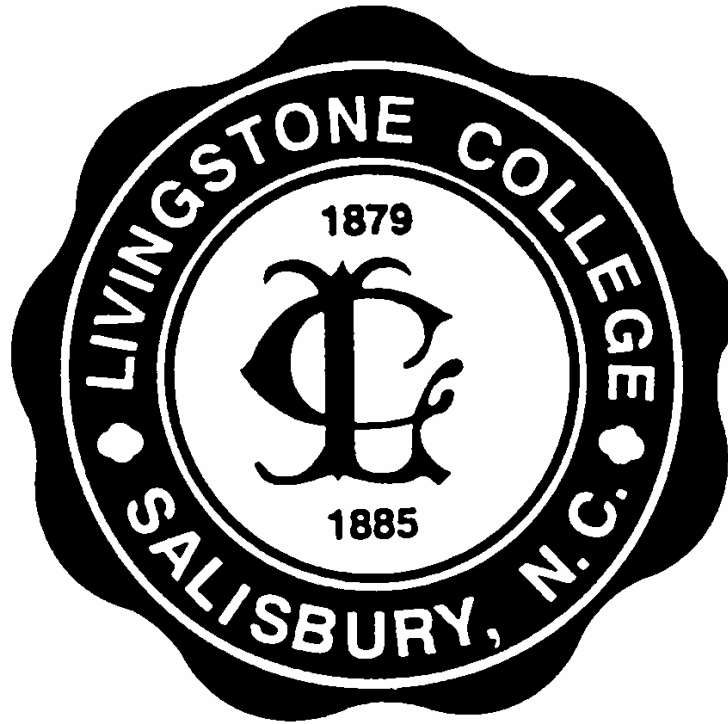


# FACULTY HANDBOOK



**Livingstone College  
Salisbury, North Carolina 28144**

**This document supersedes all previous editions of the *Faculty Handbook*.**

**Revised: August, 2010**

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## **I. FOREWORD**

**The Livingstone College Faculty Handbook is intended to serve as a guide and basic reference concerning policies, procedures, and responsibilities that affect members of the faculty. Contents of this Handbook are not intended as, and do not create a contract between the College and any faculty member. By accepting employment at Livingstone College, faculty members agree to comply with, and be governed by, all applicable current and future rules, regulations, and policies.**

**Some policies, procedures, fringe benefits, and regulations in this Faculty Handbook are subject to periodic modification and change, without prior notice, to meet new conditions and challenges. These changes or modifications may be initiated by the President of the College or Vice President for Academic Affairs after consultation with the President.**

**Each faculty member is reminded that additional policies, rules, and regulations that pertain to the academic programs of the College are not addressed in the Faculty Handbook. Academic issues are addressed in other sources, such as the College Catalog, which is published biennially and serves as the "Academic Handbook" of the College.**

## **II. ADOPTION AND AMENDMENT OF THE FACULTY HANDBOOK**

### **Adoption**

The Faculty Handbook delineates the standards and procedures to be followed by faculty members in the performance of their duties. It shall be adopted by the Faculty Assembly, the College President, and the Board of Trustees.

### **Amendment**

The Faculty Handbook may be amended at any time provided it meets the following requirements:

1. A request for amendment shall be made in writing, with signatures of the individuals making the request, by the following:
  - a minimum of 25% of the current full-time faculty,
  - or the College President,
  - or the Vice President for Academic Affairs,
  - or the Faculty Council as a body.
2. The proposer shall submit the proposed revision (amendment) of the section or part to be changed and distribute copies of the proposal to the entire faculty at least two weeks in advance of the meeting.
3. The amendment proposal must be approved by two thirds of the quorum of 60% present of the total full-time faculty.
4. The Faculty Assembly may accept or reject the proposed amendment, or it may appoint a Faculty Handbook Committee to revise the proposal if the proposal requires a major revision of the Handbook.
5. The changes will be incorporated in the Handbook with the approval of the faculty and the president of the College.

## **III. HISTORY, MISSION, AND GENERAL INFORMATION**

### **Principals of Zion Wesley Institute, Concord, NC**

#### **1879-1881**

Cicero Richardson Harris

1879-1880

Alexander S. Richardson 1880-1881

**Presidents of Livingstone College**

Dr. Joseph C. Price	1882-1893
Dr. William H. Goler	1893-1917
Dr. Daniel C. Suggs	1917-1925
Dr. William J. Trent, Sr.	1925-1958
Dr. John H. Brockett, Jr. (interim)	1957-1958
Dr. Samuel E. Duncan	1958-1968
Dr. Victor J. Tulane (interim)	1968-1969
Dr. F. George Shipman	1969-1982
Dr. James W. Younge, Jr. (interim)	1982-1983
Dr. William H. L. Greene	1983-1987
Dr. Ozell K. Beatty (interim)	1987-1988
Dr. Ozell K. Beatty	1988-1989
Dr. Bernard W. Franklin	1989-1995
Dr. Roy D. Hudson (interim)	1995-1996
Dr. Burnett W. Joiner	1996-2000
Dr. Albert Aymer (interim)	2000-2001
Dr. Algeania Freeman	2001-2004
Dr. Catrelia Steele Hunter (interim)	2004-2006
Dr. Jimmy R. Jenkins, Sr.	2006 - Present

**Statement of Mission**

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction. Through a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service to a global community.

**The College accomplishes its mission by pursuing the following goals:**

- I. To provide academic excellence in all programs by diverse courses of study appropriate to undergraduate education.
- II. To provide effective teaching by faculty with strong academic preparation, who nurture students in and out of the classroom.
- III. To create academic options that prepare students to pursue careers, graduate and professional studies, and life-long learning as needed for a changing social and technological world.
- IV. To assist students and faculty in their pursuit of scholarly and creative endeavors.

- V. To create opportunities for practical application of knowledge through internships, cooperative education, experiential learning, and community service.
- VI. To create opportunities for students to develop a fuller knowledge and appreciation of African-American heritage, to increase their awareness and appreciation of other cultures, and to prepare them to become well-adjusted individuals in a global society.

### **Accreditation, Memberships, and Publications**

#### **Accreditation and Approval**

Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate degrees.

