release denotes termination of employment by the University, when the University finds it necessary to reduce the number of faculty members, or to make a change in personnel because of circumstances occurring since the original employment agreement was made. No culpability will be attached to release. Among the grounds for release are financial exigencies of the University, change of education program requiring realignment of faculty personnel, and physical or mental disability of the employee so serious that he/she cannot perform his/her duties properly. Of course, all employees, other than faculty who are tenured or are on term contracts, are employed at the will of the University, and the University may terminate that employment at any time, with or without cause, and with or without notice.

Release of Tenured Faculty. In time of financial exigencies, when there is a bona fide decision to discontinue a program or academic area, based on upon long range plans and the academic mission of the University, every effort will be made to place a tenured faculty member in another suitable position within the institution. Should no position be available, the faculty member will be informed as provided in such faculty member's contract.

A tenured faculty member's release for medical reasons will be based upon clear and convincing medical evidence that the employee cannot continue to fulfill the terms and conditions of the appointment. The decision to release will be reached after there has been appropriate consultation with the faculty member, or someone representing the member has been informed of the basis for the action and has been afforded an opportunity to present the member's position and to respond to evidence.

Termination or Suspension for Cause. In general, a faculty member holding tenure status, or a faculty member during the term of an appointment, may be terminated for cause for any of the following reasons:

1. Incompetence
2. Failure, unwillingness or neglect to perform professional academic duties
3. Delinquency
4. Moral turpitude
5. Violation of the University's policies regarding sexual harassment, discrimination, or harassment
6. Inefficiency
7. Violation of the ethical code
8. Conduct in violation of law or commonly accepted standards of morality
9. Failure to cooperate within the bounds of accepted standards
10. Insubordination
11. Any other cause substantially prejudicing the effective performance of the duties of the person.

Suspension Pending Investigation or Hearing. The President may suspend any faculty member pending investigation, hearing and determination of charges against such member, not to exceed six months or until a final decision by the Administrative Board, whichever shall occur sooner. Such suspension may include suspension of salary. However, if the charges against such faculty member are not substantiated and the faculty member is not discharged, the salary that would normally have accrued had not the suspension occurred shall be paid.

Termination Proceedings. No faculty member shall be terminated for cause, except as contemplated in that faculty member's contract. The President shall mail or otherwise deliver to the faculty member a written statement, which shall:

1. Inform the faculty member of the reason for termination and the effective date of termination;
2. Advise the faculty member that he or she has 20 days to respond in writing, and to request in writing a Faculty Administrative Hearing; and
3. Advise the faculty member that unless the hearing is requested, he or she will be terminated at such time as may be set forth in the termination notice.

Scheduling of Hearing. If a faculty member requests a Faculty Administrative Hearing, the University President shall be responsible for scheduling the hearing to consider the termination for cause. The Faculty Administrative Hearing shall be scheduled within a reasonable time as the President may determine.

Faculty Administrative Hearing Committee. The Faculty Administrative Hearing Committee shall be composed of five faculty members who are employed by the University as of the time of the hearing. The President shall select three members of the Committee and appoint the chairman, and the faculty member shall select two members. If the faculty member fails within two days after receiving official notification to exercise the right to select the two members, the faculty member shall be considered to have waived this right, and the Committee shall proceed with three members. The Committee shall afford the faculty member the opportunity to submit such written materials and oral evidence as the faculty member deems relevant; provided however, that the Committee shall be entitled to reasonably restrict the volume and duration of such evidence. At the conclusion of the evidence and arguments, the Committee shall promptly render a decision in writing regarding the propriety of the faculty member's termination for cause, or such lesser sanction as the Committee may in its discretion deem appropriate. The decision of the Committee shall be supported by at least a majority of the members of the Committee. Within five days, a formal letter of the findings of the Committee shall be delivered to the faculty member personally, or shall be mailed by certified or registered mail, return receipt requested, to the faculty member at an address supplied by the faculty member during the hearing. The findings and recommendations shall also be delivered to the University President; provided however, that any reinstatement or other recommended action shall not be binding on the University.

## **FACULTY GRIEVANCE PROCEDURE**

Bethune-Cookman University is committed to treating its faculty fairly and equitably. The University recognizes, however, that its best efforts notwithstanding, faculty members will on occasion believe that they have not been treated fairly. The University has, therefore, implemented the following grievance procedure to facilitate a prompt and fair review of faculty complaints. The grievance procedure outlined herein is available to all members of the University faculty.

Scope. Matters involving tenure or promotion are not contestable under this procedure, unless the denial of promotion (or imposition of a demotion) is the result of disciplinary action. Decisions regarding tenure or promotion may instead be appealed utilizing the procedure set forth in the section titled “Appeal” on this handbook. Likewise, termination or suspension of tenured faculty members, or of faculty on a term contract during the term of appointment, is not contestable under this procedure. Such matters will be handled in accordance with the policy titled “Termination or Suspension for Cause” contained in this handbook.

Non-renewal of a term appointment is not contestable under this procedure, except to the extent it is alleged that the University violated a specific policy or policies by so doing.

### The Grievance Process

1. A faculty member who wishes to pursue a grievance should discuss the matter with his or her immediate supervisor as soon as possible and, in any event, no later than 14 days after the date of the incident giving rise to the grievance. The complainant should provide the supervisor, whether orally or in writing, with specific information concerning the nature and extent of the problem, the policy or procedure alleged to have been violated, and the remedial action sought by the employee. The supervisor should freely discuss the matter with the faculty member; inadequate communication by either party can be a source of misunderstandings or subsequent disputes. The supervisor shall respond to the complainant within seven working days from submission of the grievance, and shall indicate to the complainant how the grievance will be resolved.

Unless the complainant timely utilizes step 2 below, the immediate supervisor’s response will be deemed final, and the grievance will be considered resolved.

2. If the complainant is not satisfied with the immediate supervisor’s response, then the employee must submit a written request to the immediate supervisor requesting a meeting with the supervisor’s immediate superior. This written request must be submitted within seven working days after receiving the supervisor’s response. The meeting shall be held within seven working days thereafter. The supervisor’s immediate superior shall respond to the employee within seven working days from the meeting, and shall indicate to the complainant how the grievance will be resolved.

Unless the complainant timely utilizes step 3 below, the foregoing response will be deemed final and the grievance will be considered resolved.

3. If the complainant is not satisfied with the results of step 2 above, the employee must submit a written request to the next highest authority within the University. This request must be submitted within seven working days after receiving the response in step 2 above. The next highest authority will meet with the complainant within seven working days after receiving the request, and will respond to the complainant within seven working days thereafter, indicating how the grievance will be resolved.

Unless the employee timely utilizes step 4 below, the foregoing response will be deemed final, and the grievance will be considered resolved.

4. If none of the foregoing efforts have produced a resolution satisfactory to the complainant, then the complainant may, within seven working days from receipt of the response in step 3 above, submit the grievance to the VPAA. The Vice President for Academic Affairs will, with the least possible delay, take one of three actions: (a) make a final decision, with or without consultation with the University Cabinet; (b) convene an ad hoc Grievance Committee to consider the matter; or (c) forward the matter to the University President for a final decision. In the event a Grievance Committee is convened, the following procedures shall apply.

Grievance Committee Hearing Procedure. The Grievance Committee shall consist of seven faculty members, three of whom shall be tenured faculty. Temporary or visiting faculty members may not serve on a Grievance Committee. A quorum consists of five members. The Committee will choose a chairperson from its membership to preside over the hearing.

Prior to the hearing, the Grievance Committee will receive all documentation pertinent to the grievance, including a summary of the prior attempts to resolve the grievance. Committee members are prohibited from discussing a grievance with any complainant or witness, whether before or after the hearing, or with University faculty, employees or other third persons.

The complainant will be given the opportunity to make an oral or written statement. Either the complainant or the University may present additional witnesses or documentary evidence for the Committee's consideration; provided however, that the Committee shall be entitled to reasonably restrict the volume and duration of such evidence.

At the conclusion of the presentations, the Committee shall deliberate in closed session. The Committee shall render an advisory decision by majority vote, which shall be in writing, dated, and signed by the chairperson. The Committee shall deliver its advisory decision to the President of the University for consideration. The President shall review the matter, and issue a written decision within 30 days after submission of the Committee's recommendation. The decision of the President will be final.

## LEAVES & OTHER ABSENCES

This section concerns leaves and other absences from duty. Faculty members should report their absences by using one of the following forms: the Leave Form, the Faculty Request for Absence, and/or a letter of explanation/request. When academic sector personnel are to be away from the city on B-CU business during working hours, they are to give information to their supervisor as to how they can be contacted, should it become necessary to communicate with them.

Leave Form. This form contains categories relative to annual leave, sick leave (personal or family), administrative leave, and leave without pay. For more details, see the current B-CU *Personnel Policies Handbook* or contact the Human Resources Management Office.

1. Annual Leave is used for vacation time and pertains to 12-month faculty only.
2. Personal Leave, applicable to 9-month faculty only, cannot exceed three days each semester.
3. Sick Leave is to be used by the faculty member for personal illness or injury, exposure to contagious disease, *and* appointments with medical or dental practitioners.
4. Administrative Leave relates to one's involvement in court under jury duty or subpoena, natural disaster, meetings, conferences, military duty, National Guard state service, or death in one's immediate family.
5. Leave Without Pay - For leave without pay, a faculty must complete a Leave Form and attach a letter requesting approval to the academic school dean. The request should be forwarded to the VPAA and the Human Resources Office.

Faculty Request for Absence Form. This form must be used, along with the Leave Form, when classes will be missed. Approval should be secured at least seven (7) days in advance from the academic school dean, and the documents should be forwarded to the VPAA. Arrangements for classes and/or other duties to be missed will be made in consultation with the academic school dean. If it becomes necessary to be absent longer or to return earlier than planned, the faculty member is expected to promptly notify his or her academic school dean or VPAA, if the dean is unavailable.

Study Leave (or Educational Leave). Study leave may be requested in writing when the absence is for the purpose of faculty development. The leave may be approved with or without remuneration to the faculty member, in the sole discretion of the University. Leave may be granted for one academic year or for a portion of an academic year. After one year, and upon review, the faculty member may request an extension for no more than two consecutive years. A faculty member will continue to accumulate longevity and retain academic rank and tenure status while on leave, provided that leave has been approved in writing by the institution.

The faculty member must present a letter of application for leave to the appropriate academic school dean. The dean should forward the faculty member's request and an accompanying recommendation to the VPAA at least 90 days prior to the beginning date of the expected leave.

Sabbatical Leave. Any faculty member who is on tenure, and has served the University for seven consecutive years, may be granted a sabbatical leave of absence for one semester on full salary or

two semesters on half salary. Sabbatical leave is to be allowed for study, educational travel, or other professional improvement.

Qualified faculty members must request the sabbatical leave at least one semester in advance by presenting a letter of application to their academic school dean, with a copy to the VPAA. The academic school dean must forward the letter along with a written recommendation to the VPAA. The VPAA will then make a recommendation to the President, who may choose to make a recommendation to the Board of Trustees. Consideration will be extended to applicants based on (1) the length of service to the University, (2) the financial ability of the University to support the program, and (3) the policy that a maximum of two faculty members will be approved for leave for the same academic year.

A sabbatical leave will not be granted to the same person more than once in seven years. A faculty member requesting such leave must indicate in the request letters his or her agreement to return to employment with the University at the expiration of the leave and to remain for one full year of service. Otherwise, should a faculty member not return, he/she must reimburse the University for all payments made on his or her behalf during the period of leave. Faculty members continue to accumulate longevity and retain academic rank and tenure while on such leave.

Family and Medical Leave. This is available to eligible employees (1) for the birth of a child, or to care for a newly-born child; (2) for placement of a child with the employee for adoption or foster care; (3) to care for an immediate family member with a serious health condition; or (4) for a serious health condition which makes the employee unable to perform the functions of his or her job. *(For leave rights and responsibilities under the Federal Family and Medical Leave Act, see the current Personnel Policies Handbook or contact the Office of Human Resources Management.)*

Emergency Leave. Faculty members who must be unexpectedly absent from work due to personal illness, death in the family, or any other unforeseen event must notify their department head, school dean, program director or VPAA as soon as possible. The notice should include the anticipated period of absence to allow the University to make arrangements for a substitute teacher for the affected classes. Failure to give notification may result in prorated reduction of salary during the period of absence.

Off-Campus Trips. To take students on trips and other educational experiences outside the campus, one's supervisor must be notified and permission obtained from the VPAA and/or the Vice President for Student Affairs. The sponsor justifying the basis of the trip or experience must submit a written plan and list of persons who will participate. If such experiences entail the absence of students from classes, arrangements must first be made through the VPAA.

Absence Without Leave (AWOL). Any faculty member who is absent from his or her work responsibilities, without prior authorization, will forfeit salary payment for the time of such absence. That faculty member may also be subject to termination of his or her appointment with the University.

## **SALARY**

Bethune-Cookman University normally considers salary increases on a fiscal year basis and issues contracts annually to full-time faculty members. The VPAA reviews the salaries with recommendations from the academic school deans and submits contracts to the President for approval.

Issuance. The salaries of all faculty employed for the academic year (nine months) are effective at the beginning of that academic year. The first check is normally issued on September 1. The salary of a teacher hired at any time other than the beginning of the academic year shall be prorated for the remainder of that year, and prorating shall be specified in the contract.

Full-time faculty on nine-month contracts may choose the option of prorating their salaries in 12 monthly installments by making arrangements with the Human Resources Office. The nine-month contracts terminate at the end of the spring semester. Full-time faculty who are on nine-month contracts and who teach in the summer session will be offered separate contracts for that period.

Merit Increase. Merit increases may be considered for superior performance that brings merit and recognition to the University. Faculty requesting merit increase must follow a formal application procedure, which must include a recommendation by the faculty member's school dean. Merit increase may be granted upon the recommendation of the President and the VPAA. The merit increase shall not exceed 3 percent of the faculty member's current salary. The academic school deans, in consultation with faculty members, must complete evaluation forms for merit increases.

Teaching Overload Pay. Faculty members may receive additional compensation for teaching courses above their normal teaching loads at the end of the contract period (spring semester). Faculty members must carry the required normal full-time teaching load for both semesters to be considered for overload compensation. **No full-time faculty member may carry more than six hours per semester above the normal teaching load.**

The faculty members must submit requests for overload pay to the academic school deans for approval. The deans will forward the requests to the Academic Affairs Office, which will verify the faculty member's overload and prepare contracts. The Academic Affairs Office will notify faculty members and academic school deans if the overload requests are not approved.

Holiday/Recess Pay. The University grants full pay to all employees for holidays and spring break as identified in the current Personnel Policies Handbook.

## **EMPLOYEE BENEFITS**

Faculty members should review the current Personnel Policies Handbook or contact the Office of Human Resources Management for detailed information regarding employee benefits. Listed below are brief descriptions of benefits available to all employees at the time of publication. The University reserves the right to increase, decrease, or terminate the employee benefits contemplated herein, from time to time as the University deems appropriate.

- Group Hospitalization Plan: The group insurance plan, basic health and major medical, is optional for all employees; the University, however, pays a share of the cost  
The Florida Health Care Plan (HMO) –in-network Providers only  
Private Health care Systems (PPO) –includes in-network Providers and out of Network Providers with \$500.00 deductible applied
- Life and Accidental Death Insurance – both equal to annual salary rounded up to nearest \$5,000.00 increment
- Short Term Disability pays an individual 2/3 pay (less taxes) for up to 22 weeks after a 30-day waiting period due to an injury or illness
- Long-term Disability pays an individual 60% of pay (less taxes) for up to five (5) years after 180-day waiting period
- Workers' Compensation Protection affords certain benefits to all employees if an injury is sustained or an occupational disease is contracted while performing official duties as a B-CU employee. Employees should be familiar with basic procedures for claiming benefits. Faculty members should know that students employed to work on campus are also protected by Workers' Compensation, if they sustain an injury.
- Federal Social Security Program (FICA) covers all University employees under the provisions of the Social Security Act.
- An Annuity/Retirement Plan is available to all employees who work at least 1,000 hours per year. The University will match the percentage contribution made by the employee, up to 7.5 percent. The individual may contribute additional funds without the University match.
- Travel Subsidy may be granted to faculty members at a specified rate budgeted by academic schools or program directors for travel on University business or attendance at professional conferences. Trip approval, and documented estimates of expenses, must be processed through the academic school dean or director before the trip is made.
- All full-time employees may join the Space Coast Credit Union, Kennedy Space Center Credit Union, or the Florida United Methodist Credit Union in Lakeland, Florida, via direct deposit.
- Tuition Remission is offered to full-time employees who have completed at least one year of service at Bethune-Cookman University. Employees should contact the Office of Human Resources Management for further details.
- The University Bookstore allows bookstore discounts on cash purchases. Presentation of a current Bethune-Cookman University identification card to the cashier is required prior to the sale.
- Automobile Subsidy at current rate is available for personal vehicles used in the conduct of B-CU business. The University maintains a small fleet of motor vehicles for limited use by authorized employees in the conduct of B-CU business. Requests for use of a vehicle must be

submitted on a B-CU Purchase Requisition form and approved by the Executive Vice President for Finance and Administration. Personal use of the B-CU vehicles is prohibited.