#### **Program Approval:**

North Carolina State Department of Public Instruction

#### **Program Accreditations:**

Council on Social Work Education

National Council for the Accreditation of Teacher Education

## **Institutional Memberships:**

Livingstone College holds memberships in the following organizations:

American Alumni Council - AAC  
American Association of Colleges for Teacher Education - AACTE  
American College Health Association - ACHA  
American College Public Relations Association - ACPRA  
American Council on Education - ACE  
Association for the Study of African American Life and History, Inc (ASALH)  
Association of American Colleges - AAC  
Association of Governing Boards - AGB  
Association of Institutional Research - AIR  
Carolina Association of Collegiate Registrars and Admissions Officers - CACRAO  
Central Intercollegiate Athletic Association - CIAA  
Charlotte Area Educational Consortium - CAEC  
College Language Association – CLA  
College Placement Council - CPC  
Colleges and Universities Personnel Association - CUPA  
Council of Independent Colleges - CIC  
Council for the Advancement and Support of Education - CASE  
Intercollegiate Music Association - IMA  
International Assembly for Collegiate Business Education - IACBE  
National Association of College and University Business Offices - NACUBO  
National Association for Deans, Registrars and Admissions Officers - NADRAO  
National Association for Equal Opportunity in Higher Education - NAFEO  
National Collegiate Athletic Association - NCAA  
National Council of Independent Colleges and Universities - NCICU  
North Carolina Association of Independent Colleges and Universities - NCICU  
United Negro College Fund - UNCF  
Southern Association of Colleges and Schools – SACS

Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Livingstone College.

**Publications:**

The following publications are produced by the College:

My Livingstone, Biannually, by the Office of Alumni Relations

Livingstone College Catalog, Biennially, by the Office of the Vice President for Academic Affairs

The Livingstonian, Annually, by the Yearbook Staff under the Division of Student Affairs

The Bears' Tale, Annually, by the Division of Liberal Arts

## **Governance**

Livingstone College is governed by the Board of Trustees. The members hold office until their successors are elected. The Board of Trustees shall oversee and control the property, business, and affairs of Livingstone College. All corporate powers of Livingstone College shall be exercised by or under the authority of the Board of Trustees, and the business and affairs of Livingstone College shall be managed under the direction of the Board of Trustees. (Bylaws of Livingstone College Board of Trustees May 4, 2007) Board members are eligible for reelection. Individuals are eligible for election without regard to race, creed, color, or sex.

The Board of Trustees operates the institution in accordance with the educational purposes for which it is chartered. Its primary functions are to maintain and develop the property of Livingstone College, establish the policy necessary to assure academic freedom, grant tenure as it shall deem necessary, appoint the President of the College, and approve the awarding of all academic and honorary degrees by the College.

### **The Board of Trustees**

Bishop George W. Walker, Sr. .... Chairman  
Bishop George E. Battle, Jr..... Vice-Chairman  
Bishop Warren Brown ..... Secretary  
Bishop Richard Thompson ..... Treasurer

Mr. David Aiken  
Dr. Bernard Anderson  
Mr. Warren H. Arrington, Jr.  
Bishop Clarence Carr  
Ms. Dorothy Colson  
Rev. Kenneth Crowder  
Bishop S. Chuka Ekemam, Sr.  
James R. Gavin, III, M.D., Ph.D.  
Bishop Roy A. Holmes  
Mr. Linwood Howard  
Rev. Raymon Hunt

Bishop Louis Hunter, Sr.  
Bishop Nathaniel Jarrett  
Mr. Augustus L. Jones, Sr.  
Bishop James E. McCoy  
Mr. Larry Melton  
Bishop Kenneth Monroe  
Dr. William L. Pollard  
Mrs. Joyce Reid  
Rev. Vernon Shannon  
Mrs. Shirley Welch  
\*Dr. Leslie Stokes, Trustee Emeritus

## **Faculty Assembly**

The Faculty Assembly consists of all faculty through the division chair level. The President of the College and the Vice-President of Academic Affairs are ex-officio, non-voting, members of the body.

This body is the officially recognized governing body of the faculty. It has the authority to make and submit recommendations to the appropriate decision-making bodies of the College on any matter related to the academic structure and welfare of the College.

## **Purpose of the Faculty Assembly**

The Faculty Assembly serves the following purposes:

1. Promotes the academic growth and development of the College in the formulation, implementation, and review of institutional policies and regulations that involve matters of academic and professional concerns and the faculty.
2. Confers with the Vice President for Academic Affairs on issues affecting the student body, the faculty, and academics.
3. Promotes and encourages trust and unity among faculty, students, administrators, and the Board of Trustees through formal and informal interactions and periodic discussions.
4. Provides a forum for faculty members to express their ideas.
5. Supports the interests and opinions of the faculty and makes decisions on the basis of those interests and opinions.
6. Elects faculty members to specified committees.

### **Officers of the Faculty Assembly**

The officers of the Faculty Assembly shall be: president, vice president, secretary, assistant secretary, treasurer, and parliamentarian. These officers shall be elected annually by the Faculty Assembly and may succeed themselves, but they may serve no more than two consecutive terms. The term of office begins in August. If an office is vacated before elections are held, a special election to fill that office must be held at the next meeting of the Faculty Assembly. Elections to vacated offices will be for the balance of the term.

The President of the Faculty Assembly shall preside at meetings of the Faculty Assembly. In the absence of the President, the Vice-President shall preside. The President of the Assembly is the faculty's official representative to the Academic Advisory Council. The President of the College has the option to attend meetings concerning academic matters of the College.

### **Faculty Council**

The Faculty Council is the governing body of the Faculty Assembly and is composed of the officers of the Faculty Assembly. It directs the operation of faculty governance, establishes and organizes committees, prepares agendas for the Faculty Assembly, and reviews matters affecting the morale and working conditions of the faculty and curriculum. The Vice-President of Academic Affairs shall be an ex-officio, non-voting, member of the Faculty Council.

## **Meetings of the Faculty Assembly**

Meetings of the Faculty Assembly are held once a month and are called by the President of the Faculty Assembly. A group of ten or more faculty members may petition for a special meeting of the Faculty Assembly to deal with pressing issues. The President of the Faculty Assembly and the Faculty Council set the agenda for meetings of the Faculty Assembly. Speakers from other parts of the College community may be placed on the agenda.

The Secretary of the Faculty Council shall help prepare the agenda for the Faculty Assembly and shall keep all records of that body, including minutes of all meetings of the Faculty Council.

The Assistant Secretary shall perform the usual functions of that office in the absence of the Secretary and shall be a member of the Faculty Council.

The Treasurer shall perform the usual functions of that office which include all financial matters of the Faculty Assembly.

The Parliamentarian shall advise the chair and the members of the Faculty Assembly on questions of procedure during all official deliberations of that body and the Faculty Council.

## **Standing Committees of the Faculty Assembly**

All standing faculty committees will be selected by the faculty by nominations and election from the floor of the Faculty Assembly. There shall be a minimum of five persons on each committee. The committee shall elect a chair at its first meeting and may elect a new chair at any time. Standing committees must be reconstituted every two years. Other committees may be established by the Faculty Assembly at any time. Committees may make a report to the Faculty Assembly during its meetings.

The standing committees of the Faculty Assembly are:

- Library Committee
- Faculty Welfare Committee
- Grievance Committee
- Promotion Committee
- Tenure Committee
- Curriculum-Catalog

## **Institutional Standing Committees**

Institutional Standing Committees are charged with the responsibility to study, initiate, recommend, and implement institutional policies. Committees are appointed by the President of the College. These are the standing institutional committees:

Admissions	Scholarships, Honors, and Awards
Student Affairs	Athletic
Financial Aid	Enrollment Management
Religious Life	
Business Affairs	
Honors Convocation	
Conduct and Standards	
The Recruitment	
Teacher Education	

#### **IV. POLICIES AND BENEFITS**

In keeping with the overall employment policy of Livingstone College, persons will be recruited and employed at the College, without regard to race, religion, creed, ethnic/national origin, or sex. The College is committed to employing persons who have the master's degree and above, with preferential employment to those who hold terminal degrees in fields for which their services are sought.

The faculty shall consist of those persons whose primary responsibility is teaching or those who hold faculty rank.

The Vice-President for Academic Affairs is responsible for developing and implementing policies and procedures for the recruitment of the teaching faculty of Livingstone College.

#### **Faculty Responsibilities**

Every full time faculty member must perform a range of duties connected with his/her appointment. The major duties are listed below:

1. Meet all classes regularly and promptly.
2. Hold regular office hours, a minimum of eight hours per week, and be available for consultation with students outside those hours as needed. Faculty members should schedule office hours daily to maximize their availability to students. These hours should be scheduled during mornings and afternoons.

3. Attend divisional and general faculty meetings regularly, subject to the faculty member's having received a minimum of one week's advance notice of the meeting.
4. Develop an objective and fair grading system and explain the system to students.
5. Provide and maintain a regular, timely, evaluation of student performance and maintain records of grades.
6. Maintain appropriate records and meet deadline dates for submitting reports and records.
7. Strive for personal growth and development through membership in professional organizations, continued formal and informal education and/or reading of current material in respective fields, and through other means such as conferences and workshops.
8. Secure prior approval for planned absences from the appropriate administrative officer.
9. Attend the following College ceremonies wearing proper academic attire:
  - a. The Opening Fall Convocation
  - b. The Founder's Day Convocation
  - c. The Baccalaureate Service
  - d. Commencement
10. Advise students when assigned.
11. Serve on committees of the College.
12. Attend college-sponsored events, e.g., music programs, theater activities, sports, and college assemblies.
13. Engage in research and creative activity in their respective disciplines.
14. Engage in service to the community, profession, and the College according to its mission.
15. Be on campus and in place during registration.
16. Attend the annual faculty and staff opening sessions. Approval by the Vice President for Academic Affairs is required by anyone who is absent during this period.
17. Keep records, in a roll book, of student performance and attendance.

18. Take roll and tardiness and report such records to the counseling center as part of the holistic program.
19. Demonstrate a strong commitment to the general welfare, mission, policies, goals, and image of the College.
20. Present to students on the first day of class a course syllabus describing objectives, content, requirements, and grading procedures for the course.
21. Submit midterm and final grades of all students to the Office of the Registrar as instructed.
21. Follow the final exam schedule to administer examinations and/or evaluations in all courses. Any deviation from established times must be approved by the faculty member's department/division chair.
22. Seek prior approval for outside employment by completing the Outside Employment form.
23. Other assigned duties.

**Note:** These duties/responsibilities will be part of faculty evaluations for promotion and tenure.

### **Student Advising**

Upon admission to the College, each student is assigned an advisor by the department or division chair of his/her major. Duties of the advisor are:

1. Assist the student in the selection of courses leading to a well-rounded education;
2. Aid the student in interpreting requirements and meeting requirements in a proper sequence;
3. Schedule regular conferences with their advisees; and
4. Keep an accurate and up-to-date folder on each advisee.

Ultimately, the student must take responsibility for selection of courses and progress toward graduation. It is not the province of the advisor to refuse approval of a course that the student is entitled to select (or for which the student has no prerequisites to complete). It is expected, however, that both the advisor and the student be fully aware of the meaning of course designations. Courses

designated by the number 100 are normally taken in the freshman year; those designated by the number 200, 300, or 400 are normally taken in the subsequent years, respectively.

### **Division Chairs**

A division chair is responsible for administration of the academic programs of a division. Division chairs' responsibilities include faculty staffing, curriculum development, budget development, and management. These responsibilities are discharged in consultation with the Vice-President for Academic Affairs.

### **Responsibilities of Division Chairs**

The division chair teaches a reduced load of six (6) credit hours **per semester** so that he/she can perform the following duties:

1. Promotes excellence in teaching within the division by an ongoing two-way communication with individual faculty members (communication will concern issues related to teaching), by creating an environment conducive to learning and teaching, and by supporting faculty morale.
2. Oversees and manages all academic aspects of the division. Prepares and submits all division reports.
3. Acts as a liaison between administration and divisional faculty.
4. Deals effectively and impartially with the various attitudes and personalities of division faculty, grievances, evaluations, and assignments.
5. Convenes and chairs regular division meetings and submits copies of minutes to the Vice President for Academic Affairs.
6. Assesses and revises curricula development and revisions in order to maintain the integrity of degree programs.
7. Initiates and forwards recommendations for tenure, promotion, merit increases, reappointments and non-reappointments, requests for leave, retirements and financial assistance to pursue further study to the Vice President for Academic Affairs.
8. Informs the division faculty of all policies and procedure changes of the College.
9. Demonstrates leadership in acquiring external funding and encourages the faculty to do so.