- Advanced Study Leave toward the doctorate degree and post-doctoral studies is allowed for full-time faculty members who have completed at least two years of service with this institution. The University makes every effort to inform faculty members of various scholarship and fellowship programs. Every faculty member is encouraged to avail himself/herself of the services provided by the University in this regard

## **PROMOTION AND TENURE POLICIES**

The granting of promotion and tenure by Bethune-Cookman University is recognition of faculty excellence in scholarship, teaching and community service. However, the promotion and tenure preparation process must be continuous, resulting, on the one hand, from effort, growth, and merit on the part of the individual faculty member, and on the other, from the desire of the administration to recognize and reward excellence of performance. Neither attainment of an academic degree, graduate credits nor seniority or length of service will dictate automatic promotion or tenure. Promotion and tenure status is awarded only to full-time teaching faculty, as defined in the section of the Faculty Handbook entitled Academic Affairs Administrative and Teaching Directives above (Part III—"Faculty, Scope of Work"). Academic freedom, shared governance, and faculty credibility are products of tenure.

The University acknowledges the difficulties of evaluating academic performance as well as making judgments on this performance. The University accepts the responsibility of seeking a balance between a positive accountability meant to foster the development of a quality faculty and a negative accountability, which can threaten individuality and academic freedom.

## **PHILOSOPHICAL CONSIDERATIONS ON PROMOTION AND TENURE**

### **A. Tenure and Academic Freedom**

At Bethune-Cookman University tenure is recognized as the most reliable instrument in higher education for incorporating academic freedom into the life of a University. Academic freedom allows faculty and students to explore new ideas and value systems, criticize accepted doctrine, and defend traditional views without fear of reprisal.

### **B. Tenure and Commitment**

There is a relationship between academic tenure and the development of a core faculty with a strong sense of commitment to Bethune-Cookman University, to its mission and core values, and to its students. Commitment to an institution through many years of service brings with it an intangible spirit, indispensable for an institution dedicated to the legacy of its founder, Mary McLeod Bethune.

### **C. Tenure and the Small Private University**

What attracts many students to Bethune-Cookman University is the sense of unity and pursuit of a common mission, which is fostered by a dedicated faculty. There is a relationship between tenure and this sense of unity and common mission, which can be communicated among faculty and students. When a faculty is transient it tends to be impersonal, less rooted in the student body, and less involved in personal relationships with students. A tenured faculty tends to be centered in the university and in the student body. When a faculty sees its future as elsewhere, important qualities in the university experience are lost. There is reason to say that this sense of unity and common mission for students, families, and faculty is characteristic of Bethune-Cookman University.

#### D. Post-Tenure Review Process

A tenure system that insures permanence of appointment can also diminish faculty accountability and interest in the shared responsibility for the future of the University. The University, therefore, addresses itself to this possibility through its formalized evaluation process that includes tenured faculty.

While the granting of tenure conveys a partnership and co-commitment in mission and expectations between faculty and institution, tenured faculty undergo the same process of evaluation used to evaluate the effectiveness of all faculty at the University. Along with all full-time teaching faculty, tenured faculty will have evaluations by students of all classes they teach each semester, as well as one peer evaluation and Department Head's evaluation per semester, and an annual Dean's evaluation.

When the Dean's evaluation, citing evidence from the other levels of faculty evaluation, results in an unsuccessful evaluation for a tenured faculty member at the end of an academic year, the following remediation process will take place for the tenured faculty member receiving an unsuccessful annual evaluation from the Dean of that faculty member's school:

1. At the beginning of each academic year, the President of the Faculty Association will establish a committee of tenured faculty to deal with post-tenure review.
2. When a tenured faculty member has an unsuccessful annual review, the faculty member will work with this committee of peers, who will formulate a plan for remediation of the faculty member's performance.
3. As with all faculty members, the tenured faculty member will have the right to respond to the unsuccessful evaluation both orally and in writing, and in consultation with the committee of peers.
4. The tenured faculty member will also have the right (and obligation) to demonstrate enhanced performance throughout the year following the unsuccessful review, in a collaborative process involving the Dean of the School and the committee of peers.
5. If, at the end of the year, another unsuccessful review occurs, the faculty member will follow the same process for the following year.

Three consecutive years of an unsuccessful evaluation of a tenured professor shall be the basis for removal of the tenure status. The decision to revoke tenure will be made only when all preceding

steps have occurred in each year following an unsuccessful review, and when the Dean and committee recommend revoking of tenure to the Vice-President of Academic Affairs, following the three years of unsuccessful performance reviews followed by the annual remediation process. Final decisions to revoke tenure in such cases will lie with Vice-President for Academic Affairs, who will make a recommendation to the President, who shall have the prerogative to make an ultimate decision in the case.

The only other situation in which considerations of revoking tenure or terminating tenured faculty may apply is a situation of financial exigency. In the event that Bethune-Cookman University is faced with decreased enrollment, increasing tenured faculty may burden the University with a financial deficit which can no longer be assimilated. As a result, the University may be required to release tenured faculty in the face of financial exigencies.

## **EVALUATION FOR PROMOTION AND TENURE**

The primary responsibility for assembling and presenting data about performance and professional development rests with the individual faculty member. Each faculty member will create “and maintain on an ongoing basis” an academic portfolio which documents their performance in each of the three evaluation areas: teaching, service to the University and community, and scholarship (see Appendix I). The portfolio contains a compilation of annual evaluations, accountability reports, and supporting documents. In-service training in portfolio development will be available through the Faculty Development Center, and a mentor will be provided by the Faculty Development Center to each tenure-track faculty member to provide guidance in portfolio development.

## **QUALIFICATIONS FOR PROMOTION**

- A. Appropriate doctorates or alternate terminal degrees in each department are described in Appendix V. The appropriateness of the degree to the discipline is determined by the Department Head and School Dean using the list of doctorates and alternate terminal degrees which must be approved by the faculty of each department for their department. Degrees must be from a regionally accredited university or college.

*Special considerations: Instructors possessing the Masters degree in the appropriate or related discipline and 15 years continuous service to Bethune-Cookman University will be eligible to apply for promotion and tenure at the rank of Assistant Professor. This applies only to those employed at the University through 2006.*

- B. A doctorate in the appropriate discipline or alternate terminal degree is required for the rank of Assistant Professor, subject to section H below. The initial appointment for a person with an earned doctorate (or alternate terminal degree) in an appropriate discipline is, under usual circumstances, that of Assistant Professor. The Vice-President for Academic Affairs reserves the right to recommend to the President the appointment of faculty at a higher rank in cases of special merit. Such recommendations will be made in

consultation with the Dean of the School recommending hire of the faculty member. Faculty members will be considered in possession of the doctorate (or alternate terminal degree) if they complete the oral defense of the dissertation (or equivalent requirement for the alternate terminal degree) by February 1 of the academic year in which they are being evaluated for promotion.

- C. After five years of quality service, a tenure-track Assistant Professor is eligible to be considered for both promotion and tenure in accordance with the University's then applicable regulations and guidelines for promotion and tenure.
- D. The doctorate or approved terminal degree appropriate to the field is required for the rank of Associate Professor and for tenure.
- E. After five years of quality service to the University as an Associate Professor, the Associate Professor is eligible to be considered for promotion to Full Professor.
- F. The doctorate or approved terminal degree appropriate to the discipline is required for the rank of Professor. Appropriate doctorates and alternate terminal degrees in each department are described in Appendix V.
- G. Exceptions may be made in the case of equated experience which is defined as either (1) transferable teaching at the same academic rank at another regionally accredited college or university, or (2) other professional experience in the teaching field of the faculty member. The provisions below are guidelines only and in each instance, a current or prospective faculty member will be evaluated on a case-by-case basis at the discretion of the University, and in accordance with its then applicable guidelines.
  - 1. Teaching experience. Two full-time years of teaching experience at the rank of Assistant Professor at a regionally accredited college or university may be transferred toward the five years required prior to consideration for promotion to Associate Professor, with one full year of such experience equal to one full year teaching at the rank of Assistant Professor at Bethune-Cookman University. A maximum of two years of full-time teaching experience at the associate level at another regionally accredited college or university may be transferred toward the five years required for consideration for promotion to Full Professor, with each year of such experience equal to a year of teaching at the rank of Associate Professor at Bethune-Cookman University.
  - 2. Professional experience. Professional experience in the faculty member's teaching field may be transferred toward the time required prior to consideration for promotion on the basis of two full years of such experience being equal to one full year of college teaching at an academic rank at Bethune-Cookman University. A faculty member whose initial rank is as an Assistant Professor may thus apply four years of professional experience to reduce the time for consideration for promotion to Associate Professor and any additional professional experience, up to four years not already counted, to

reduce the time for consideration to promotion from Associate Professor to Full Professor. Professional experience transferred toward the time required prior to consideration for promotion will be determined and agreed on at the time of hire in a consultative process involving the prospective faculty member, the Vice-President for Academic Affairs, and the Dean of the School proposing the hire of the faculty member, and is subject to Presidential approval.

3. The maximum total equated experience from teaching and professional experience combined that can be applied toward promotion is two years toward Associate Professor and two years toward Full Professor. An individual hired as an Assistant Professor with more than two years of equated experience may have the additional equated experience up to the maximum permissible applied toward Full Professor.
4. Documentation of equated experience is the responsibility of the faculty member. Evaluation of the experience is the responsibility of the Department Head, the appropriate Dean, the Vice President for Academic Affairs, and the Director of Human Resources, and will be done at the time of initial appointment.

## **CRITERIA FOR FACULTY PROMOTION AND TENURE**

In general, faculty will be evaluated in three areas: A) merit as a teacher, B) University and community service, and C) scholarship. **The following performance areas are not to be considered an exhaustive list nor be construed as a list of required elements:**

\*For a more detailed list of activities in each of these areas, see APPENDIX I.

### A. Teaching.

1. Knowledge/Command of the subject matter as demonstrated by consistently positive student, peer, and supervisor evaluations.
2. Planning and organization of courses.
3. Effectiveness as a classroom communicator.
4. Respect for students.
5. Ability to help students think critically and creatively.
6. Maintenance of high academic standards.
7. Instructor reliability and flexibility.
8. Curriculum development/revision.

### B. University and Community Service may include

1. Availability to students.
2. Demonstrably successful student academic or professional advising.
3. Personal mentoring.
4. Involvement in student organizations and activities.
5. Committee/Administrative Service.
6. Attendance at meetings/workshops, ceremonies, events & registration.

7. Community/Church service and involvement.

C. Scholarship may include

1. Intellectual development.
2. Intellectual contributions.
3. Instructional development.

These scholarly accomplishments are to be demonstrated by student evaluation, peer evaluation, and supervisor evaluation, as well as by evidence from colleagues in the faculty member's field beyond the University.

Note: all faculty are expected as a minimum requirement for promotion and tenure to participate in at least two faculty-development workshops per semester, and Deans and Department Heads are expected to note participation (or lack of participation) in faculty-development activities in the annual evaluations of faculty members.

## **POLICIES ON PROMOTION**

1. All tenured and tenure-track faculty will be evaluated each year on each of the three evaluation areas, as outlined below in the section of this chapter dealing with faculty evaluation. In particular, each course taught by a faculty member will be evaluated by students before the end of each semester, and at least one peer review (only for first year faculty) and one Department Head's review of a course taught by each faculty member will be conducted annually. One self evaluation and one Dean's evaluation of teaching performance, scholarship and service will be conducted at the end of each academic year for each faculty member. These evaluations will be the basis for promotion, tenure, and merit pay.
2. Promotions are not automatic and are made at the discretion of the University in each case.
3. The evaluation of the candidate for promotion is a function of the Faculty Committee on Promotion and Tenure, composed of faculty members and elected by faculty for this purpose. The Faculty Committee on Promotion and Tenure has a responsibility (a) to the University in making a significant contribution to developing and maintaining quality in the faculty; and (b) to the candidate for a public and just recognition of achievement.
4. Titles and ranks for advancement within the faculty are Instructor, Assistant Professor, Associate Professor, and Professor. At the time of appointment to the University, the rank and title of the appointed faculty member is indicated. Promotion is the advancement from one rank to a higher rank within this series.

## PROCEDURES WHEN APPLYING FOR PROMOTION

- A. Responsibility for the decision to advance a faculty member for consideration for promotion belongs to the appropriate Dean acting through the Faculty Committee on Promotion and Tenure, but shall be subject in all cases to review by the Vice-President of Academic Affairs and President.
  
- B. The schedule for file closing and for the Department and Faculty Committee on Promotion and Tenure, Vice President of Academic Affairs, Dean's, and President's reviews of promotion is as follows:
  - 1. File closes October 1
  
  - 2. Dean's letter in file October 15
    - a) Faculty Committee on Promotion and Tenure letter January 1.
    - b) Vice President of Academic Affairs letter in file January 15.
    - c) President's review March 1
  
- C. Since the content of the committee discussions on these issues is personal, every effort is made to keep the deliberations confidential. Those who have a right to the report of the committee are the faculty member, the Department Head, Dean, Vice President of Academic Affairs, the President, the Board of Trustees, or such other members of the University administration as may be responsible for matters of promotion, as designated by the University from time to time. At the appropriate time, the faculty member should be given public recognition for achievements and for promotion.
  
- D. It is the responsibility of the Dean to communicate policies for promotion and tenure to faculty; provided however, that the individual faculty member shall be primarily responsible for being knowledgeable about the processes for promotion and tenure and for maintaining and supplying all required documentation required by those processes. The Committee on Promotion and Tenure may consider, amongst other things:
  - a) An up-to-date faculty member biography, including past evaluation by the University;
  - b) Annual evaluations of the faculty member;
  - c) Confidential letters of recommendation from faculty colleagues;
  - d) The letter of recommendation by the Department Head;
  - e) Selected student evaluations of the faculty member as an instructor or advisor.

The Committee, upon consideration of the documentation submitted to it, shall issue a report. Since the content of the committee discussions on these issues is personal, every effort is made to keep the deliberations confidential. Those who have a right to the report of the committee are the faculty member, the Department Head, the Dean, the Vice President for Academic Affairs, the President, the Board of Trustees, or such other members of the University administration as may

be responsible for matters of promotion, as designated by the University from time to time. At the appropriate time, the faculty member should be given public recognition for achievements and for promotion.

The report and decision of the Committee is forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the power of veto. If there is a veto, the Vice President for Academic Affairs shall notify the affected faculty member in writing. The Vice President for Academic Affairs transmits recommendations to the President of the University who, if he/she approves, if applicable, recommends to the Board of Trustees for final approval.

The appropriate Dean informs the faculty member of the final decision on promotion following action by the Board of Trustees. If the eligible faculty member has not been promoted, he/she may request the reasons in writing and may ask for a review by the Faculty Committee on Promotion and Tenure, including a personal appearance.

#### E. Appeals of Decisions on Promotions

1. After a final determination regarding promotion has been made, the first recourse of a faculty member who disagrees with a decision of non-promotion is to ask for a review by the Faculty Committee on Promotion and Tenure, including a personal interview.
2. If the Faculty Committee on Promotion and Tenure reaffirms its earlier decision, the faculty member is free to appeal to the Vice President of Academic Affairs.
3. The appeal shall be made in writing to the Vice President of Academic Affairs within three weeks of the date on which the faculty member was notified in writing of the action of the appeals board.
4. The Vice President of Academic Affairs shall appoint, within a week of the written appeal, a minimum of five full-time tenured faculty to act as final appeals board. The Vice President of Academic Affairs' appeals board members shall not include members of the Faculty Committee on Promotion and Tenure. The Vice President of Academic Affairs shall serve as Chair of the board and the Director of Human Resources as an ex-officio member (without vote).
5. The appeals board shall hold a hearing which shall include the faculty member making the appeal, the Chair of the Faculty Committee on Promotion and Tenure, the appropriate Dean, and such others as may be designated by the University from time to time. This board shall conclude its proceedings within three weeks of its formation. In the case of faculty at off-campus locations, appellants may participate in the hearing by other means than personal appearance (e.g., by computer, FAX, or phone).
6. If the Vice President for Academic Affairs' appeal board sustains the decision of the Committee on Promotion and Tenure, the decision shall be considered final and

that action shall be transmitted in writing by the Vice President of Academic Affairs to all parties involved.

7. If the Vice President of Academic Affairs' appeal board does not sustain the decision, the reasons shall be submitted in writing by the Vice President to the Dean, and the Faculty Committee on Promotion and Tenure. Two weeks shall be allowed for a response from those involved before a final decision is reached by the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final.

## **POLICIES ON TENURE**

- A. Tenure is based on excellence; it is awarded only to those persons of demonstrated achievements as a public recognition of outstanding contribution to Bethune-Cookman University, and service to the University, its missions and core values, and its students.
- B. A doctorate or approved terminal degree appropriate to the field is required for tenure. Appropriate doctorates and alternate terminal degrees in each department are described in Appendix V.
- C. The decision for tenure is oriented to the future as well as to the past. The judgment is made by the University that the candidate for tenure has the capacity to make on-going contributions to the development of a department and the University. It is particularly to the tenured faculty that Bethune-Cookman University entrusts its future and to be awarded tenure is to have gained this trust within the University community. Tenure, therefore, is an honor.
- D. Tenure is understood as continuous appointment on the faculty of Bethune-Cookman University, and it will not be terminated except for adequate cause. Adequate cause is understood to include professional incompetence or moral delinquency. Financial exigency is also a cause for termination of tenured appointment. Notwithstanding the foregoing, nothing contained herein shall be construed so as to amend or modify and tenured faculty member's contract, which contract shall control over the provisions contained herein. The only other condition under which termination of tenure may be considered (that is, three consecutive unsuccessful annual performance reviews by the supervisor) is set forth below in the section of this chapter dealing with post-tenure review. Decision for tenure is based upon teaching performance, service to University and community, and scholarship.
- E. In order to make knowledgeable and equitable decisions on tenure, Bethune-Cookman University offers to the faculty member the opportunity of documenting his/her professional growth with a portfolio which contains a compilation of annual evaluations, accountability reports, and supporting documents.

- F. The evaluation of the candidate for tenure is the responsibility of the department faculty, the Department Head, and the appropriate Dean. All information is presented by the appropriate Dean to the Faculty Committee on Promotion and Tenure which makes a recommendation to the Dean.
- G. Faculty with appropriate degree who hold the rank of Assistant Professor, Associate Professor, or Full Professor are eligible for consideration for tenure. Instructors are not considered for tenure.
- H. Those who entered the academic profession at Bethune-Cookman University will generally be considered for tenure during their fifth year of full-time employment at academic rank, and if tenure is recommended and approved by the President and the Board of Trustees, tenure is awarded with the contract for the sixth year of teaching. Notwithstanding the foregoing, all decisions regarding tenure shall be made by the University in its discretion on a case-by-case basis.
- I. Up to two years of full-time teaching experience at academic rank at another accredited college or university may be transferred toward the five years required for tenure review if recommended by the Vice President of Academic Affairs, the appropriate Dean, and the appropriate Department Head. The decision about transfer of years of teaching experience at time of hire at B-CU is also subject to Presidential approval. Thus, a person with two or more years of previous teaching could be considered for tenure during the third year at Bethune-Cookman University, and tenure granted with the fourth contract. A person with one year of previous teaching experience could be considered during the fourth year at B-CU with tenure awarded with the fifth contract at B-CU. In cases where the individual is a tenured member of the full-time teaching faculty at another accredited college or university on the date of hire at B-CU, up to four years of full-time teaching experience at that institution may be transferred if recommended by the Vice President of Academic Affairs, Dean, and Department Head. Notwithstanding the foregoing, all decisions regarding tenure shall be made by the University in its discretion on a case-by-case basis.
  - 1. Full-time teaching at B-CU while not on tenure track may be applied toward tenure with the same restrictions and recommendations.
  - 2. Although less-than-full-time faculty cannot be placed on tenure track, such faculty who subsequently become full-time and are placed on tenure track may be eligible to apply some less-than-full-time teaching experience at B-CU toward tenure review. All decisions to use less-than-full time contracted faculty employment at B-CU toward tenure are made on a case-by-case basis upon application to the Dean from the department subject to the above restrictions and using the following guidelines:
    - a) No more credit can be granted toward tenure for a contract year than is allowed toward promotion.

- b) Credit may be awarded only if the individual is performing duties essentially equivalent in most respects to those of regular contracted faculty who are full-time.
- J. Tenure may be granted upon appointment to distinguished scholars under special circumstances. The minimum requirements are:
- 1. The candidate must have:
    - a) A minimum of ten years of professional experience, and
    - b) A minimum of five years of successful teaching at an accredited college or university, and
    - c) Been awarded tenure at an academic institution which awards tenure, and
    - d) Achieved national recognition in his/her profession. National recognition includes extensive publication and leadership positions in his/her profession in state and national (or international) organizations.
  - 2. The candidate must be recommended for tenure upon appointment by the appropriate Dean and the Vice President for Academic Affairs, and be approved by the department, the Faculty Committee on Promotion and Tenure, the President, and the Board of Trustees. Tenure will be retained by a tenured faculty member who requests a less-than-full-time regular contract only if this change is initiated by the University or upon application by the department head to the Dean, and only if the individual is performing duties essentially equivalent in most respects to those of full-time regular contracted faculty.
- K. Notwithstanding that tenured faculty are generally full-time, when a tenured faculty member voluntarily agrees to a reduction of duties to less than 100%-time, the tenured faculty member is entitled to retain his or her tenure status and contract; provided that an appropriate salary adjustment would usually be made. Once a tenured faculty member has accepted a less-than-100% contract, the University makes no guarantee that he/she can return to 100%-time in the future.

## **PROCEDURES WHEN APPLYING FOR TENURE**

- A. The primary responsibility for decisions to move a faculty member forward for consideration for tenure belongs to the appropriate Dean. Final decisions about tenure rest with the Faculty Committee on Promotion and Tenure; provided however, that such decisions shall not be deemed binding on the Vice-President for Academic Affairs, President, Board of Trustees, or other University official which may be vested with power to make decisions on tenure from time to time.

- B. Though recommendations for tenure normally originate with the appropriate Dean, consideration for tenure may also be initiated by the Department Head. In cases in which the Dean's judgment about the state of a faculty member's readiness to move towards tenure is in conflict with the judgment of the Department Head, a final decision on the readiness of the faculty member to move towards tenure will lie with the Vice-President for Academic Affairs.
- C. The responsibilities of the dean and the faculty member are the same as they are for promotion as outlined above in "Procedures for Promotion." The schedule for tenure review is as follows:
1. File closes October 1.
  2. Dean's letter in file October 15.
  3. Faculty Committee on Promotion and Tenure letter January 1.
  4. Vice President of Academic Affairs letter in file January 15.
  5. President's review March 1
- D. Since the content of the committee discussions on these issues is personal, every effort is made to keep the deliberations confidential. Those who have a right to the report of the committee are the faculty member, the Department Head, Dean, Vice President of Academic Affairs, the President, the Board of Trustees and such other University officials as may be designated from time to time. At the appropriate time, the faculty member should be given public recognition for achievements and for promotion.
- E. The Faculty Committee on Promotion and Tenure decision is forwarded to the Vice President for Academic Affairs who has the power of veto. If there is a veto, Vice President will give notice to the affected faculty member in writing.
- F. The Dean informs the faculty member in writing of the final decision on tenure. If the faculty member has not received tenure, he/she may request the reasons in writing and may ask for a review by the Faculty Committee on Promotion and Tenure, including a personal appearance. The request for review shall be made within three weeks of notification.

## **APPEALS OF DECISIONS ON TENURE**

The appeals process for tenure decisions is the same as appeals of decisions on promotion and is available only when a final decision on tenure has been made.

## **NON-RENEWAL OF CONTRACT**

The University is not required to give prior notice to any non-tenured faculty member if it does not offer a new contract upon or prior to expiration of the old. As a courtesy, however, the University will attempt to notify faculty members in writing, not later than January 15, if the contract will not be renewed, provided that the termination or non-renewal is other than for cause. Under no circumstances, however, will the failure to provide such notice obligate the University to renew a faculty member's contract; and provided further, that nothing contained in this handbook shall be construed so as to amend or modify the express terms of any faculty member's contract.

## **TENURED FACULTY**

Except as otherwise provided by the terms of such faculty member's employment contracts, tenured faculty shall be given a full year notice of termination. Generally, no notice, or more limited notice, will be required to be given in the event of death, certain disability, and in the event of termination with cause.

## **FACULTY EVALUATION**

Each year each faculty member, tenured or untenured, must be formally evaluated. A copy of the evaluation will be given to the faculty member and to his or her dean.

Each faculty member will be evaluated on each of the three evaluation areas: teaching, service to the University and community, and scholarship in accordance with evaluation policies established by the University from time to time in its discretion.

See Appendix I for criteria used in faculty evaluation.

## **FACULTY HONORS AND AWARDS**

Faculty honors and awards are normally presented during the Spring Semester. Faculty honors are a positive morale factor for recommended individuals, as well as a factor in esprit de corps. Academic school deans and the Director of the Library/LRC are expected to submit recommendations for faculty honors and awards each year. Academic school deans and program directors of faculty rank are also eligible to be nominated for honors and awards.

### Faculty Honors and Awards Process

1. Faculty members of each academic school shall elect a sub-committee of three members to consider recommendations for faculty honors and awards.
2. Faculty members may present a written request to the academic school dean to be considered for faculty honors and/or awards. They must indicate the honors or awards requested, and they must present portfolios giving written evidence of achievements.
3. The recommendations must be signed by the three-committee members and forwarded with a letter of endorsement from the academic school dean to the Vice President for Academic Affairs.

Recommendation for Excellence in Teaching. Nomination materials should include a current vita, a letter of support signed by the academic school dean/director presenting examples of uniqueness in the nominee's teaching methods, information from student and peer evaluations regarding effectiveness of the nominee's teaching methods and/or counseling relationships, and other relevant information. [The recipient of this award may also be named as the recipient of the United Methodist Church Exemplary Teacher Award.]

Recommendation for Excellence in Research. Nomination materials should include a current vita; a letter of support signed by the academic school dean/director describing the extent, kind, variety, and currency of research, the significance of the research as evidenced by publications, presentations, and applicability; and other relevant information on the nominee's research which the dean/director may wish to submit.

Recommendation for Excellence in Community Service. Nomination materials should include a current vita, a letter of support signed by the academic school dean/director describing the extent, kind, variety, and currency of the community service project(s) (religious, institutional, professional, etc.), and other relevant information on the nominee's service which the dean/director may wish to submit.

Recommendation for the Robert B. and Mary Alice Massey Award for Faculty Member of the Year. To be considered for this award, a faculty member will have taught at Bethune-Cookman University for at least three years. During this time, the candidate must have demonstrated the following criteria:

- Consistent excellence in teaching: developing courses and curricula, mentoring other faculty, improved grades, advisement, graduate school, full time employment
- Demonstrated impact on students: student evaluation of instruction, peer evaluation
- Innovative approaches to teaching: integrating technology and teaching, current practices in faculty professional development
- Involvement with applied research: current research in the academic discipline, publications, presentation and applicability
- Commitment to community service: community service projects such as religious, institutional, professional, and non-profit organizations

A faculty member may only receive the award once. Each nominee must submit an application essay and appropriate documentation demonstrating the manner in which he or she meets the above selection criteria. Faculty peers or students may nominate a faculty member, with their permission by submitting an application essay and appropriate documentation based on student and peer assessment and outstanding contributions. The Faculty Honors and Awards Committee will conduct the selection of the faculty member, and the award will be announced at the Spring Commencement Convocation.

## ADMINISTRATIVE POLICIES

Policy on Drug Free Campus. Unlawful manufacture, sale, distribution, dispensing, possession or use of a controlled substance is prohibited on the main campus and all affiliated campuses of B-CU. Action against employees and students in violation of such prohibition will range from warning to dismissal. As part of its Drug Free Awareness Program, the University conducts three workshops annually to ensure a drug free workplace environment. Such workshops call attention to the dangers of drug abuse and penalties for drug abuse in the workplace and offer counseling, rehabilitation and assistance programs.

Policy on Academic/Research Honesty. The University takes an uncompromising position against plagiarism, the willful distortion of data and research findings, the deliberate misrepresentation of data and research findings, and the deliberate omission and falsification of data and research findings. The integrity of the institution must be protected at all costs and failure to adhere to the above policy unnecessarily jeopardizes the academic and fiscal health of the University. This policy pertains to proposals submitted for external funding, papers presented as public presentations, written publications, both oral and written speeches, and the like.

Policy on Materials Produced During Work Hours. Any written materials, such as course outlines, syllabi, workbooks, textbooks, articles, or pamphlets, and any instructional aids, such as audio tapes, video tapes, films, slides, film strips, or other materials or equipment produced by the employee on campus and/or during duty hours and/or with the use of University materials or equipment, shall become the property of Bethune-Cookman University. Each employee who may have prepared any of the above shall be required to sign a form releasing the University from any obligation or liability to pay royalty or copyright fees to that employee. To foster research and writing, however, the President may establish procedures whereby the University divides royalty or copyright fees with the employee creating any of the above. Such written material, instructional aids, or equipment, produced by an employee entirely on his/her own time and at his/her own expense shall be the exclusive property of that employee. Cases not adequately covered by the policy will be determined by specific contractual agreement among all parties involved.

Policy on Submission of Funding Proposals. The Director of Title III/Coordinator of Sponsored Programs has been designated by the University President to review and sign off on all proposals EXCEPT those intended for submission to private and/or foundation funding sources. For example, the appropriate signature must appear on the Proposal Submission Sign-Off Sheet for proposals going to governmental agencies such as DOE, DOT, NSF, NIH, NEA, Office of Homeland Security, etc. **Proposals will not be accepted in the Office of the President prior to satisfying the above required procedure.** Official sign-off sheets are available through the Office of Sponsored Programs. The above procedure ensures the compilation of accurate records of both submitted and funded proposals, which are necessary for both institutional and Board of Trustees reporting. One copy of the completed proposal MUST be placed on file in the Sponsored Programs' Office at the time the Proposal Submission Sign-Off Sheet is completed. Faculty should allow ample time (48-72) hours to secure ALL required signatures before the posted deadline date.

Faculty wishing to submit proposals to foundations and other private funding sources should confer with staff in the Office of Institutional Advancement prior to responding to any request for proposals or submitting an unsolicited proposal.

Enrollment at Other Institutions. Full-time faculty members intending to enroll in courses at other institutions requiring class attendance during regular work hours should first get written permission from their academic school dean. The request shall then be forwarded to the VPAA. If approved, the request will be passed along to the Executive Vice President for Finance and Administration for final action. Full-time employees enrolled in courses at other institutions, where class attendance is required during the normal work day, are subject to the same requirements as those employees enrolled in courses at B-CU, including forfeiture of pay for lost time. Tuition assistance will not be granted to full-time teachers enrolled in courses at institutions other than B-CU, unless they have received outside grants, fellowships, or scholarships.

Policy on Sexual Harassment.  
*Updated March 26, 2009*

## SEXUAL HARASSMENT

### A. Statement of Policy

Bethune-Cookman University is committed to maintaining an educational and working environment free from unlawful sexual harassment. Sexual harassment by any employee or student is prohibited and will not be tolerated. Persons violating this policy will be subject to disciplinary action which may include, but not limited to, written warning, demotion, transfer, suspension, expulsion, dismissal, or termination.

No employee or student shall unlawfully sexually harass another employee or student, nor shall any employee or student sexually harass any person with whom they have contact in connection with their employment or academic pursuits. No employee or student shall threaten another current or prospective employee or student by stating, suggesting or otherwise indicating that said individual's refusal to submit to sexual advances will result in adverse job or academic action. No employee or student shall promise a current or prospective faculty, staff or student any benefit in return for submission to sexual advances or granting sexual favors. Any employment or academic decisions carrying out such threats or promises are likewise prohibited.

### B. Definitions

For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
2. Submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. A reasonable person would find that the conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

For purposes of this policy, "sexual harassment" also includes sexual assault or rape or other similar actions which are unlawful pursuant to the state & federal law.

Examples of conduct which can constitute sexual harassment include such things as (a) sexual flirtation, advances, or propositions; (b) sexually explicit statements, questions, or jokes; (c) displays of sexually explicit material (whether audio or visual); (d) inappropriate personal comments, staring, or touching (e) remarks of a sexual nature about a person's body, clothing, or sexual behavior; or (f) direct or implied threats that submission to sexual advances will be a

condition of employment, promotion, or academic advancement. The foregoing list is intended to be illustrative rather than exhaustive.