10. Shares with the division important and relevant information received from the Vice President for Academic Affairs, other college personnel, or from outside sources.
11. Supervises and evaluates performance of divisional support personnel.
12. Reviews and certifies graduating seniors' exit interviews completed by their advisors and chairs, and certifies upon evaluation of their transcripts whether they have met or not all requirements for graduation.
13. Coordinates, with full faculty participation, the scheduling of courses, and reviews assignment of courses to the faculty by department chairs in the division.
14. Approves requisition requests against divisional budgets.
15. Reviews all course syllabi and makes recommendations for revision, if applicable, before submitting them to the Vice President for Academic Affairs.
16. Involves faculty in decision-making and in student recruitment and retention endeavors.
17. Promotes and holds faculty accountable for effective academic advising.
18. Reviews and improves divisional policies and procedures as needed, and works with faculty and students to enforce them.
19. Creates a productive division with a positive sense of direction.
20. Provides leadership in the recruitment of students.
21. Develops and submits division budget recommendations and manages division budgetary requests and expenditures.
22. Represents the faculty at the division- and college-level as may be necessary.
23. Follows a fair and honest process to implement policies affecting faculty and students.
24. Participates in the training and mentoring of new faculty members.
25. Fosters positive student-faculty relations and resolves conflicts as needed.
26. Collects and forwards book orders and library acquisition requests.

27. Submits responses of the division to issues and assignments requested by the Vice-President for Academic Affairs.
28. Submits an annual division report to the Vice President for Academic Affairs.

### **Department Chairs**

A department is an academic unit that offers a major and employs at least four (4) full-time instructors. Department chairs serve dual roles as administrators and faculty members. They are expected to articulate administrative goals and directives to the faculty in a manner that enhances the smooth operation of Livingstone College and carry out specific responsibilities assigned to them. Department chairs report to the chair of the division of which the department is a part.

### **Responsibilities of Department Chairs**

A department chair reports to a division chair and is responsible for administration of the academic programs of the department. These responsibilities include reviewing and improving curriculum, budget development, and management of the department including supervision of the department faculty.

The department chair teaches a reduced load of nine (9) credit hours per semester so that he/she may be able to perform the following duties:

1. Promotes excellent teaching within the department. The chair will do everything possible within existing financial limits to support department faculty in the teaching endeavor.
2. Assesses department faculty according to procedures outlined in the Faculty Handbook.
3. Prepares teaching schedules as required each semester.
4. Assesses staffing needs and submits request for additional or new faculty to the division chair and to the Vice President for Academic Affairs.
5. Leads the department in establishing clearly defined goals and in achieving them.
6. Assumes responsibility that proper budgetary procedures are followed.
7. Submits an annual department report to the division chair by May 10.
8. Promotes growth and development of departmental programs.
9. Ensures that all department members know the policies and procedures in the Faculty Handbook, the College Catalog, and the Student Handbook.
10. Submits two copies of the teacher schedule card, which includes office hours, and two copies of course syllabi to the division chair during the first week of the semester.
11. Submits book orders for the department to the division chair.
12. Submits catalog changes and corrections to the division chair by December 1.

13. Assigns and monitors the advisement of students in the department and maintains an accurate listing of all majors.
14. Certifies that seniors have met all academic requirements for graduation.
15. Conducts regular departmental faculty meetings.
16. Reviews course syllabi in consultation with faculty members and suggests changes as necessary.

### **Faculty Loads**

Faculty loads are determined by the nature of the discipline, number of preparations, contact hours, and/or contracted release time for research, directorships of special programs, special assignments, and/or responsibilities as chairs of divisions/departments.

The normal full-time teaching load is twenty-seven (27) credit hours in one academic year, twelve (12) credit hours in one semester, and fifteen (15) credit hours the next semester. The load is subject to adjustment – it may be more in one semester and less the next – and will depend on the need of the department, provided that:

1. No faculty member is required to teach more than 18 contact hours per week.
2. No faculty member is required to teach more than three different preparations or a total of five classes.
3. No faculty member is required to serve on more than three committees.

Release Time for Research: Consideration must be given to the staffing needs of the department. It is worked out between the faculty member and the department chair. Final approval rests with the Vice President for Academic Affairs.

Overload Policy: In case of institutional needs, a faculty member may be asked to teach an overload course(s) for additional compensation at the part-time faculty rate.

### **Consultation and External Faculty Employment**

Faculty members who wish to seek outside employment **may do so provided such activities do not negatively affect the faculty member's performance of his/her duties at the College. Official approval must be obtained prior to the acceptance of outside employment. Written requests for official approval shall be made to the President of the College.**

### **Academic Attire**

On four occasions during the academic year (Opening Fall Convocation, Founder's Day Convocation, Baccalaureate Service, and Commencement), all members of the faculty are expected

to wear the proper academic attire indicating their highest degree and discipline. Those members who do not own academic attire may arrange to rent or purchase it. Orders for academic attire may be placed with the Book Store Manager.

### **Resignations**

Professional ethics require faculty members planning to terminate their services to give adequate notice in writing to their immediate supervisor, division chair, and Vice President for Academic Affairs so that the College may seek qualified replacements.

If a faculty member decides to resign after signing the contract for the following year, he/she must submit the resignation no later than thirty days after receiving the contract.

Faculty members may receive official approval to leave the institution during the contract period for reasons of health or other personal emergencies. Requests for official approval should be made to the Vice President of Academic Affairs.

### **Retirement**

In compliance with federal statutes, the College does not have a mandatory age for retirement. A senior faculty member is defined as an associate professor or professor.

Retirement incentive opportunities are extended to full-time faculty, which shall include:

1. The Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA-CREF) Retirement Plan was adopted in 1955. Membership is available upon hire date to full-time faculty. The institution will match up to 5% of an employee's annual salary contributions to this plan. The institution's matching percentage may change, based on the institution's decision and its financial resources. No other annuity or retirement plan qualified for that match. Individuals who have held previous membership may participate the first year, but the institution matching will not occur until after one year of continuous active service. All contributions to the TIAA-CREF plan are pre-tax deductions.
2. Upon retirement, 12-month faculty members will be paid for any unused annual leave.

### **Professional Warning**

A faculty member who has a serious deficiency in performing the required duties as listed in the section entitled "Faculty Responsibilities" will be called by the immediate supervisor for a

discussion of the problem and will be asked to show a significant improvement in performance within a period of one semester. This will constitute an oral warning. If the faculty member fails to show significant improvement, he/she will receive a letter of professional warning citing the deficiencies from the immediate supervisor. A copy of the letter shall be sent to the Vice-President for Academic Affairs. A warning period shall be specified in the letter, and a written statement specifying the needed improvements shall be signed by the faculty member concerned and the immediate supervisor. Such a person shall be observed by the immediate supervisor throughout the warning period. Written critiques of observations and problems shall be made during the warning period. If the person does not show acceptable improvement, he/she will not receive a new contract when the current contract expires.

### **Retrenchment**

Retrenchment is defined as downsizing of faculty and staff in order to make the institution financially stable. It may result from the reorganization or discontinuation of programs due to change in public need, decline in demand, loss of quality, inadequate funding, or other reasons of financial exigency. Faculty members whose services are terminated due to retrenchment have the right to appeal according to the established College grievance procedures. Every effort shall be made by the College to reassign the affected faculty members to other suitable positions related to their academic qualifications and professional competencies. The Vice President for Academic Affairs shall provide letters of recommendation for faculty members who are terminated because of retrenchment.

A tenured faculty's position may be terminated only for "cause" or extreme, proven financial exigency and only according to established procedures set forth in this handbook.

If any courses directly related to the tenured faculty's qualifications and experience are offered by the College in any major or program, the tenured faculty member must be given preference in being assigned those courses, and the tenured status of that faculty member shall remain intact. If all efforts to readjust the tenured faculty fail, then a minimum of one-year notice shall be given.

### **Tuition Remission**

Faculty members are encouraged to continue their education, job training, and professional development. To that end, the College assists employees to continue their education at Livingstone College.

After a full-time faculty member has worked one full year, he/she is eligible for **sixty percent (60%) tuition remission and fees**, and the faculty's dependents (i.e. spouse or unmarried children) are eligible for sixty percent (60%) tuition **remission only** at Livingstone College. A \$50.00 charge is required for registration and fees. The faculty member must be the legal guardian of the student.

Full-time faculty members are permitted to take one (1) three-hour day class per semester. In so doing, the individual must see to it that his/her daily responsibilities are not reduced. Class must not interfere with office hours, scheduled meetings (divisional, committee, faculty assembly, faculty meeting, etc.) or other faculty commitments (assemblies, special programs, etc.).

**Tuition remission is available for every child or dependent of a faculty member who is eligible. Eligibility for children is limited to those not exceeding 25 years of age.**

To maintain eligibility, the faculty member taking classes must maintain a cumulative grade point average (GPA) of 3.0, and dependents must maintain a cumulative grade point average of 2.5. This requirement will be monitored each semester.

Only a dependent registered for a full load during the regular school year and/or the summer session is eligible for tuition remission benefit.

Persons desiring to take a course on a **tuition-remission** basis are required to complete the necessary form(s). The Tuition Waiver Application form can be obtained from the Financial Aid Office.

## **V. PROFESSIONAL STANDARDS**

### **Faculty Ethics**

Faculty members of Livingstone College are expected to follow a code of ethics in keeping with professional standards for teachers and the aims, objectives, and mission of the College. They are expected to observe the stated rules and regulations of the institution.

As teachers, faculty members are to encourage free pursuit of learning in their students and to exemplify the best scholarly standards of their discipline. They should adhere to their roles as intellectual guides and advisors. They should also make every reasonable effort to foster honest academic conduct in students and to assure that evaluations of students reflect true merit. Further, they should respect the confidential nature of the relationship between the professor and the student.

## **Academic Freedom**

The College subscribes generally to the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom. Specifically, however, it supports the following principles from that statement:

- (a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) College and university teachers are scholars and educational officers and should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

## **Sexual Harassment/Gender Discrimination**

Livingstone is committed to providing an environment in which employees and students may work and live without sexual harassment. Sexual harassment is strictly prohibited.

Sexual harassment is defined as deliberate, unsolicited, or unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications.

1. No employee shall sexually harass another employee in any manner, including but not limited to:
  - a. Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical gestures of a sexual nature.
  - b. Making submissions to or rejections of such conduct the basis for employment decisions.
  - c. Creating an intimidating, hostile, or offensive working environment by such conduct.
2. No employee shall sexually harass a student in any manner including, but not limited to:

- a. Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical gestures of a sexual nature a condition of a student's grade, progress, or recommendation.
- b. Making submissions to or rejections of such conduct the basis for employment decisions.
- c. Creating an intimidating, hostile, or offensive working environment by such conduct.

## **Regulations**

It shall be a violation of the College policy for anyone to:

1. Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly imposing or granting terms and conditions of employment that either favorably or adversely affect the employee's welfare.
2. Grant, recommend, or refuse to take any personnel action because of sexual favors, or as a reprisal against an employee who has rejected or reported sexual advances.
3. Disregard and fail to investigate (for those in a supervisory capacity) allegations of sexual harassment whether reported by a staff member who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
4. Foster a hostile work environment by engaging in other conduct of a sexual nature including sexual humor, innuendo, display of offensive cartoons, photos, or writings.

Livingstone prohibits sexual harassment, and employees are hereby notified that anyone found to have engaged in conduct prohibited by this policy can expect immediate disciplinary action up to and including immediate termination.

Each individual supervisor has the responsibility for assuring that this policy is followed in all college activities. It is also institutional policy that all employees are responsible for assuring that the work place is free from harassment and discrimination of a sexual nature. Accordingly, all employees and personnel at all levels are required to report instances of sexual harassment.

The College policy prohibits retaliation against employees who complain about conduct that they believe in good faith was sexual harassment. This policy covers all good faith complaints concerning the subject. Anyone responsible for a bad faith complaint will be subject to disciplinary action.

All information will be held in strictest confidence and will be disclosed only on a "need-to-know" basis to investigate and resolve the matter.

## **Procedure**

The College will thoroughly investigate all complaints of sexual harassment.

Any faculty who is sexually harassed should immediately report the incident, in writing, to his/her immediate supervisor, Vice President for Academic Affairs, or the Director of Human Resources.

Likewise, it shall be the duty of every faculty member to report a failure by anyone with supervisory authority to take action to correct reported instances of sexual harassment.

If a complaint is made, the party to whom the complaint is made shall note the date the complaint is received, the conduct complained of, the date, time, and place the conduct occurred, the identity of the parties, and any other witnesses to the conduct.

The Senior Administrator or the Director of Human Resources shall, as soon as practicable, investigate the matter and respond in writing to the party reporting the alleged violation and/or filing the complaint, the results of the investigation, and suggested disciplinary response to be taken against the employee violating this policy.

Should the investigation indicate that a violation of the College policy has occurred, the College shall take an immediate corrective action, which may include any or all of the following:

- Mandatory counseling sessions with the employee to help the employee identify and avoid conduct violating this policy.
- Suspension of the employee with or without pay for up to five (5) working days.
- Re-assignment of the employee violating this policy to another area or division.
- Immediate termination.

The College may take any and all actions reasonably calculated to end the harassment.

The College may implement a compulsory training program for all supervisory personnel about the college's sexual harassment policy and how to report and investigate reports of violations of the policy.