### C. Complaints

Any employee, or student who believes that he or she has been unlawfully sexually harassed, or has observed any violation of this policy, has both the right and the obligation to promptly report the matter to the appropriate University official, as set forth below:

a. Non-faculty employees should report complaints of sexual harassment to their immediate supervisor. If the employee does not feel comfortable reporting the complaint to the immediate supervisor for any reason, or if the immediate supervisor is the cause of the complaint, then the employee should report the matter to the Director of the Office of Human Resources Management or to the Equal Employment Opportunity Officer.

b. Faculty members should report complaints of sexual harassment to their department head. If the faculty member does not feel comfortable reporting the complaint to the department head for any reason, or if the department head is the cause of the complaint, then the employee should report the matter to the Executive Vice President for Fiscal Affairs and Administration or to the Vice President for Academic Affairs or to the Equal Employment Opportunity Officer.

c. Students should report complaints of sexual harassment to their faculty adviser. If the student does not feel comfortable reporting the complaint to the faculty adviser for any reason, or if the faculty adviser is the cause of the complaint, then the student should report the matter to the Vice President of Student Affairs or to the Equal Employment Opportunity Officer.

The person to whom any complaint of sexual harassment is reported should immediately report receipt of the complaint to the Office of Human Resources Management. The University will promptly establish a Committee to investigate any complaint of sexual harassment. Such Committee shall be selected by, and chaired by, the University Equal Employment Opportunity Officer. The Committee shall consist of not less than five members having no independent knowledge of, or evidence regarding, the complaint. The complainant may be required to prepare and sign a written statement describing the harassment for submission to the Committee, and other persons with knowledge of the complaint may be asked to furnish oral or written statements to the Committee as well. The Committee, in its discretion, may also employ the services of an independent investigator or consultant to assist with its investigation.

Every effort will be made by the Committee to conduct the investigation privately. The Committee, in its sole discretion, may exclude any third party (including without limitation, any representatives, agents, legal counsel, family members, or character witnesses) from Committee interviews, meetings, and the like, as it deems appropriate, and in order to maintain confidentiality where appropriate. Although the University will maintain confidentiality to the greatest extent possible, the University reserves the right to conduct such investigations as it deems appropriate, and to provide all affected parties an opportunity to respond to the complaint. Accordingly, the University cannot assure complete confidentiality.

The Committee shall thoroughly investigate the complaint, and shall issue a written report, including any recommended actions or sanctions, to the Office of the President. The Office of the President shall make a final decision as to any actions or sanctions to be taken in response to the complaint.

Any failure to comply with the terms of this policy or cooperate with the Committee or University, and any interference with the execution of the policy, will subject the employee to appropriate disciplinary action, up to and including termination.

#### D. Sanctions

Sanctions against a person found guilty of sexual harassment will necessarily depend upon the circumstances of each case. As noted above, however, any employee or student violating this policy will be subject to disciplinary action, up to and including dismissal, termination, or expulsion.

An employee or student who wishes to appeal a sanction imposed for violation of this policy may utilize the appeal procedure set forth in the Employee Grievance Procedure Policy. A faculty member who wishes to appeal such a sanction may utilize the appeal procedure set forth in the Faculty Grievance Procedure policy.

#### E. Protection against retaliation

Individuals who, in good faith, report sexual harassment of themselves or others, or who present evidence in a sexual harassment investigation, shall not be subject to any retaliatory employment or academic action. Such acts of retaliation constitute violations of this policy, and should be reported as set forth above.

### **PART IV -- FACULTY RESPONSIBILITY TO STUDENTS**

Statement on Ethics and Values and The Honor Code on Student Conduct. Bethune-Cookman University is founded on and practices Christian principles, moral and ethical behavior, and total commitment to educational excellence. As an affiliate of the United Methodist Church, the University expects its students to uphold and exhibit the highest standards of conduct and behavior at all times. Students are held accountable for their behavior and are expected to respect themselves and others whether on the University grounds or in the community (See Appendix IX and Appendix X).

Privacy Rights of Parents and Students. The Family Education Rights and Privacy Act, 20 U.S.C.A 1232G, of 1974, was passed by the United States Government as part of Public Law 93-380. This Act, commonly known as the Buckley Amendment, concerns the protection of rights and privacy of parents and students. The law applies to public and private agencies and institutions that receive United States Department of Education funds.

The Act explains how institutions must provide students, and their parents, with access to official records directly related to the individual student and to provide them an opportunity for a hearing to challenge such records, if records are deemed inaccurate or misleading. It also describes the consent students, parents, or guardians must give before data is released to a third party, and how they must be notified of the privacy rights.

Bethune-Cookman University complies with the Act and, when appropriate, informs students and parents of University policies and procedures for release of student information. The purpose of the Act is two-fold: to provide the parents of students, and students themselves if age 18 or older, access to their education records, and to protect such individuals' rights to privacy by limiting the transfer of their records to a third party without their consent.

The Buckley Amendment specifically provides that a college may give "directory information" such as names, address, and telephone numbers. At times, Bethune-Cookman University may provide information for a campus directory. If any student objects, he/she should notify the Registrar's Office at once, so that his/her name may be removed from such listing.

Student Recruitment. Academic school deans are expected to work with the Director of Admissions in helping to develop student recruitment materials unique to the programs that come under the areas of their respective schools. Faculty members are encouraged to assist with student recruitment, when it is feasible for them to do so. However, their involvement must be planned with the School Dean as well as the Director of Admissions. Department heads are expected to communicate immediately with all potential students who are referred to them.

Advisement. The Department Head as well as selected faculty will serve as academic advisors for students majoring in their academic areas. The most current Academic Advisement Manual, issued by the Academic Advisement Center located in Faith Hall, sets forth responsibilities of the advisor's role.

Quality Indicators. There is a need to adhere to competency indicators in assuring student development and evaluation. Indicators include entrance tests, curriculum progress, College-Level Academic Skills Test (CLAST) scores, professional examinations, departmental comprehensive examinations, etc.

Registration Procedures. The Office of the Registrar will publish step-by-step registration procedures at the beginning of each registration period. Faculty and students may obtain copies of registration procedures from the Office of the Registrar or the Wildcat Web.

Students majoring in programs which require career-related experiences for one or more terms, and for which the student will receive credit toward graduation, are required to register at the University prior to each term the student is working off campus. The student will pay tuition commensurate with credit hours. Examples of such career-related off-campus experience include practice teaching, internship, clinical training, field experience, co-operative education, and so forth.

The responsibility for supervising registration in each academic school rests with department heads. Special attention must be given to ensure that the school faculty members are available throughout each registration period. During the pre-registration and registration periods, department heads and the necessary number of faculty members from each division will comprise a team to be in specified locations to assist students with course selection and program planning. Faculty not assisting with registration are expected to be in their offices and available to students throughout the day.

Should circumstances warrant, a department head may recommend to the academic school dean that a faculty member be excused from registration duty. In case of an excused faculty member, the appropriate department head must make necessary arrangements to cover the excused faculty member's registration duties.

Registration of Non-Degree (Special) Students. Non-degree seeking students may not be assigned advisors, unless requested. They are at liberty to register for courses of their choice provided they have completed all necessary prerequisites. However, non-degree seeking students may be encouraged to consult with the department head in their specialty, or the appropriate academic school dean. The class instructor, department head, and school dean reserve the right to deny a student the privilege of taking a course for which he or she has not completed prerequisites, particularly when the lack of a prerequisite jeopardizes the student's chances for reasonable success.

Dropping Students from Summer Session Classes. Students who have not arrived in class by the end of the first full week of summer session are to be dropped from the rolls. Faculty members are to make notation (DR) on the printout returned to the Registrar's Office. This action is taken because the summer session covers an approximate fifteen-week semester in seven weeks.

Signatures on Drop-Add Forms. Faculty members' signatures must be legible on Drop-Add Forms, especially in cases where the student needs permission to add a class.

Permission to Take Final Examinations. Faculty must consult their class rosters on the Wildcat Web to ensure students have fully met their financial obligations to the school before giving final examinations. Students who are in default must clear their balances and show their instructors a clearance slip before they will be allowed to take final exams. A student who fails to produce a clearance slip will receive an incomplete ("I") grade for the class if the student is passing the course.

Student Evaluation and Grades. It is the duty of the faculty member to keep accurate records of students' attendance, class work, required reading, assignments, tests and other activities designed to satisfy requirements of a course in order that students may be informed on the quality of their achievements. Each course syllabus must show the grading system to be used. All factors in the evaluation of the students' performance in the course must be in accordance with the announced grading system. All evaluative criteria or activities used to determine students' grades are to be recorded in the roll book or in digital memory, and a grade must be recorded therein in relation to each evaluative criterion or activity. Students are entitled to review their scored test papers, term papers, projects, and so forth, and to have questions regarding their performance evaluation clarified by the teacher.

Examinations & Scoring Keys. A copy of each final examination and scoring key is to be filed with the department head and/or the academic school office.

Standard Grading Scale. The standard grading scale adopted by the Academic Advisory Council, to be adhered to by all faculty members, is as follows:

<u>Percentages</u>	<u>Grade</u>
90 -- 100	A
80 -- 89	B
70 -- 79	C
60 -- 69	D
0 -- 59	F

Credit by Examination. Only matriculating, degree-seeking students may be considered for Institutional Credit by Examination. Students desiring credit for a course through Credit by Examination must first contact the appropriate department head. NOT ALL COURSES ARE AVAILABLE FOR CREDIT BY EXAMINATION. CREDITS FOR ONLY TWO COURSES MAY BE EARNED THROUGH INSTITUTIONAL CREDIT BY EXAMINATION. STUDENTS EITHER PASS OR FAIL. ONLY CREDITS ARE RECORDED ON THE OFFICIAL TRANSCRIPT THROUGH THE CREDIT BY EXAM PROCESS.

#### Faculty Responsibilities

- A. Arrangements for receiving credit for a course by examination are made through the department head of the area that offers the course.
- B. The department head determines which faculty member will have the responsibility of administering the examination.
- C. The faculty member will tell the student when and where the examination will be administered. The department head will be made aware of these arrangements.
- D. Before administering the examination, the faculty member must receive the Credit by Examination form from the Registrar's Office AND PROOF THAT THE STUDENT HAS PAID FOR THE EXAMINATION.
- E. After the student takes the exam, the faculty member scores the exam and determines if the exam was passed. If so, the Credit by Examination Form is completed by the faculty member who indicates on the form that the student passed the examination. THE FACULTY MEMBER MUST SIGN THE FORM.
- F. The form, the examination, and the proof of payment statement are then forwarded to the faculty member's department head. The department head will sign and forward all documents to the school dean, who will sign and forward all documents to the VPAA. The VPAA will then sign and forward all documents to the Registrar.

#### Student Responsibilities

1. A student desiring to earn credit for a course through Institutional Credit by Examination must contact the department head of the area in which the course is offered.

2. If the course is available for Institutional Credit by Examination, the student must make arrangements to take the examination (to include date, time, place, and who will administer the examination) with the department head.
3. The student must pick up a Credit by Examination Form from the Registrar's Office.
4. The student must pay the examination fee, which is based on the number of hours the course carries, at the Cashier's Office.
5. The student must take the form and the receipt or statement showing that the cost of the examination credit hours has been paid to the department head or instructor. **NO EXAMINATION WILL BE ADMINISTERED WITHOUT PROOF OF PAYMENT.**
6. The student will then take the examination and leave all paperwork with the instructor. **IF THE STUDENT FAILS THE EXAMINATION, THE FEE PAID WILL NOT BE REIMBURSED TO THE STUDENT.**

Senior Seminar Prerequisite. Faculty must ensure that students have passed three sub-tests of the CLAST, including English and Essay, before registering for Senior Seminar. Faculty members should refer to the section on Academic Regulations in the current University catalog for more information on CLAST requirements (Please see Appendix VIII, The College-Level Academic Skills Test).

Incomplete Grades. When instructors submit incomplete grades ("I"), they must indicate in their record entry (faculty roll book or digital memory) exactly what requirements the student must fulfill in order to remove the incomplete grade (papers, tests, activities, examination permit, and so forth). The specific weight of the incomplete work within the total requirements of the course should also be indicated in the faculty record entry. The instructor's academic school office should maintain a copy of each faculty member's record entry

Change of Grades. The faculty member has a right to submit a change of grade form to the Registrar's Office through the proper channels. The grade form should be signed and submitted to the appropriate department head, school dean, and then to the Vice President for Academic Affairs. No grades should be changed after one year; faculty members should refer to the section on Academic Regulations in the current University Catalog. The faculty member is required to provide adequate explanation why a grade is being changed.

It shall be considered an unethical act for a faculty member or administrator to use his/her influence in an attempt to secure a change of grade for a student by any other means than described above. A student, however, has the right to appeal the academic decision of a teacher (See Part VI, Committees, pp. 70-71 for an explanation of the Grade Appeal Process).

Grades Earned at Other Institutions. Grades earned by a student from another institution and accepted by B-CU are not computed in his/her B-CU cumulative grade point average.

Community College Credits. No courses completed at a Community or Junior College will be accepted by B-CU as upper-division (300-400 level) work. This restriction, however, does not preclude consideration of courses offered by a university or four-year institution given on the Community or Junior College site.

Maximum Student Load for Summer Weekend Courses. The maximum course load permitted for students in summer weekend classes is six semester hours.

Drop Restriction. Students are not permitted to drop Freshman Seminar or General Education courses in English, Mathematics or Reading. These courses must be continued without a break until successfully completed, unless special circumstances exist as determined by the Freshman College.

Final Examination Schedule. Faculty members must adhere to the published final Examination Schedule compiled by the University Registrar. No changes in the schedule may be made without prior approval of the Registrar and the VPAA. **Faculty members must not send students to the Academic Affairs Office for permission to take final examinations at a time other than scheduled.** The above policy on examination schedules is in reference to the entire class. The faculty member, on a case-by-case basis, may decide to allow an individual student to take an examination at another time.

Class Excuse of Student Groups. When requests are made for groups of students to be excused from their classes for University-approved reasons, such as field trips, choir trips, athletic-team travel, on-campus programs and so forth, a list of the students who are to participate will be sent to the faculty members concerned by the faculty or staff person who is sponsoring the trip. Students must be in good standing to be eligible for such administrative excuse from classes.

Allegations of Academic Dishonesty. When there is reason to suspect a student has violated either a University policy on academic honesty, or the instructor's specific codes as found in the course syllabus, the instructor should discuss the charges and the evidence with the student, preferably in private. Without taking punitive action, the instructor will submit a written report to the school dean through the department head. The report of the instructor should include such information as the instructor's charge against the student, evidence supporting the instructor's charge, and a summary of the discussion between the student and the instructor, including any admission or denial of guilt.

Upon receipt of the instructor's report, the school dean will inform the student in writing of his/her right to a hearing and enclose a copy of the instructor's entire report. The student will not be permitted to withdraw from a course during such investigation. If the student does not request a hearing by the school dean, the dean will notify the instructor and the student of the consequence, with a copy to the VPAA. If the student chooses to appeal the dean's decision:

1. The student will be permitted five school days from receipt of the dean's letter to request an appeal before the Administrative Panel. The letter requesting the appeal shall be submitted to the Vice President for Student Affairs.
2. If the request for appeal is granted, then the Vice President for Student Affairs will schedule a hearing.
3. At the appeal hearing, all parties will have an opportunity to respond to the charges, to present evidence and/or argument on all issues involved, and to present rebuttal evidence. The hearing will be conducted in an informal but orderly manner.
4. The decision of the Administrative Panel is considered to be final.

Student Workers. B-CU employees who supervise student workers in their offices are responsible for giving the students written job descriptions; orienting the students to their duties and responsibilities; insisting on proper office decorum in their behavior, dress, and attitude; making certain that students use telephone skills which are proper for the office; providing close supervision; insisting that students report to work on time and produce quality performance; reporting student worker problems; and reporting to the Financial Aid Office only the actual times students have worked.

## **PART V -- GENERAL POLICIES**

### The Faculty Work Calendar

The Faculty Work Calendar normally provides the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King's Birthday, Spring Break, Good Friday, Memorial Day, and Independence Day. The actual dates are specified on the University Calendar for the current academic year. The University recesses for faculty members from the end of the contract period until the beginning of the new contract period in the following fall semester.

Workday for Faculty and Academic School Deans: The hours of administrative operation for the University are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Faculty members are expected to report to the campus during each regular workday for the purpose of meeting classes, maintaining office hours, attending faculty/school or committee meetings, advising students, and supervising extra-curricular student activities. **Faculty members are expected to be available 40 hours per week. If they are not on campus, they should be accessible through their respective deans.**

The faculty member must spend a minimum of 10 hours each week in the office in accordance with the posted office hours. Academic school deans are expected to maintain working hours either in their offices or elsewhere on the campus during each regular workday.

Normal Workload for Full-Time Faculty and Academic School Deans: The normal workload for a full-time faculty member or academic school dean is distributed among the following categories of activities:

1. Formal instruction in a classroom, laboratory, or studio.
2. Academic advising and personal counseling of students.
3. Institutional service outside the designated instructional and advising functions, such as standing committees, sponsors of student organizations and activities, and attendance at campus assemblies.
4. Personal service and assistance to faculty and staff colleagues and associates.
5. Professional activity that is relevant to one's academic discipline or the higher education in general as publications, research, and professional meetings.
6. Public service that is local, state or national in scope.
7. Administrative service that is relevant to the above duties and responsibilities or that may be specifically designated.

Each of the above categories of activity or service has a normal workload or performance standard, and every effort is made to insure that the various workload and service requirements of the University are distributed fairly and equitably among all of its faculty members and academic school deans. These various workload and service are as follows:

*Normal Instructional Workload:* Under the normal standards for instructional workload, a full-time faculty member may be assigned to teach no more than fifteen credit hours of instruction per semester based upon a sixty-minute clock-hour of instruction per credit hour per week. Academic deans may not be assigned to teach more than three credit hours of instruction per semester.

Normally, faculty members and academic school deans will not be assigned teaching loads that are in excess of those maximums except in cases of need or emergency. In such instances, faculty members and academic school deans will be compensated for the extra teaching responsibility on the basis of an amount established as part of the faculty salary schedule paid as a supplement to the regular faculty salary at the end of the academic year.

*Normal Institutional Service:* Full-time faculty members and academic school deans are expected to provide certain kinds of “institutional” service to the institution such as the following:

1. Serving on standing and special committees for the University (See Part VI--Committees and Part VII--Faculty Association Bylaws in this handbook).
2. Providing supervision for at least one extra-curricular student activity, which may or may not be related to the academic discipline that the faculty member was originally employed to teach.
3. Assisting in the maintenance of the University’s “sense of community” by freely participating in University-sponsored assemblies and programs.
4. Attending and participating in a variety of special University activities that occur throughout the school year. Homecoming activities, convocations, Founder’s Day, the President’s assemblies, graduation exercises (Service of Consecration for Graduating Seniors, Commencement Convocation) are especially included in the Faculty Work Calendar for required faculty attendance.

In addition to attending the above activities, faculty members are encouraged to attend a variety of other institutional events that involve musical, dramatic, artistic, religious, and public affairs presentations.

*Personal Service:* Full-time faculty members and academic school deans are expected to offer personal service, assistance and advice to other faculty and staff colleagues and associates in terms of promoting professional growth and improving functional performance. Each faculty member is expected to maintain a positive and professional attitude toward his or her role at the University and to work as a cooperative team member.

*Professional Activity:* Full-time faculty members and academic school deans are expected to make some effort during each academic year toward professional activity in their disciplines or in the area of higher education in general. This might include being an active member or officer of a professional association or society, publishing a book or article or delivering a paper within the area of one’s professional field, or undertaking a program of formal or informal study, research or travel directed toward professional improvement as a teacher or administrator.

*Public Service:* Faculty members and academic school deans are encouraged to be active supporters of, workers for, and contributors to public service activities and agencies, especially those related to the mission of the University. This service, however, should not interfere with the faculty member's primary responsibility to the University. Individuals should not seek to represent the University unless given administrative approval to do so.

*Administrative Service:* Each faculty member is expected to render certain kinds of administrative service relevant to his or her role as a faculty member. This includes:

1. Attending and participating in meetings of the faculty, the academic school deans and appropriate committees
2. Maintaining appropriate academic records for each class taught
3. Submitting timely and accurate reports as required
4. Attending to the details of work tasks effectively and imaginatively.

The amount of administrative service expected of academic school deans is considerably greater than that expected of a regular faculty member, and the standard of performance expected in rendering these administrative services is also proportionately higher. The standard of performance for academic school deans in rendering administrative service to the University is specifically evaluated in terms of the duties and responsibilities of the position as listed in the job description for the academic school deans in the Standard Operating Policies and Procedures for Academic Affairs (SOPPAA) Manual and the Faculty Handbook.

The Master Calendar is published by the Office of Institutional Research & Planning and includes annual events for the period August through July. Copies may be obtained by contacting that office.

The University's Academic Calendar is printed in the Bethune-Cookman University Undergraduate Catalog published by the Office of the Vice President for Academic Affairs and posted on the University website. The University operates on the semester plan during fall and spring, beginning in August and ending in April/May. During the summer sessions, classes are held Monday through Friday, beginning in May and ending in June.

A Calendar of Events is published bi-weekly by the Office of the Vice President for Student Affairs (VPSA) and relates to weekly events or programs of organizations, etc. Any campus personnel desiring to schedule an event, e.g., lecture, concert, exhibit, film, or drama should submit a written request to the VPSA for inclusion on the Calendar. Scheduling must be checked to avoid time and space conflicts with other events. Any extracurricular use of campus building or grounds must be requested through the Vice President for Student Affairs. The Office of Fiscal Affairs should be contacted concerning required fees for use of buildings.

Use of University Name, Stationery, and Seal. The University name or seal may not be used for commercial, personal, or political gain. University letterhead should not be used for personal business or in any instance that might imply University endorsement of a publication, political announcement, viewpoint or product. Personnel should seek approval from the University President when proposed use of the University name seems questionable. University stationery should be used, however, when officially representing the University in writing.

News and Public Information. All official B-CU information on instruction, research, faculty, students and activities must be channeled through the B-CU Public Relations Office for publication. That office is responsible for informing the public on University matters through local, regional and national news media. Information should be submitted at least three weeks in advance of such publication; allowances, however, are made for breaking news, which bears some impact on the school. This policy does not apply to papers presented or published in scholarly journals.

### Communications

*Mail.* All campus mail should be hand-delivered. Outgoing official U.S. mail is charged to the budget of the initiating office and should be received in the Mail Room by 3:30 p.m. daily. The campus Mail Room is located in the Procurement Building. The United States Post Office maintains mailboxes on campus.

*Telephone.* A computer-assisted system facilitates on- and off-campus calls. An operator is on duty from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays. Long distance calls may be restricted to school deans, academic department heads, directors, and their designees.

### Travel and Hospitality

*Official Travel.* All official travel by University personnel, including student groups, is paid for through institutional or specific program budgets. Such expenditure must be at the discretion of the responsible officer and pursuant to University policies regulating travel costs issued by the Fiscal Affairs Office. Arrangements for use of motor pool vehicles for University business should be made several work days in advance of the trip through the Transportation Department. Personal use of University-owned vehicles is prohibited.

All persons who travel on behalf of Bethune-Cookman University and use their own automobiles may file a Mileage Expense Report. Current travel information (per diem and mileage expense) and forms may be obtained from the Accounts Payable Office.

*Travel Advance.* All employees authorized to travel on behalf of Bethune-Cookman University may be required to use their own resources (e.g., cash, credit card or personal check) to pay the costs. If it is impossible for some to pay for their entire expenses, then they must submit a purchase requisition to their supervisor, for forwarding through channels to the Accounts Payable Office, no later than ten workdays before the travel is to commence. The Accounts Payable Office will purchase a round-trip ticket and authorize the hotel/motel to bill the University directly for room and tax ONLY. Funding for meals, registration, and ground transportation will, nevertheless, remain the responsibility of the person doing the traveling. Reimbursement for meals and ground travel is at the rate established by the Accounts Payable Office. The University will not pay for personal telephone calls, alcohol, or personal incidentals. Documentation of the business to be conducted, or the conference to be attended, must be submitted along with the travel requisition and approved before departing on the trip.

*Travel Expenses for Consultants, Faculty Candidates, Etc.* All individuals or groups invited to the University with administrative approval are reimbursed upon submission of a purchase requisition and documentation of expenses. B-CU individuals or groups extending invitations to visitors should

inform them of the University travel reimbursement policy. In general, the University will pay for travel by automobile, at the current rate established by the Fiscal Affairs Office. Bus, train and airline coach fares will be reimbursed when verified by receipt.

*Fees and Expenses for Consultants.* All individuals or groups must be approved by means of a purchase requisition before issuing an invitation to such guests. Payment of honorarium or fees will be made immediately at the end of the individual's performance, only if a purchase requisition form has been submitted to the Fiscal Affairs Office at least 10 workdays prior to the desired date of payment. Travel, meals and housing expenses will be reimbursed after the Accounts Payable Office has received a purchase requisition and proper documentation of expenses from the individual to be refunded. B-CU reports payments of fees in accordance with state and federal laws.

*Meals for B-CU Invited Campus Visitors.* Visitors should be advised of the budgetary allowance. The Executive Vice President for Finance and Administration establishes University per diem for meals. The University does not pay for alcoholic beverages. Incurred expenses are charged directly to the budget of the administrative unit serving as host.

*Hospitality* includes housing and meals for special guests and consultants. The University reserves the right to provide room(s) in a suitable abode within budgetary limitations. Should the visitor desire more costly accommodations, he/she should be advised of his or her responsibility to bear the additional expense. Visitors' telephone calls, alcoholic beverages, and incidentals are not paid for by Bethune-Cookman University.

Purchasing. Purchase requisitions, for checks requested and necessary items to be purchased, must be received in the Office of the VPAA not later than 10 working days prior to the date an item is needed. To order supplies and/or equipment, purchase requisitions specifying budget number, dollar amounts, item names, and potential vendor must be filed through appropriate channels.

Physical Plant. Most maintenance is furnished through the Physical Plant Department. Repairs of electric items, heat, water, plumbing, and/or air conditioning, should be requested on a Work Order Form and sent through channels to the Fiscal Affairs Office. Emergencies should be reported to the Fiscal Affairs Office or the Physical Plant Department.

Health Matters. The Health Services Department, located at the north end of the main campus, is primarily concerned with student health needs. The Infirmary is available to faculty and staff on an emergency basis only. There is a registered nurse on duty full time. A physician is employed part-time and is also available on call for emergencies.

The University may require a medical evaluation and a physical or mental examination of employees in the academic sector after a conditional offer of employment has been made, but before they start work. In addition, the University may require physical or mental examinations of an employee when the University deems such examination to be job-related and consistent with business necessity. The results of such examinations will be kept confidential except to the extent disclosure is required or permitted by law.

University Bookstore. The Bookstore, located in the Wildcat Center on International Boulevard Speedway, is the official source of textbooks along with clothing bearing University colors or logo, cards, jewelry, and other items. The bookstore is a contractual, auxiliary enterprise operated during hours posted by that facility. Teaching faculty members should place orders for textbooks on individual forms filed through one's academic department head.

Selling And/Or Soliciting Funds. No University employee or student may solicit funds without prior approval from the Vice President for Administration/Finance. Application to solicit should be made in writing at least 30 days prior to the time of solicitation.

Outside vendors seeking to sell goods or services to University employees or students on campus must have the approval of the Executive Vice President for Finance and Administration.

## PART VI -- COMMITTEES

Committees reporting to Cabinet Members and the Committees of the Board of Trustees are distinct from those Committees under the By-Laws of the Faculty Association.

The following committees report to Cabinet Members.

<u>Committee</u>	<u>Reports To</u>
Committee on Academic Appeals	Vice President for Academic Affairs
Committee on Grade Appeals	Vice President for Academic Affairs
Academic Policies & Curriculum	Vice President for Academic Affairs
Athletics	Executive Vice President for Finance and Administration
Committee on Grievances	Vice President for Academic Affairs
Committee on Honorary Degrees	Vice President for Academic Affairs
Faculty Administrative Hearing	President
Religious Life	Director of Religious Affairs
Student Handbook	Vice President for Student Affairs

Faculty may serve on other University committees, such as those, which deal with student disciplinary issues and concerns.

Minutes and Reports. The chairperson of the committee, or a surrogate, is responsible for preparing minutes and forwarding copies to the appropriate Cabinet Member.

### The Committee on Academic Appeals

A. Membership. The Vice President for Academic Affairs (VPAA), the academic school deans, the Director of Retention, the Dean of Men, the Dean of Women, and the Registrar.

B. Responsibilities.

The Committee on Academic Appeals specifically considers academic dismissals. The committee meets at the beginning of the fall and spring semesters. Please see the current Bethune-Cookman University catalog under "General Academic Information" for details regarding the academic appeals process.

### Committee on Grade Appeals

A. Membership. The concerned school dean or the VPAA shall appoint the Committee.

B. Responsibilities.

The Committee on Grade Appeal considers a student's appeal of his/her final grade. A student has the right to appeal decisions regarding final grades in a specific course. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the professor and/or department head.

C. Steps in the grade appeal process:

1. The student submits a written statement to the professor's school dean *within six weeks* after issuance of the grade, setting forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. The school dean, on receipt of this petition, should provide a copy of the student's complaint to the professor or person concerned.
2. The school dean will appoint a committee of the faculty--this committee may have representation from other schools--to review the written statement from the student, secure additional information that the student may have, and hear and examine evidence and information that the professor or the person concerned may have in support of his decision. Both the student and the professor shall each receive reasonable notice of the hearing before the faculty committee and be permitted to be present at the hearing. In addition, the parties shall have the right to present evidence and to examine any witnesses who should testify. The committee then makes a recommendation to the school dean, along with all of the supporting data, and the school dean renders a decision in the case, which is immediately communicated in writing to the student, the person(s) concerned, and the committee.
3. If the student or the person(s) concerned are dissatisfied with the decision of the school dean, he or she may appeal to the VPAA. If this is done, the VPAA will review all of the information and, if he/she wishes, refer it to a committee--composed of four faculty representatives and one senior student--to investigate the situation further and recommend action to him/her. The VPAA will then render a final decision in the case, which will be communicated to the student, the person(s) concerned, the school dean, and members of the committee participating in the case.

Committee on Academic Policies and Curriculum (APCC)

A. Membership

The Academic Policies and Curriculum Committee shall consist of the VPAA as ex-officio member, the Associate Vice President for Academic Affairs, the academic school deans, an elected representative from the Faculty Association, an elected faculty member from each of the academic schools, the Registrar, the Director of Admissions, the Director, Professional Studies (Continuing Education Sites), the Director of the Library/Learning Resources Center (LLRC), the Director of Institutional Research & Planning, the Director of Career Placement and Counseling Services, the Director of Student Support Services, and the President of the Student Government Association.

B. Chairperson

The chairperson of the committee shall rotate annually among the academic school deans in alphabetical order: Arts & Humanities, Business, C.A.R.E.S., Education, Graduate and

Professional Studies, Nursing, Science, Engineering & Mathematics, and Social Sciences unless the Committee decides that justifiable reasons necessitate change in the order.

C. Chair-elect

The chair-elect of the APCC for the current academic year will be the individual who is in line to chair the APCC during the subsequent year. The VPAA shall assign someone from the Office of Academic Affairs to work with the Chair-elect to process the agenda, minutes and final proposals. The Office of Academic Affairs houses the documentation for APCC.

D. Responsibilities of the APCC

It shall be the function of this Committee to evaluate all matters associated with the academic program of the University in relation to goals, curricular planning and procedures, academic standards and regulations, academic support services, and instructional development and evaluation.

1. Curriculum: The Committee shall make recommendations to the VPAA on matters affecting the curriculum: changes in regulations, area offerings, creation of new courses or major areas, deletion of existing courses or major areas, credits acceptable by transfer, and credits acceptable under special programs.
2. Graduation: It shall make recommendations on matters involving graduation requirements relating to general education, majors, minors, student course loads, minimum and maximum number of hours required and allowed in respective major areas of study, and graduation honors including Cum Laude, Magna Cum Laude, and Summa Cum Laude.
3. Instruction and the Academic Calendar: The Committee shall review and make recommendations on matters affecting the academic calendar.
4. Consultation: The Committee shall consult with campus offices, as necessary, to strengthen the education process.
5. Evaluation of Special Programs: The Committee shall evaluate special programs, independent study, interdisciplinary courses and other matters of special interest, if requested by the VPAA.

E. Procedures:

Meetings shall follow Roberts' Rules of Order.

1. Proposals from Academic Schools: Proposals for revision(s) or change(s) presented to the Committee, by representatives of academic schools, must have met the approval of the respective school faculty and must be forwarded by the school dean. Presentations from schools should reflect thinking of the unit aggregate.
2. Copies: Written proposals should be submitted in sufficient copies for distribution to each person present at the meeting.