## **Drug-Free Workplace Policy**

### **Policy Statement**

The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is strictly prohibited in the College. Employees violating this policy or who report to work under the influence of drugs or alcohol will be subject to suspension and/or termination.

### **Criminal Charge/Conviction**

Employees are to notify the College of any criminal drug charge and/or conviction for violation no later than five days after such charge(s) or conviction. Failure to do so can result in termination. In addition, convictions for violations of any criminal drug statute can result in disciplinary action up to and including discharge.

Employees charged under any criminal drug statute may be placed on suspension, pending the outcome of any judicial process and evaluation for continued employment.

### **Drug-Free Awareness Program**

Livingstone College, in an effort to establish a drug-free awareness program for employees, will conduct workshops on one or all of the following:

- The dangers of drug abuse in the workplace.
- The college's policy of maintaining a drug-free environment.
- The availability of drug counseling, rehabilitation, and employee assistance programs in the Salisbury/Rowan area.
- Penalties that may be imposed for drug abuse violations.

### **No Smoking Policy**

Livingstone College has adopted a smoke-free environment. This policy applies to all buildings on campus.

## **VI. ACADEMIC PRINCIPLES, PROCEDURES, AND POLICIES**

### **Adoption of Academic Policies**

All **academic** policies must be approved by the Faculty Assembly (within 30 days after discussion), Vice President for Academic Affairs, President, and Board of Trustees. Any new policy or amendment of an existing policy must be brought as a written recommendation before the faculty. The recommendation must be distributed to the faculty at least one week before the meeting of the Faculty Assembly, at which it will be discussed. This recommendation shall contain (1) justification for the proposed policy and (2) a written text of the proposed policy. This text will be the starting point for work on the policy.

A simple majority of the members present is required for adoption of the policy, provided that at least sixty percent of the full-time faculty are present at the meeting.

### **Procedures for Course and Curriculum Changes By Faculty**

Courses and curricula require periodic updates to reflect advances in knowledge and changes in graduate school, professional school, and workplace expectations of college graduates. Livingstone College has established procedures by which courses and curricula may be changed as needed.

### **Revising Courses**

Course revisions that involve substantial changes in the structure of a course must be approved by the College before the changes can be put into effect. The procedure for revising courses is as follows

1. The person proposing the revision must fill out a Course Revision form. All parts of the form must be filled out.
2. The faculty in the division in which the course is located must meet and approve of the changes. A majority of the full-time faculty in the division must approve of the changes.
3. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.
4. The proposal must be submitted to the College faculty for its approval. The proposal will be submitted to the faculty by the Curriculum-Catalog Committee.
5. The changes go into effect after they have been approved by the College faculty.

Substantial changes in the material covered in a course cannot be made via a course revision proposal. Such changes must be made as part of a Proposal for a New Course.

## **Proposal for a New Course**

This form is used when a division needs to offer instruction on material that does not fit the description of existing courses. The mechanism for approval of new courses is the same as that for the revision of courses.

1. The person proposing the revision must fill out a Proposal for a New Course form. All parts of the form must be filled out.
2. The faculty in the division in which the course is located must meet and approve of the new course. A majority of the full-time faculty in the division must approve of the new course.
3. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.
4. The proposal must be submitted to the College faculty for its approval. The approved proposal will be submitted to the faculty by the Curriculum-Catalog Committee.
5. The changes go into effect after they have been approved by the College faculty, Vice President for Academic Affairs and the President.

## **Deletion of Courses**

When it is no longer desirable to offer a course, the course must be formally deleted. Failing to schedule a course does not delete the course from the catalog. Following the procedure for deletion of courses is the only way to remove a course from the catalog. The procedure for deleting courses is the same as that for revising or adding courses.

1. The person proposing the deletion must fill out a Deletion of Course form. All parts of the form must be filled out.
2. The faculty in the division in which the course is located must meet and approve of deleting the course. A majority of the full-time faculty in the division must approve of the deletion.
3. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.
4. The proposal must be submitted to the College faculty for its approval. The proposal will be submitted to the faculty by the Curriculum-Catalog Committee.
5. The deletion goes into effect after it has been approved by the College faculty and the Vice President for Academic Affairs.

If the course is required of students currently matriculating at the College, it cannot be deleted until those students needing to pass the course have done so unless the requirement is waived by the Vice President for Academic Affairs or supplanted by another course.

## **Proposal for New Programs**

The College will occasionally add programs to its offerings. When the need for a new major or concentration within a major becomes apparent, a proposal for a new program must be made following this format. The proposal must be accompanied by all Proposals for a New Course forms that may be needed to establish new courses required for the program.

1. Title page
2. An introductory statement which includes an explanation of the need for the program and its relationship, if any, to existing programs.
3. Goals and objectives of the new program.
4. A course sequence for the new program including class hour requirements.
5. A catalog description of the new program, including admission requirements or prerequisites for the new program.
6. A listing of the faculty needed to offer the new program and their qualifications. The need for additional faculty, if any, must be included.
7. A listing of the facilities needed to offer the new courses. A budget for the acquisition of equipment or the modification of existing facilities must be included.
8. The impact of establishing the program on existing faculty and facilities.
9. A listing of library resources that may be needed.

## **Grading System**

Livingstone College uses a letter system of grading. Each letter grade represents the quality of work completed and carries specified quality points per credit. Semester credits are the number of credit hours of work attempted by the student, and quality points are calculated on the grades earned as follows:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passing	1 quality point per credit hour
F	Failing	0 quality point per credit hour
P	Passing	0 quality point per credit hour
W	Withdraw	0 quality point per credit hour
AU	Audit	0 quality point per credit hour

The grade of "I" is assigned only when a student, who is otherwise passing, has not completed all the work of the course due to circumstances beyond his/her control. The missing work must be completed within the first six (6) weeks of the next semester. Students who receive a grade of "I" for a course in the spring semester must make up the work within the first six weeks of the following fall semester. If the "I" grade is not removed by the date specified on the Academic

Calendar, a grade of "F" is automatically assigned. The "I" grade must not be given as a midterm grade.

### **Change of Grade**

Grades submitted to the Office of the Registrar on the appropriate grade sheet by the instructor become a part of the student's permanent record and can be officially changed only through the procedure below:

1. A Change of Grade Form is completed by the instructor, stating the reason for change. The reason falls primarily within three categories:
  - a. Error in computation
  - b. Error in transferring grade from grade book to grade form
  - c. Incomplete work

A student is not allowed to revise and re-submit the previously graded work in order to raise the grade once final grades have been submitted.

2. The change of grade form is signed by the following:
  - a. Instructor
  - b. Department Chair
  - c. Division Chair
  - d. Vice President for Academic Affairs

If a student receives a grade of "Incomplete" because he/she has not taken the final examination, a copy of the final examination should be filed in the Office of the Vice President for Academic Affairs in a sealed envelope bearing the name of the student along with information on how the student's grade should be calculated. The information should be detailed enough that, should the instructor not return to the College, someone other than the instructor can administer the examination and calculate the grade.

## **VII. ACADEMIC POSITIONS**

Academic positions are those that require teaching, research, and community service (college and wider community) as principal services, with **the greatest** emphasis on teaching. They are divided into four faculty ranks (described later): instructor, assistant professor, associate professor, and professor. Initial appointments are probationary.

As a general rule, the Board of Trustees will grant tenure to individuals by virtue of their having met the qualifications for tenure set forth by the College, (b) having been formally recommended by the division chair and the Tenure Committee, and having been approved and recommended for tenure by the Vice President of Academic Affairs.

In special cases, the Board of Trustees, upon recommendation of the Vice President for Academic Affairs and the President, may waive the time eligibility (number of years in rank and employed at the College) requirement for tenure.

### **Procedures for Appointment to Academic Positions**

When a vacancy of a division chairperson occurs, the Vice President for Academic Affairs in consultation with the President will fill the vacancy.

### **Appointment of Full-Time Faculty**

Each academic division is allocated a number of teaching slots on the basis of enrollment and special needs of the area. All positions are authorized by the administration. The division chairs and the Vice President for Academic Affairs shall seek to fill open positions from within or outside the institution.

When a faculty vacancy occurs in a division (whether an old position or a new one), the division chair will prepare a job description and submit it to the Vice President for Academic Affairs for approval. The vacant position is then forwarded to the Office of Human Resources to be advertised in the media. Copies of job announcements may be sent to national professional publications, to local, state, and national professional associations, and to universities which offer graduate degrees in the disciplines in which there is a vacancy. Each applicant is required to complete a college application and submit three letters of recommendation and original transcripts from all post-secondary institutions attended. The division chair and faculty will review all applications for the teaching position. Following the review, the division chair and faculty will recommend to the VPAA that recommended candidates be invited to the campus for an interview. Invited candidates are interviewed by members of the division and the chair, the Vice President for Academic Affairs, and other appropriate individuals. Following this interview process, the final candidate is recommended to the Vice-President of Academic Affairs. If the candidate is approved, the President offers the candidate a contract. The candidate shall fulfill all of the qualifications listed in the Faculty Handbook for the rank to which he/she is initially appointed.

### **Form of Appointment and Reappointment**

The President is the only person authorized to offer and issue a contract. Every appointment and reappointment shall be in writing and signed by the President and shall state the terms and conditions thereof. No appointment or reappointment shall be effective until the contract is signed

by the faculty member and returned to the Office of the President by the date specified in the appointment letter.

### **Conditions of Faculty Appointments**

The terms and conditions of faculty appointments shall be set forth in writing. The agreement shall be signed on behalf of the College by the President and on behalf of the prospective or current faculty member by that person. The agreement shall be effective and operative only when it has been signed by the faculty member and received by the President or President's Office within the time period stipulated in the agreement. If the agreement is not received, the College will, in good faith, communicate with the faculty member to have him/her return the document.

New faculty members shall satisfy all of the qualifications for that position and rank. The President, however, has the authority to waive some qualifications, if the faculty member held an equivalent position and rank in another accredited institution.

### **Reappointment Decision**

The decision to reappoint after the expiration of the initial term of appointment or any subsequent term of reappointment shall be made by the President acting upon consultation with the Vice President for Academic Affairs following proper consultation with the appropriate division chair.

### **Notification of Reappointment**

Full-time faculty members will be notified of the terms and conditions of their reappointment by June 30.

### **Notification of Non-Reappointment**

Notification of non-reappointment of a full-time faculty member without tenure shall be given in accordance with the following standards:

1. Written notice must be received not later than March 15 of the first three academic years of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, then notice of non-reappointment should be given at least two months in advance of the termination date.
2. Written notice must be received not later than May 1, after the third or subsequent academic years of service, thereby notifying that the next year will be the last year of service.

These standards do not apply in the case of retrenchment or dismissal for cause.

The College is not required to provide reasons, written or oral, for non-reappointment of non-tenured faculty. However, the affected member may request a consultation.

### **Orientation of New Faculty**

All new faculty members are required to participate in orientation activities arranged and/or conducted by the Vice President for Academic Affairs. Such activities are intended to acquaint new faculty with the history, mission, policies, rules, regulations, and procedures of the College.

### **Part-Time Faculty**

Part-time status is assigned to a faculty member who is employed on a short-term basis (for one or two semesters). The teaching load shall be specified in the contract of the part-time faculty member. Part-time faculty members are employed to complement the full-time faculty when less than full-time services are required. Identification of the need for part-time services is initiated by a given division chair and routed through appropriate channels to the President of the College who authorizes the position. Hiring procedures for part-time faculty are the same as for full-time faculty.

All part-time faculty members are required to post and maintain office hours in order to be accessible to students. These hours shall include a minimum of one hour per week for each course taught. They are encouraged to attend meetings of the faculty and division whenever feasible. Minutes of meetings are provided to part-time faculty. Part-time faculties are not ordinarily required to serve on committees.

Faculty ranks are the same as for full-time faculty. Part-time faculty shall meet the same qualifications for academic rank as full-time faculty.

Part-time members of the faculty are usually appointed by the semester. Their employment may be continued until retirement age. They are not eligible for benefits.

Part-time members of the faculty may be invited to become full-time members of the faculty.

### **Faculty Evaluation**

1. All faculty members are to be evaluated regularly to document sustained performance in teaching and professional growth and development. The evaluation shall consist of both self-assessment and supervisor appraisals of faculty members' performance.

2. The evaluator shall consider information from several possible sources: self, immediate supervisor, peers, students, other college officials to whom the faculty member may be responsible, or individuals who may be familiar with the instructor's performance
3. Each faculty member will be evaluated on his/her professional development at the end of each academic year. (**Appendix III A: Faculty Evaluation by Chair**)
4. The evaluation shall measure the extent to which individual faculty members' complete specific objectives during the year in fulfillment of an annual plan agreed upon by the faculty member and the department chair. (**Appendix III B: Faculty Annual Goals/Objectives Form**)
5. Students will evaluate each instructor's class using standard assessment form. Faculty members are not allowed to be present during student evaluation of their own classes. (**Appendix III C: Course and Teacher Evaluations by students**)

### **Promotion**

The purpose of promotion at Livingstone College is to guarantee quality academic programs by attracting and retaining a highly qualified and dedicated faculty. Promotion at this College is conceived as an ongoing process with specific time-based segments. The promotion process is intended to recognize and show appreciation for past achievements and to provide incentives and encouragement for future accomplishments. Consequently, promotion is not awarded merely on the basis of longevity (years of teaching service at the College.)