3. Voting: Presentations that propose curricular revisions will be voted on at one monthly or special meeting as a first reading, and a final deciding vote taken at the next monthly or special meeting. This policy is to ensure time for a proposal to be studied by APCC members, Faculty Association, and for Committee members' receipt of input from the faculty members in academic schools. Minutes from the schools' and the Faculty Association meetings should be submitted to APCC to document that the proposals have been reviewed following the first reading.
  4. Reporting to Academic Schools: Elected APCC members shall report to the respective schools at their regular meetings and receive input from faculty members regarding matters that have been placed before the APCC.
  5. SGA: The President of the Student Government Association shall report to that organization in its regular meetings.
  6. Minutes: Minutes of APCC meetings shall be submitted to the VPAA within five working days after each meeting. Rejection by the VPAA of any actions taken by the committee will be made in writing to the APCC Chairperson with a copy of the minutes in question attached.
  7. File and Distribution: A copy of the minutes, and all appendices, shall be filed in the Academic Affairs Office. One copy of the minutes, without appendices, will be forwarded to each member and other persons who attended the meeting.
  8. Advisory Capacity: The Committee shall advise the VPAA on particular cases of enforcement, or academic regulations, and on any other matters requested. Such advice shall not be binding upon the VPAA.
  9. University-Wide Implication: Recommendations of the APCC, regarding academic policies, regulations, curricula, and/or the educational program in general which have University-wide implications shall be submitted by the VPAA to the University Cabinet and, if accepted, later to the Educational Policies Committee of the B-CU Board of Trustees for that committee's review and presentation to the full Board of Trustees. Major policies having University-wide implications shall not be initiated prior to Board approval.
- F. Proposals for Change  
Proposals to change academic regulations may be initiated by the Committee or referred to it in writing by any office of the University, by the Faculty Association, by any ten faculty members, or by the Executive Committee of the Student Government Association with consent of the Vice President for Student Affairs.

### Committee on Athletics

#### A. Membership

The Committee shall consist of 15 persons selected according to faculty/staff relations to the academic program and the alumni.

#### B. Responsibilities

The Committee on Athletics shall make recommendations on regulations concerning student participation in inter-collegiate and intramural athletics, eligibility of individual athletes, schedules for athletic events, and other NCAA Division-AA compliances.

### Committee on Grievances

#### C. Membership

The Committee shall consist of one faculty member from each academic school and the Library/LRC.

#### D. Responsibilities

The convener will call a committee meeting within five working days of receipt of notice from the VPAA concerning a committee assignment. A chairperson and secretary will be elected from among the seven members. Notification of the names of the chairperson and secretary shall be forwarded to the VPAA.

#### E. Documentation Prior to Hearing

The VPAA will submit copies of faculty grievance letters and all appendices to the chairperson of the committee who will then make and personally deliver copies to each member of the committee. Should any committee member request additional documentation, copies of that documentation will be delivered to each member of the committee by the chairperson.

#### F. Attendance at the hearing will include the following: committee members, the complainant, one other employee of Bethune-Cookman University to assist in the presentation (if so desired by the complainant), the academic school dean, the department head, and other parties if requested by the committee chairperson for the purpose of presenting information.

#### G. Conflict of Interest

If a committee member has been involved in the grievance leading to the hearing, he/she will disqualify himself/herself. If the individual fails to do so, the chairperson will have the right to disqualify that committee member. The presence of four committee members constitutes a quorum.

#### H. Closed meetings: The committee will consider the grievance in private session and make recommendations. In the best interest of all concerned, hearings are closed to news media and the community outside of Bethune-Cookman University unless permission is granted at the University Cabinet level.

#### I. Confidentiality: Committee members are prohibited from discussing the grievance

with those involved, with friends, other employees or outside persons before or after the hearing.

### Committee on Honorary Degrees

#### A. Membership

A committee shall be appointed annually by the VPAA and will consist of the VPAA, serving as committee chair, two faculty representatives appointed by the Faculty Association, the president of the Faculty Association, two faculty representatives appointed by the President of the University, one student representative appointed by the Student Government Association, the Vice President for Institutional Advancement, and the President as an ex officio member.

#### B. Responsibilities

The committee shall be responsible for receiving nominations for honorary degrees, deliberating over the nominations, and making recommendations to the VPAA, who will forward those recommendations to the President for submission to the Board of Trustees for formal action. The University President reserves the right to present nominees for consideration directly to the Trustees without going through the faculty committee.

#### C. Criteria

An honorary degree is one of higher education's most significant accolades. Honorary degrees are awarded on a selective basis to individuals who have made outstanding achievements and contributions to an academic discipline or to society. Such individuals merit special recognition for genuine achievement and distinction in a field or activity consonant with the mission of Bethune-Cookman University.

Only the Board of Trustees may authorize the award of an honorary degree. Candidates for honorary degrees must have the quality and records of achievement that would make their identification with the University and the recognition of the degree especially appropriate. The conferring of an honorary degree should bring honor to the institution, even as it honors the recipient. Consideration is given to qualified candidates without regard to race, color, sex, marital status, disability, age, religion, national or ethnic origin.

Some of the factors to be considered by the Committee in its deliberations are the following:

1. Accomplishments of Note. These accomplishments should include scholarly distinction and outstanding contributions to the creative or performing arts.
2. Service to the community at large or to a profession or discipline. This service should include outstanding achievements in the area of public service at the national or international levels, at the local or community level, or to a profession or discipline.

3. Service to the University. This service must normally be of long-standing and unusual merit. This service may include exceptional acts of philanthropy to the University.

#### D. Degrees Conferred

The University confers the following honorary doctorates:

1. Doctor of Divinity – honoris causa (D.D.). Awarded for outstanding scholarship in theology or service to the religious community.
2. Doctor of Laws – honoris causa (LL.D.). Awarded for outstanding scholarly achievement in the Social Sciences and/or for exceptional community contributions at the local, national, or international levels.
3. Doctor of Humane Letters – honoris causa (D.LITT.). Awarded for outstanding achievement in the humanities, social sciences, or in the performing or fine arts, of a scholarly or creative nature.

*\*(Honorary Degree Policy approved by the B-CU Board of Trustees, 3/18/05)*

#### Committee on Religious Life

##### A. Membership

The Committee shall consist of the University Chaplain, the Department Head for Religion and Philosophy, four members of the Faculty Association, three staff members, and four students.

- ##### B. Responsibilities.
- The Committee on Religious Life shall be responsible for enriching spiritual life of the University community.

#### Committee on Student Handbook

- ##### A. Membership.
- The Committee shall consist of the Vice President for Student Affairs, three faculty members, three staff members, and three students.

- ##### B. Responsibilities.
- The Committee on the Student Handbook will, at the call of the Vice President for Student Affairs, review the document for needed revisions at least once each academic year.

Committees of the Board of Trustees. Invitations to the Board of Trustees committee meetings will be at the discretion of the University President.

**PART VII -- FACULTY ASSOCIATION BYLAWS**

**FACULTY ASSOCIATION BYLAWS<sup>1</sup>**

**OF**

**BETHUNE-COOKMAN UNIVERSITY**

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<sup>1</sup> Revised and Approved October 2000

Source: The Office of the Vice President for Academic Affairs

## FACULTY ASSOCIATION BYLAWS

### ARTICLE I

#### GENERAL GOVERNANCE

##### Section 1.

The Faculty Association may adopt for its own government such principles and bylaws as shall seem desirable to promote efficiency and to facilitate its work, provided, however, that all such bylaws and principles shall be subject to the rules, regulations, and requirements set forth by the Board of Trustees and any change shall be subject to approval of the Board of Trustees, and provided further that such bylaws and principles set forth by the Faculty Association shall not be in violation of the constitution or bylaws of this corporation, Bethune-Cookman University, or any law of the State of Florida. The records of the Faculty Association and their meetings shall always be open for inspection of any trustee, and all Faculty Association legislation shall be subject to approval or revision of the Board.<sup>2</sup>

##### Section 2.

The standards set forth by the American Association of University professors, as published in the AAUP Policy Documents and Reports, 1973 edition and subsequent revisions, when not in conflict with the University Charter, the bylaws of the Board of Trustees, or the Faculty Handbook, shall be binding in matters of academic freedom, appointments, tenure, faculty responsibilities, and accountability.

### ARTICLE II

#### THE FACULTY ASSOCIATION

#### MEMBERSHIP AND SUFFRAGE

##### Section 1.

The Faculty Association shall be composed of all full-time persons holding Bethune-Cookman University faculty appointments. A member has the right to attend meetings, hold office, and vote on all matters pertaining to the Faculty Association.

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<sup>2</sup> See minutes of the Spring Meeting, Board of Trustees, Bethune-Cookman University, March 27, 1992, page-9, last paragraph; note, however, those minutes speak of the "Faculty Council," in contrast to a draft by the faculty which speaks of the "Faculty Association."

## Section 2.

Part-time teachers, professors emeriti, and visiting lecturers shall have the privilege of the floor, but are without vote and the right to hold office.

### ARTICLE III

#### OFFICERS OF THE FACULTY ASSOCIATION

## Section 1.

The President of the Faculty Association shall be elected yearly by members of the Faculty Association, and may not serve more than<sup>3</sup> two consecutive terms. The President will preside over Faculty Association meetings, prepare the agenda, and convene the Faculty Association for extraordinary meetings.

## Section 2.

The Vice President of the Faculty Association shall be elected yearly by members of the Faculty Association, and may not serve more than<sup>4</sup> two consecutive terms. This officer shall act as the President in case the President is unable to do so.

## Section 3.

The Secretary<sup>5</sup> of the Faculty Association shall be elected by members of the Faculty Association to serve for one year. The Secretary shall distribute meeting agendas to Faculty Association members, compile and maintain reports and minutes of the Faculty Association and its committees, and publicize the announcements of the current year's meetings in the campus bulletins and newsletters. The Secretary is also responsible for publicizing the succeeding year's schedule in the University Master Calendar.

The Treasurer of the Faculty Association shall be elected by members of the Faculty Association to serve for one year. The Treasurer will collect dues as authorized by the Faculty Association, maintain current financial records of the Faculty Association and disperse funds as directed by a majority vote of members present during Faculty Association meeting<sup>6</sup>.

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<sup>3</sup> Reference B-CC Board of Trustees Committee on Personnel Policies, October 13, 1994, pages 1 and 2; also, Weldon M. Blake, Esq., Chair., Faculty Association Handbook Committee, in memorandum of December 8, 1995 to AVPAA, stated: "The words [more than] were added by amendment. Said amendment was duly approved by the Board of Trustees."

<sup>4</sup> Ibid.

<sup>5</sup> Memo December 8, 1995 by Weldon M. Blake, Esq., Chair., Faculty Association Handbook Committee and past President of the Association

<sup>6</sup> Revised Secretary-Treasurer position October 2000

#### Section 4.

The Parliamentarian<sup>7</sup> of the Faculty Association shall be the retiring President of the Faculty Association to serve one year. In the event that the President of the Faculty Association is elected for a second consecutive term, the Parliamentarian shall be elected from a slate of nominees presented to the Faculty Association by the Nominations Committee. The Parliamentarian shall advise the Faculty Association on parliamentary procedures and serve as consultant to assure a smooth transition as new officers assume leadership.

#### Section 5.

Announcement of the voting results for the above officers for each academic year shall take place at the last spring meeting of the Faculty association in May. This meeting shall be held no later the end of the school year.

#### Section 6.

The slate of the Nominations Committee shall be presented at April meeting of the Faculty Association. The members of the Faculty Association shall have the right to add nominations from the floor.

#### Section 7.

Members of the Faculty Association shall have absentee voting privileges on matters pertaining to elections.

#### Section 8.

Voting shall be by secret ballot. Ballots shall be prepared, distributed and counted by the Nominations Committee. Election of the above officers shall be decided by a majority of voting members of the Faculty Association.

#### Section 9.

If an elected official is unable to serve until the completion of the term, the Faculty Association shall hold an election for replacement at the next regularly scheduled monthly meeting.

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<sup>7</sup> Revised Policy for the Parliamentarian October 2000

## ARTICLE IV

### MEETINGS OF THE FACULTY ASSOCIATION

#### Section 1. Responsibility for Calling Meetings

All meetings of the Faculty Association shall be called by the President of the Faculty Association, or upon the written request of ten or more voting members of the Faculty Association.

#### Section 2. Regular Meetings

There shall be monthly meetings of the Faculty Association during the academic year. The dates and times for the monthly meetings shall be published in the University Calendar.

#### Section 3. Special Meetings

Special meetings of the Faculty Association may be held at any time during the academic year or summer session except when the date falls on a holiday or period of recess.

#### Section 4. Quorum

A quorum for a regularly scheduled meeting of the Faculty Association shall consist of 10 percent of the voting members.

A quorum for a specially called meeting of the Faculty Association shall consist of 50 percent of the voting members.

#### Section 5. Rules of Order

Roberts' Rules of Order, when not in conflict with these bylaws, shall be used in the conduct of the meetings of the Faculty Association.

#### Section 6. Voting

Questions before the Faculty Association shall be decided by voice vote or by show of hands at the option of the presiding officer. If the ruling of the presiding officer on a voice vote is challenged, voting shall be by show of hands. Upon the request of any five members present, voting shall be by written ballot.

Elections on questions involving a choice between persons by name shall require a written ballot unless there is a single nominee for an office.

Absentee voting may be provided for in special cases at the discretion of the presiding officer.

## ARTICLE V

### ORDER OF BUSINESS

#### Section 1. Agenda

In regular meetings of the Faculty Association the order of business shall be: Invocation, Agenda, Minutes, Scheduled Reports of Standing Committees, Report from the APCC, Reports from Faculty Association representatives on other committees when appropriate, especially committees of the Board of Trustees, Unfinished Business, New Business, and Adjournment.

#### Section 2. Changing Order of Agenda

A majority of the voting members present may change the order of business for that meeting.

#### Section 3. Special Meetings

Only those items of business stated in the special meeting announcement shall be presented. Their order of presentation shall be determined by the presiding officer.

#### Section 4.

Preparation of the agenda shall be the responsibility of the President. Items for the agenda from standing committees, other committees, other interested groups, officials, and members of the Faculty Association shall be submitted at least one week prior to the meeting. Proposals from the committees of the Faculty Association and individual members related to items approved for the agenda shall ordinarily be distributed to the Faculty Association at least three days before the meeting in which they will be presented.

## ARTICLE VI

### FACULTY ASSOCIATION RESPONSIBILITY

In cooperation with the Vice President for Academic Affairs, the Academic Policies and Curriculum Committee (APCC), and the Graduate Council, The Faculty Association shall have the following review and advisory responsibilities related to the academic program:

1. The formulation, revision and continuous review of academic policies and procedures;
2. The development of curriculum recommendations;
3. The recommendation of faculty personnel policies;
4. The advisement to administrative officers regarding the general welfare and discipline of the student body;
5. The review and revision of policies and procedures for the following: admission requirements; registration, withdrawal and transfer procedures; curricula and degree requirements; grading and examination policies; attendance regulations; and recruitment.
6. The participation in the process of review and revision of the University Master Plan.

The Faculty Association shall make recommendations to the APCC and the Graduate Council through its elected representation on that committee, and, when appropriate, it shall make recommendations directly to the Vice President for Academic Affairs, and through the Vice President to the President of the University on these and related matters.

## ARTICLE VII

### FACULTY ASSOCIATION COMMITTEES

#### Section 1. Standing Committees of the Faculty Association<sup>8</sup>

Standing Committees of the Faculty Association are created by the Faculty Association, report directly to it, and only members of the Faculty Association may chair them or vote in them. The Standing Committees are:

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<sup>8</sup> Revised Section 1. Standing Committees of the Faculty Association. Deleted Committee on Promotion and Tenure, October 2000

- A. Committee on Nominations
- B. Committee on Library/Learning Resources Center
- C. Committee on the Faculty Handbook, Constitution, Bylaws, and SOPPAA Manual
- D. Committee on Faculty Honors and Awards
- E. Committee on Hiring, Dismissal, Faculty Evaluation and Advancement
- F. Committee on Salaries, Insurance, Fringe Benefits, and Retirement
- G. Committee on Grants Review for the B-CC Research Foundation
- H. Committee on Environmental Concerns

## Section 2. Minutes of Standing Committees

Copies of the minutes and procedures of all standing committees of the Faculty Association shall be filed with the Secretary of the Faculty Association.

## Section 3. General Responsibilities of Standing Committees

Responsibilities of all Standing Committees include convening the first meeting of the academic year at the call of the convener appointed by the President of the Faculty Association. The first meeting will be held as early during the Fall Semester as possible, after the formal list of committee memberships has been published. A chairman, and any other officers desired by the individual committees, will be elected at the first (or second) meeting. Meetings, thereafter, will be held at the call of the committee chairman, not less than once each semester, and preferably during the faculty pre-planning and post-planning periods. Additionally, committee meetings may be called by written request of any two committee members, with the request addressed to all other members of the committee. A quorum will consist of those faculty members present at the time of the meeting or as otherwise agreed upon by members of that committee--providing the number of members present is greater than one. The chairman of the committee, or a designated surrogate, will make a final report on the committee's achievements during the final meeting of the Faculty Association for the academic year.

## Section 4. Specific Memberships and Responsibilities of Each Standing Committee

- A. Committee on Nominations

1. Membership<sup>9</sup>. The committee shall consist of the President of the Faculty Association, who shall be the Convener, and active members of the Faculty Association, which shall include only one member from each academic division and the Library/Learning Resources Center (LLRC).

Each division and the LLRC will caucus to select its representative.

2. Responsibilities<sup>10</sup>. The committee shall poll the Faculty Association each year in March to determine individual preferences concerning association offices, committees, and representatives. These preferences shall not be binding. At the April meeting of the Faculty Association, the committee shall distribute its nominees for the following

President  
 Vice President  
 Parliamentarian (if outgoing President is elected to a second term)  
 Secretary  
 Treasurer  
 Academic Policies and Curriculum Committee (APCC)

The Faculty Association will vote on the nominees, including any nominated from the floor, at its next meeting.

A. Committee on the Library/Learning Resources Center (LLRC)

1. Membership. The committee shall consist of one faculty member from each of the academic divisions and the Director of the Library/Learning Resources Center (LLRC), and two students. Faculty members may be reelected; student members, however, shall serve no more than one year.
2. Responsibilities. The committee shall be responsible for studying LLRC needs in view of the academic program, for making recommendations to the Director of the LLRC on matters related to general LLRC policies, for survey and development of resources, and integration of the LLRC program with other academic activities. The committee shall serve as liaison between the Director of the LLRC and the Faculty Association. The committee shall be concerned with the numbers of multiple copies of reserve books, academic area bibliographies, and making recommendations on the findings. It shall be concerned with allocating book funds for academic divisions and/or areas, LLRC requests for additional funds, the enforcement of rules and

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<sup>9</sup> Revised October 2000, Committee on Nominations, Membership: added words active, only, academic. Deleted was the word seven,

<sup>10</sup> Revised October 2000, Responsibilities the words March, preferences and April were added and deleted was the words August, references, "and first (or second) fall". Added to Parliamentarian, were "(if outgoing President is elected to a second term)", Deleted from the list was (Members of the Standing Committees).

regulations, promoting student use of the LLRC, and stressing collection as a whole rather than a member's academic area.

#### B. Committee on Faculty Handbook, Constitution, Bylaws and SOPPAA Manual

1. Membership<sup>11</sup>. The committee shall be composed of the President of the Faculty Association, who shall convene the committee, and at least one faculty member from each of the academic divisions and a member of the LLRC.
2. Responsibilities. The committee shall review the handbook, constitution, by-laws, and SOPPAA Manual from time to time for the purpose of recommending any changes necessary to keep these documents current, as the needs of the University and the Faculty Association may require.

#### C. Committee on Faculty Honors and Awards

1. Membership<sup>12</sup>. The committee shall be composed of the President of the Faculty Association, who shall convene the committee, only one faculty member from each of the academic divisions, a member of the LLRC, and the president of the Student Government Association (SGA).
2. Responsibilities. The committee shall review criteria and selection procedures. It shall receive nominations and submit recommendations to the Vice President for Academic Affairs for the faculty awards for teaching, research, and community service and for Faculty Member of the Year. The bestowal of such honors and awards shall be subject to approval of the Vice President for Academic Affairs, and the President of the University. This committee works closely with the Office of the Vice President for Academic Affairs.

#### D. Committee on Hiring, Dismissal, Faculty Evaluation and Advancement

1. Membership. The committee shall consist of at least one faculty member from each of the academic divisions and a member of the LLRC.
2. Responsibilities. The committee shall study policies and practices related to faculty appointments and termination of employment, making recommendations and submitting reports as necessary. It shall be responsible for the directives contained in the document entitled: "Faculty Evaluation Procedures, 1986-87," filed under separate

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<sup>10</sup> Revised October 2000 added to Membership, "at least one faculty member from each of the academic divisions and a member of the LLRC".

<sup>12</sup> Revised October 2000 added Membership: "only one faculty member form each of the academic divisions, a member of the LLRC".

cover in the Office of the Director of Institutional Research and in the office of the Coordinator for Faculty Evaluation.

In fulfilling these directives, the Committee shall consult with the Director of Institutional Research.

#### F. Committee on Salaries, Insurance, Fringe Benefits, and Retirement

1. Membership<sup>13</sup>. The committee shall consist of at least one faculty member from each of the academic divisions and a member of the LLRC.
2. Responsibilities. The committee shall keep under study the salary, insurance, fringe benefits, and retirement programs for the benefit of the Faculty Association and the University. It shall make recommendations as deemed necessary.

#### G. Committee on Grants Review for the B-CU Research Foundation

1. Membership<sup>14</sup>. The committee shall consist of only one faculty member from each of the academic divisions and a member of LLRC.
2. Responsibilities. The committee will review and make recommendations on funding of B-CU Research Foundation proposals received by the Director of the Foundation from faculty members. Recommendations will pertain to individual proposals for funding salary and non-salary items in the proposals, and for student assistants.

#### H. Committee on Environmental Concerns

1. Membership<sup>15</sup>. The committee shall consist of at least one faculty member from each of the academic division and a member of the LLRC.
2. Responsibilities. The committee will enhance environmental awareness and responsibility among Bethune-Cookman University employees and students, and promote activities, which encourage energy conservation and the preservation of a clean, healthful, and attractive environment.

### Section 5. Academic Policies and Curriculum Committee (APCC)<sup>16</sup>

Although the APCC is not a standing committee of the Faculty Association, its responsibilities necessitate the participation of the Faculty Association.

<sup>13</sup> Revised October 2000, Membership added "at least one faculty member from each of the academic divisions and a member of the LLRC."

<sup>14</sup> Revised October 2000, Membership added "at least one faculty member from each of the academic divisions and a member of the LLRC."

<sup>15</sup> Revised October 2000, Membership added at "least one faculty member from each of the academic divisions and a member of the LLRC."

<sup>16</sup> See Academic Policies and Curriculum Committee (APCC), page 97-99. August 1999 Faculty Handbook.

ARTICLE VIII  
AMENDMENTS

Section 1.

Amendments to these bylaws may be proposed by any voting member of the Faculty Association or by a committee of the Faculty Association, subject to approval by the Faculty Association.

Section 2.

These bylaws, or any provision thereof, may be abrogated or amended at any meeting of the Faculty Association by a two-thirds vote of the voting members present, providing that notice of the meeting shall be sent to each faculty member ten days prior to the meeting and shall contain a copy of the proposed amendment.

Section 3.

No policy amendment adopted by the Faculty Association shall become effective until approved by the Board of Trustees.

## APPENDIX I

### FACULTY EVALUATION

Below is a list of activities which qualify for evaluation purposes in each area. This list is offered to assist faculty in determining which of their activities are recognized for evaluation purposes and how to classify those activities. It is not an exhaustive list nor is it to be considered a list of required elements. **It is not expected that any single faculty member would accomplish the entire list under any given criterion.** If an activity is not listed and does not appear to fall naturally into any given category, please consult with the appropriate dean/department head as to the merit of the activity and how it should be classified.

#### A. Teaching:

1. Knowledge/Command of the subject matter as demonstrated by consistently positive student, peer, and supervisor evaluations.
2. Course Content
3. Course Structure, Organization, and Course Materials
4. Classroom Performance
5. Student evaluations
6. Peer evaluations
7. Relationship with Students
8. Instructor Reliability and Flexibility
9. Curriculum development/revision.

#### B. University and Community Service:

1. Availability to students
  - a) during office hours or at other appropriate times.
  - b) for personal assistance outside of office hours.
2. Overall competence as an advisor as noted by supervisors' evaluations
3. Student Professional Advising
4. Personal Mentoring
  - a. Agrees to interviews or writes letters to endorse, recommend, or vouch for deserving students to advanced degrees, professional schools and programs, certification and licensing, or job applications;
  - b. Is actively involved with programs to improve student retention;
  - c. Advises students of scholarship opportunities; assists them to obtain/prepare applications;
  - d. Encourages individually promising students to pursue independent research and offers them supervision;
  - e. Demonstrates a caring attitude and helps students to obtain assistance for personal health matters, managing their time more effectively,

- improving study skills, etc;
  - f. Assists students with confirmed disabilities via special accommodations for tutorials, examinations, etc;
  - g. Assists students to complete degree requirements in a timely manner by teaching independent studies when course offerings are unavailable;
  - 5. Involvement in Student Organizations and Activities
  - 6. Attendance at Student Activities
  - 7. Committee/Administrative Service
    - a. Serves on faculty committees at the department or college level
    - b. Serves as a department chair or program coordinator
  - 8. Other Areas of University Service
    - a. Works at registration/pre-registration;
    - b. Attends honors convocations, academic awards ceremonies, graduation ceremonies, parent/student welcoming, sporting events, alumni events, and other gatherings;
    - c. Regularly attends college or university-wide or college/department faculty meetings; actively participates in faculty workshops (see note in part III of the text of the Handbook: *all faculty are expected as a minimum requirement for promotion and tenure to participate in at least two faculty-development workshops per semester, and Deans and Department Heads are expected to note participation (or lack of participation) in faculty-development activities in the annual evaluations of faculty members.*);
    - d. Maintains a good professional working relationship with colleagues to enhance the free flow of teaching, advising, or professional information and techniques; and
    - e. Actively involved in student recruiting (attends receptions, interviews or auditions prospective students and families, writes, phones, speaks before groups, etc.).
  - 9. Community/Church Service and Involvement
  - 10. Curriculum development/alterations.
- C. Scholarship: This includes any one or combination of the following: intellectual development, intellectual contributions, and instructional development. Specific examples are given, but these are not to be construed as either lists of required elements or exhaustive lists. These scholarly accomplishments are to be demonstrated by student evaluation, peer evaluation, and supervisor evaluation, as well as by evidence from colleagues in the faculty member's field beyond the University.
- 1. Intellectual Development: Adds to or renews one's personal intellectual capital. These efforts can result in (and be documented by) the items below.
    - a. Hold active membership in professional organizations
    - b. Attendance at tutorials, professional seminars, conferences, institutes,\ or workshops.

- c. Moderation of professional/scholarly workshops or chair conferences/sessions
- d. Academic/practitioner meeting tutorials presented, executive development seminars given, or other formal presentations involving significant preparation (e.g., teaching continuing professional education sessions)
- e. Significant work toward organizing professional or scholarly workshops
- f. Regular reading of professional journals, books, periodicals, etc.
- g. Attendance at professional conferences
- h. Formal and non-formal continuing education courses attended
- i. Initial award or periodic renewal of professional certification or license, or an increase in the breadth or level of certification
- j. Other formal and non-formal continuing education
- k. Chair or serve on dissertation or thesis committees
- l. Induction into organizations indicating high scholarship achievement
- m. Award, honor, or favorable mention by professional or scholarly organizations
- n. Assignment of duties on a journal editorial board, as a professional meeting paper referee, reviewer of grant proposals, book critique for editor and published reviews
- o. Involvement with leading-edge, innovative practitioners (consulting activities preferably on significant non-recurring problems; sponsored research or problem solving contract or grant projects with business, public sector, or non-profit organizations)
- p. Grant proposals or contract projects that have reached (or gone beyond) the proposal submission stage, that generally advance teaching innovation, research, or service goals of the institution
- q. Panel chair or member, discussant roles at academic or peer practitioner meetings that involve new preparation, or write discussant pieces for reviewed papers, articles, or books
- r. New courses (or significant new course content) developed and new pedagogies (teaching approaches/methods/technologies) introduced; these are initiatives that are not generally available for public scrutiny by academic or practitioner peers (new texts or teaching materials, new case studies, new course software, etc., being "pilot tested")
- s. Service as test scorer, test question writer, or reviewer for professional certification or licensing examinations
- t. Academic and/or peer practitioner organization offices held or significant work on committees evidencing intellectual leadership; editor, columnist or contributor to professional organization newsletters

- u. Professional service/consulting to governmental, civic, not-for-profit organizations, or private organizations for a fee or as community service
  - v. Presentations to faculty at your institution discussing teaching innovation or early-stage intellectual contributions (e.g., ongoing research presentations)
2. Intellectual Contributions: Contributes to the intellectual capital of others. Creates new knowledge (i.e., develops theory or produces new creative works.) Develops, supports, disproves, tests, or replicates research related to a basic theory. Alternately, applies, transfers, and interprets knowledge to improve practice and teaching. These efforts can result in (and be documented by) any of the following:
- a. Manuscripts submitted to journals or publishers for review or undergoing subsequent rewrite/resubmission
  - b. Uncompleted manuscripts of journal articles and presentations reaching submission stage aimed at a peer academic or practitioner audience
  - c. Uncompleted books or book chapters currently in preparation
  - d. Published articles aimed at a general (non-peer) audience involving significant investigation and preparation
  - e. Books or chapters in books written for academic audiences or not
  - f. Monographs written for academic audience audiences or not
  - g. Articles published in journals aimed primarily at an academic audience or a peer practitioner audience (peer reviewed or not)
  - h. Articles published in public/trade journals
  - i. Articles published in in-house journals
  - j. Articles published in academic journals (peer reviewed/refereed or not)
  - k. Non-textbook literary or musical pieces
  - l. Performed, exhibited, or choreographed creative works which are "documented" for use by others (plays, poems, musical compositions, paintings, sculptures, photographs, and other works of art)
  - m. Reviewing academic scholarly books for academic journals or
    - 1. Other book reviews.
  - n. Papers published in academic meetings proceedings (peer reviewed or not)
  - o. Unpublished papers presented at academic meetings or other institutions
  - p. Publicly available working papers targeted to academic audiences
  - q. Citations to past scholarly work appearing in books, articles, textbooks, etc., with significant reference about the past work within the body of the referencing material, that indicates continued acceptance and dissemination of prior original scholarly work
  - r. Papers published in proceedings of meetings aimed primarily at an academic audience or a peer practitioner audience (peer reviewed or

- not)
  - s. Unpublished papers presented at meetings or other institutions aimed primarily at an academic audience or a peer practitioner audience (peer reviewed or not)
  - t. Publicly available working papers
3. Instructional Development: enhances the educational value of instructional efforts at the institution or within the faculty member's discipline. These efforts are principally oriented at improving teaching (pedagogy) and describe the design and implementation of new courses, course content, software and other instructional innovations. These efforts can result in (and be documented by) the following:
- a. Design new course
  - b. Significant alterations to course content
  - c. Other curriculum development
  - d. Books and chapters within books oriented toward improving teaching
  - e. Textbooks and chapters within textbooks oriented toward improving teaching
  - f. Monographs oriented toward improving teaching
  - g. Articles of a pedagogical nature published in journals (peer reviewed or not)
  - h. Papers published in academic meetings proceedings (peer reviewed or not)
  - i. Unpublished papers presented at academic meetings or other institutions
  - j. Publicly available working papers and other materials
  - k. Published written "cases", study guides, laboratory manuals or other learning exercises with instructional guides
  - l. Original instructional software with users' manuals and instructional guides

### **Evaluation Philosophy**

The evaluation of faculty is an important means for ensuring a high level of student learning. Faculty evaluation signifies that a particular faculty member is effective. It also formally recognizes a faculty member's continued refinement of pedagogical skills. It is therefore important that a procedure for evaluation be explicit and detailed. At the heart of the evaluation process is a system of faculty observation coupled with student evaluation and the administrative review of faculty qualifications and performance.

### **Evaluation Procedures**

Each semester, all classes taught by each faculty member will be reviewed by students before the end of the semester. The forms used for such evaluation will be determined by the Institutional Effectiveness Committee, in collaboration with faculty. This assessment measure will be

conducted by the Offices of Institutional Research and Planning and of Institutional Effectiveness. All assessment data generated by student evaluations are to be reviewed by the Dean of each school, with copies of these evaluation instruments maintained in the files of the School. The original student evaluations are to be forwarded to the Office of Academic Affairs for review by the Vice-President of Academic Affairs, and will then be archived in the University Documents Room. In the Dean's annual evaluation of faculty, the Dean should note strengths and weaknesses of the student evaluations of each faculty member, with recommendations for improvement in the teaching performance. The faculty member will have the right to respond to the Dean's assessment of the faculty member's teaching at the time of the annual Dean's evaluation.

During each semester, the Department Head will arrange a formal, in-class observation of each faculty member's teaching. One in-class observation each semester shall be conducted by: (a) the faculty member's Department Head and (b) a peer in the faculty member's department selected by the Department Head in collaboration with the Dean. Each faculty member will participate in a post observation review with each observer as listed above. Prior to such an observation, the faculty member being reviewed will ensure that the reviewer, at least one week in advance, is provided a copy of the syllabus and any other pertinent information deemed appropriate.

At the conclusion of each post observation review, the faculty member being reviewed will ensure that formal documentation of the observation is forwarded to their respective Department Head, the Dean, and the Vice-President for Academic Affairs. Copies of the peer and Department Head's evaluations, along with the faculty member's response, will be maintained in each School's files, and the originals sent to the Vice-President for Academic Affairs for review, and then for archiving in the University Documents Room.

Peer observer: The faculty member performing this peer observation will use the standard observation form recommended for such review by the Institutional Effectiveness Director and the Institutional Effectiveness Committee. The reviewer shall observe at least 50 minutes of faculty instruction. The standard observation form shall be completed as soon as possible. A post observation review shall be conducted within one week of the observed teaching session. This review shall consist of an open and constructive dialogue between the reviewed faculty member and observer. The observer shall provide completed copies of the formal observation form to the faculty member, Department Head, and the School Dean.

Department Head: The Department Head retains the same responsibilities in terms of observation and in-person review with the faculty member being observed. The Department Head shall ensure that all observations and their comments are forwarded to their respective Dean in a timely manner. All reports must be submitted by the completion of each semester.

At the end of each academic year, all faculty will complete a self-evaluation using a form determined by the Institutional Effectiveness Committee in collaboration with faculty. The Dean of each School will also evaluate each faculty member in the School, using a form determined by the Institutional Effectiveness Committee in collaboration with faculty. Deans' evaluations are to be followed by a meeting of the Dean with each faculty member to discuss the faculty member's

progress. Faculty will have the right to respond both orally and in writing to the Dean's evaluation.

Copies of the self and Dean's evaluations are to be kept in the files of the School, and the originals forwarded to the Office of the Vice-President for Academic Affairs for review and for archiving in the University Documents Room. The Dean's evaluation, which must note the strengths and weaknesses demonstrated in the student, peer, and Department Head evaluations, will provide the basis for yearly decisions regarding merit increases in salary, in the event that the Board of Trustees has authorized the President to offer such increases for the academic year in question.

All evaluations must measure faculty performance by noting the faculty member's success at (or failure to) meet criteria for faculty performance as outlined in the Handbook. All evaluation instruments developed by the Institutional Effectiveness Committee in collaboration with faculty should seek to measure faculty performance as determined by the criteria for faculty performance set forth in the Handbook.

## APPENDIX II

### HIRING DEGREE QUALIFICATIONS

#### School of Fine Arts and Humanities

Art:

- a) Visual Arts (studio): M.F.A.
- b) Art History: Ph.D.

Communication:

- a) Broadcast: M.F.A., or an M.A. plus ten years of radio/television industry experience.\*
- b) Journalism: Doctorate, or an M.A. plus ten years of journalism industry experience.\*
- c) Speech: Ph.D.

\*Professional experience for Communication faculty can be completed after joining B-CU, but it must be acquired outside B-CU duties. It can be obtained on sabbatical and during summers. Part-time professional experience can count, but only by equating it to full-time experience hour for hour.

Languages and Literatures Division:

- a) All disciplines except English as a Second Language: Ph.D. in the appropriate discipline.
- b) English as a Second Language: master's degree in Teaching English as a Second Language (TESOL).

Music: Ph.D. in a music related area or D.M.A. or M.A. with ten years music industry experience [dept. review]

Religion and Philosophy: Ph.D. in Philosophy or Religion, a subfield of these (e.g., Theology; New Testament), or a combination of these (e.g., Philosophy of Religion); D.Min, or Th.D.

Theatre Arts: Ph.D. or MFA.; a master's degree plus a minimum of ten years of theatre experience, a part of which is recognized as professional-level work also qualifies.

## **School of Business**

Business:

- 1) D.B.A. or Ph.D. in the disciplines taught in the School of Business.
- 2) Accounting: M.B.A. or Masters of Accounting with Professional Accounting Certification and significant years of practical experience in the accounting profession.
- 3) Hospitality Management: Masters Degree in related discipline. Significant Hospitality Industry work experience at the managerial level. Relevant professional certification.

## **School of Education**

Education: Ph.D. or Ed.D. in Education or an Education-related field.

Educational Management: Ph.D. or professional doctorates (such as D.P.A., D.B.A., and Ed.D.).

## **School of Nursing**

Nursing: Ph.D. or MSN in the appropriate discipline.

## **School of Science, Engineering and Mathematics**

Science, Engineering and Mathematics: Ph.D. in the appropriate discipline.

## **School of Social Sciences**

Criminal Justice: Ph.D. in the appropriate or related discipline...

Gerontology: Ph.D. in the appropriate or related discipline

History: Ph.D. in the appropriate or related discipline.

International Studies: Ph.D. in the appropriate or related discipline.

Political Science: Ph.D. in the appropriate or related discipline.

Psychology: Ph.D., Psy.D., or Ed.D. in an area of Psychology (i.e. Educational Psychology, School Psychology or Counseling Psychology).

Sociology: Ph.D. in the appropriate or related discipline.

Library: Ph.D. or an ALA-accredited library master's degree plus ten years of professional library experience. Professional experience for librarians can be obtained after coming to B-CU by performing the regular professional duties of the B-CU appointment.

### **APPENDIX III**

## **THE PRESIDENT'S ADMINISTRATIVE POLICY FOR PROGRAM PLANNING IMPLEMENTATION AND EFFECTIVE COMMUNICATION**

### **Participation and Role of President in Programs and Events**

3. The President is the official spokesperson for the University.
4. President brings Welcome and Greetings on behalf of the University.
5. President may offer closing remarks in order to thank persons and to correct any omissions.
6. Upon entering an event, a program director will meet and greet our new President. The program director will remain with the President to introduce her to various constituents and to assist her to recall names.
7. During photo opportunities for awards, a prior decision should be made regarding the role of all parties, including the President.
8. The President's official approval will appear only in blue ink.
9. The President will sign all contracts (in blue ink) after having them reviewed by legal experts.

### **Program Planning**

1. For her first year, draft programs should be presented to/by the President when she is a participant.
2. Parking for the President should be determined prior to each event and the Executive Assistant to the President should receive written instructions pertaining to arrangements and parking.
3. The role(s) of the President in each program should be written and clarified. The program must conform to the initial instructions or the President and her Executive Assistant should be notified of any last minute changes.
4. The Director of Protocol or other person designated by the President should review the program for all major events.
5. Follow-up communication will be issued to all keynote speakers and other VIP personnel who are scheduled to participate in programs of the University.

6. The flow of the program is important and someone will be designated to serve as moderator/facilitator. The role of the moderator/facilitator is to ensure that all parties and resources are available and to keep the program flowing.
7. Invitations to the President for speaking engagements must include the theme of the event and the specific topic the president is asked to speak on. The time frame of the speech must be clarified.
8. The President's name should not be used for publicity without prior approval.
9. The President may designate representative(s) to attend functions in her place. These representatives will bring greetings from the President.
10. University personnel will not endorse individual candidates for public office while on duty. The University's name will not be used to endorse candidates for public office. University employees, in their role as private citizens, are free to support candidates of their choice as long as they do not use the name of Bethune-Cookman University in an endorsement.

### **Program Implementation**

1. A listing of participants should be reviewed to determine any gaps and omissions.
2. Someone should be designated to develop a listing of VIP's for use by the President and/or Director of Protocol.
3. If members of the Board of Trustees are in attendance at any event, their presence should always be acknowledged.
4. Programs should be reviewed by the President.
5. Parking instructions should be given to the President's Office staff and VIP's who participate in activities of the University.
6. The President's Office staff will give board members information about events. The University's Vice President of University Advancement will assist in this process
7. Special parking will be designated and reserved for members of the Board of Trustees who RSVP that they will attend events. Security will be issued information regarding the number of parking spaces to reserve.

### **Participating with Donors and Board Members**

1. The President should be consulted in advance of invitations being extended to donors, prospective donors and members of the Board of Trustees to discuss business related matters of the University.
2. Care should be given to adhering to the Strategic Fund Raising Plan of Action in order to coordinate and manage the plan of the University.
3. Board members should be referred to the Office of the President to ensure coordination and accuracy of information.

### **Effective Communication**

1. The President is the official agent and spokesperson for Bethune-Cookman University. The President will be assisted by the Office of University Advancement in the development of press statements and official communication regarding controversial issues and/or potential problems that may adversely impact the image of the University. When the President is unavailable, the Vice President for Academic Affairs is authorized to serve as the spokesperson for the University.
2. A press statement will be developed and disseminated for all donations in the amount of \$25,000 and higher, including grants to Bethune-Cookman University.
3. All communication regarding Bethune-Cookman University to members of the federal and/or state legislature, the Board of Trustees and alumni will be either issued or approved by the Office of the President.
4. All employees are expected to give customer service.
5. All grant proposals should be handled in the following manner:
  - a. Submittal to Vice President for Academic Affairs and Executive Vice President of Administration and Finance for review.
  - b. President for approval.
6. All inquiries regarding legal matters should come directly to the Office of the President or the Office of the Executive Vice President for Administration and Finance.

## APPENDIX IV

### APPROPRIATE USE OF CAMPUS COMPUTING AND NETWORK RESOURCES

1. An overall guiding mission of Bethune-Cookman University is education in an environment where the free exchange of ideas is encouraged and protected. Bethune-Cookman University makes available computing and network facilities (CNF) resources for use by the students, faculty and staff. These services are provided for educational purposes and for carrying out the legitimate business of the University.
2. These CNF resources include but are not limited to:
  - Computers and associated peripheral devices
  - Campus video cable
  - Classroom presentation systems
  - Voice messaging equipment
  - Data networking equipment systems, including remote and wireless access
  - Computer software
  - Electronically stored institutional data and messages
  - All other similar resources owned, controlled, and/or operated by the University
  - Services to maintain these resources
3. Members of the University community are expected to observe Federal, State and local laws, as well as the regulations and policies of the University, that govern computer and telecommunications use. Members cannot use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other University policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
4. Members are required to use computing facilities and their network resources within the responsible, considerate and ethical standards of conduct prescribed by the University. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or have positions of trust regarding these facilities will be held to a higher standard of accountability.
5. The University retains absolute *ownership* rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources, leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the University. CNF resources provided to on-campus residences are also owned, operated and provided by the University. (Source: *Office of the Executive Vice President for Administration and Finance, 2004-2005*)

## APPENDIX V

### THE COLLEGE-LEVEL ACADEMIC SKILLS TEST

To graduate from the University, the student is responsible for completing general education, major, and minor area requirements. The student must also satisfy the College-Level Academic Skills Test (CLAST) requirement. Students can satisfy this requirement in one of three ways:

1. Pass all four subtests of the CLAST,
2. Be exempted from one or more subtests by earning qualifying grades in specific General Studies courses (mathematics, reading, and English) taken at Bethune-Cookman University or obtain qualifying scores on either the ACT or SAT,
3. Qualify to take the CLAST Waiver Exam. The student is eligible to apply to take the Waiver Exam during his/her semester of graduation--if the prospective graduate has passed three subtests of the CLAST exam and attempted at least a minimum of four times to pass the fourth subtest. The Office of Testing administers this test each semester approximately two weeks before graduation. The CLAST Waiver Exam maintains the standards of the regular CLAST Exam.

The CLAST Exam is administered three times a year. The four subtests of the CLAST are **mathematics, reading, English language skills, and essay**. Students should register for the CLAST after earning at least 18 college-credit hours. Students who fail any subtest of the CLAST are encouraged to register for the CLAST during the next semester. Preparation for the CLAST is available through the General Studies labs and the course, Communication/Computation Seminar (GE 280).

Details concerning the exemption and fees for students registered to take the test are available in the **Testing Office, Faith Hall**. The Computer-Adapted Test-CLAST (CAT-CLAST) is available to CLAST **retakers only**. The Testing Office can also provide information on the current fees for these exams.

**GRADUATION REQUIREMENTS.** The CLAST Exemption requirement **MUST BE COMPLETED** prior to graduation. Only students, who have completed all academic requirements for graduation, including CLAST, are allowed to participate in commencement exercises.

Any students transferring to Bethune-Cookman University and having an AA degree from a Florida public institution of higher learning will be allowed to transfer a maximum of one CLAST exemption granted by that college. This does not apply to teacher education candidates.

## APPENDIX VI

### STATEMENT ON ETHICS AND VALUES

**Bethune-Cookman University** seeks to develop graduates who are **honorable, democratic** citizens capable of making worthwhile contributions to society. The University expects its students to uphold the **highest moral and ethical standards** by practicing **self-discipline**. Students are held **accountable** for their behavior. The University believes that **commitment, perseverance, and high regard** for the value and quality of work should be demonstrated with pride as tasks are completed with accuracy and timeliness. Bethune-Cookman University further affirms that students should **respect the environment**—including the University's property, grounds, and buildings.

#### Competence

**Bethune-Cookman University** seeks to develop graduates who demonstrate **academic excellence**. Graduates are expected to show competence in their academic careers and vocations through mastery of both **verbal and written communication skills, research, scholarly pursuit of knowledge**, and major areas of study. Bethune-Cookman University believes that competent individuals will enter the future with **confidence and self-esteem**.

#### Human Worth and Dignity

Based on the premise that all human beings are worthy of **respect, honor, and dignity**, **Bethune-Cookman University** propounds the concept of human worth that is deeply embodied in its founding and purpose. In communicating this fundamental belief, the University seeks to define those characteristics that reflect **honesty, tolerance, and genuine sincerity** in all phases of **human relations**. The University strives to instill within each student the value of **human worth** and to show **justice, compassion, and equality** toward all.

#### Spiritual Growth and Development

**Bethune-Cookman University**, founded in the **Christian tradition**, strives to instill **spiritual growth** by nurturing a continuous understanding and appreciation of the ecumenical tradition and heritage of our school. The study and acceptance of other religious cultures is shown with tolerance, understanding, acceptance, and love toward others. Students will be able to make **wholesome decisions** for themselves and **contributions** to their communities.

(Approved by Bethune-Cookman University Board of Trustees, October 16, 1992)

## APPENDIX VII

### HONOR CODE FOR STUDENT CONDUCT

**Bethune-Cookman University** is founded on and practices Christian principles, moral and ethical behavior, and total commitment to educational excellence. As an affiliate of The United Methodist Church, the University expects its students to uphold and exhibit the highest standards of conduct and behavior at all times. Our statement on **Human Worth and Dignity** is included in the **Statement on Ethics and Values**. \* **Students** are held accountable for their behavior and are expected to respect themselves and others whether on the University grounds or in the community. Expectations in specific areas of Bethune-Cookman University life are addressed below:

#### Dress Code

At Bethune-Cookman University, students should dress in a way that shows respect for not only themselves, but all other students. We believe that Dr. Mary McLeod Bethune would expect students attending her University to dress in such a way that would uplift their race, culture and professionalism. In order to achieve this code, female students should not:

- wear tops that show their midriffs or sleeveless men's undershirts
- wear skirts that do not meet the "finger-tip test"
- wear anything that may cause a disturbance to the learning environment
- wear pajamas outside of the dormitory

Additionally, male students should not:

- wear pants below their waistline, showing underwear
- wear any head coverings inside buildings (hats or "do-rags")
- wear sleeveless undershirts to class or in the cafeteria
- wear pajamas outside of the dormitory

#### Classroom Conduct

The classroom is the place where students go to learn. It is imperative that the behavior in the classroom does not disturb the process of learning. It is important that every student respect rules set forth for all classes and the professor. Cell phones must be placed in the silent mode or turned completely off.

Students displaying rude and disrespectful behavior towards any member of the faculty or staff will be subject to disciplinary action.

#### Sexual Behavior on Campus

Bethune-Cookman University reserves the right to define and limit what constitutes non-acceptable sexual behavior on its campus. Sexual activity, which disrespects others and violates common decency, is prohibited throughout the entire campus. Students must refrain from engaging in sexual activities that in any way disrespects the legacy of our founder, Dr. Mary McLeod Bethune.

**Safety and Security**

Students must not engage in any activities that will bring harm and/or disrespect to the University. Students are expected to display and present, if necessary, ID badges at all times when on campus.

**Behavior at Public Gatherings and Assemblies**

When a person enrolls in college/university, it is expected that they have learned what is considered acceptable behavior in public gatherings. There is no excuse for any college student to act in an uncivilized manner in any assembly. Being respectful and attentive to all speakers throughout a program is a must. At Bethune-Cookman University, any disrespectful behavior exhibited during public gatherings or assemblies (i.e., inappropriate talking, yelling, walking out, using cellular devices, eating or drinking, etc.) will result in immediate removal from the assembly and disciplinary action.

**Violation of any part of this policy may result in a required appearance before the University Honor Court and/or the Disciplinary Review Committee.**

**Signing the Honor Code for Student Conduct is a requirement for admission to the University. Compliance with this Honor Code is required throughout enrollment at Bethune-Cookman University.**

Source: Office of the Vice President for Academic Affairs (Rev. 12/15/05)

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