Candidates recommended for promotion from the rank of assistant professor to associate professor are reviewed in terms of both accomplishments and promise. Candidates recommended for promotion from the rank of associate professor to full professor must provide considerable evidence of the scholarly accomplishments and contributions to their discipline and to the field of education.

All faculty members are expected to compile a portfolio. This evolving portfolio is used for yearly reviews as well as, when applicable, for promotion. Three specific areas to be considered are – Teaching (instruction, advising and mentoring students; course and program development.), Service (to the academic discipline, to the College and to the broader community, and Research and Professional Development (participation in scholarly activities and programs that enhance academic performance and academic effectiveness).

### **Promotion Committee**

The promotion Committee, a standing committee at the College level, consists of five faculty members: three members will be elected by the faculty from those faculty members who are eligible to serve; one faculty member will be a faculty representative of the Vice President for Academic

Affairs (VPAA); and one faculty member will be the candidate's representative. All committee members must at least be at the rank of associate professor and have completed at least two years at that rank at Livingstone College; members will serve no more than two consecutive years. The Chair of the Promotion Committee will be selected by members of the Committee.

The Promotions Committee reviews applications and makes recommendations of approval or denial of promotion to the VPAA. Periodically, an ad hoc Promotion Policies and Procedures Committee is appointed by the VPAA to review, evaluate, and recommend policy changes in keeping with "best practices" and "standard practices" in the academy regarding the promotion process. This Committee is a separate body from the standing Promotion Committee. It submits all recommendations regarding promotion policies and procedures for approval to the Faculty Assembly, VPAA, and the Board of Trustees, in that order.

### **Criteria for Promotion by Rank**

**Instructor.** Initial rank granted to a person with a master's degree in a teaching discipline or at least 18 graduate semester hours in the teaching discipline with a masters degree in a closely related discipline. Faculty members who are pursuing a doctoral or other academic terminal degree, recognized by regional accrediting agencies from a fully accredited institution in the teaching discipline and have earned positive evaluations at this rank will automatically be promoted to the rank of assistant professor once the degree is received.

**Assistant Professor.** Rank achieved by promotion or original appointment. Faculty member must have at least 30 hours above the master's degree in the teaching discipline and a minimum of three years full-time teaching experience at the college level. To be appointed assistant professor without teaching experience, the person must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies from a fully accredited institution in the teaching discipline.

**Associate Professor.** Rank achieved by promotion or initial appointment. Faculty member must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies, from a full accredited institution in the teaching discipline, and a minimum of five years of full-time college teaching experience at the rank of assistant professor. A minimum of three years as an assistant professor at Livingstone College is required. Candidate must also present evidence of contributions in teaching, scholarly activities, and service to students, the academic community, and the broader community. Faculty with a terminal degree, other appropriate credentials, background and experience from other academic institutions may be appointed to the rank of associate professor.

**Professor.** Rank achieved by promotion or initial appointment. Faculty member must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies, from a fully accredited institution in teaching discipline. In addition, the person must have had ten years full-time teaching experience, of which at least five as associate professor in college teaching, and of those five, the last three years at Livingstone College at that rank. The candidate must also have produced

creative or scholarly work, and submit documentation on how that work is connected to teaching and to the academic discipline. New hires will not normally be appointed the rank of full professor.

### **Procedure for Applying for Promotion**

The application process for promotion should begin a year in advance of the actual submission of the application. The process begins at the departmental level. Candidates will notify the Chairperson of their Division about their intent to apply for promotion. The candidate will then start to assemble data and material for the promotion portfolio. The portfolio submitted for promotion will be kept on file in the Office of the Vice President for Academic Affairs until the final decision has been made and communicated to the applicant.

### **Calendar of Events**

1. **By the last Monday in September**, the candidate meets with the Chairperson of the Division to formally initiate the application process and asks him/her to review the portfolio to determine if it meets all specified criteria.
2. **By the first Monday in October**, the Chairperson of the Division reviews the portfolio thoroughly and forwards it, with a recommendation, to the VPAA. The candidate is notified in writing when this is done. The notification should be issued to the candidate by the 3rd Monday of October.
3. **By the fourth Monday in October**, the VPAA acknowledges receipt of the portfolio and forwards it to the Promotion Committee for a thorough and careful review. If the Committee has questions about documents and recommendations, it may contact appropriate parties.
4. **By the first Monday in March**, the Promotion Committee submits its decision to the VPAA.
5. **By the first Monday in April**, the VPAA reviews the Promotion Committee's decision and forwards it his/her recommendation to the President of the College.
6. The President submits recommendations for each candidate to the Board of Trustees for the first Board meeting to be held at the conclusion of the Spring Semester.
7. **By the end of May**, the President sends a letter to all applicants informing them of the Board's decisions. For faculty members who are granted promotion, the new rank appears on their next employment contracts.
8. If the candidate's request for promotion is not granted, the candidate may request a meeting with the VPAA and President to discuss the reason(s) for this decision.

### **Promotion Portfolio includes the following documents:**

1. Candidate's self-evaluation of teaching, services and research and professional activities including identification of areas of excellence.
2. A current curriculum vitae
3. An overall evaluation of the candidate by his/her Chairperson and Dean

4. Three letters of professional reference, one of which must come from outside of the College.

5. Documentary evidence of quality and expertise in the following areas:

**A. Teaching**

Evidence of effective teaching is essential to the awarding of promotion at Livingstone College. The primary focus of this activity is the generation and transmission of knowledge and giving support to students in the learning process. It encompasses the development of new skills, insights, and sensitivities in the classroom. Teaching also includes advising and an informal dialogue between the faculty and students. Excellent teaching may be evaluated by the following criteria:

1. Course Syllabi
2. Student evaluations for the past three academic years (If the candidate for promotion is not in possession of the student evaluations that were conducted during the past three academic years, the Office of the Vice President for Academic Affairs, upon request, will provide these documents to the candidate.)
3. Teaching awards
4. Teaching innovations, including the use of technology in the classroom
5. Development of a new course in the curriculum
6. Development of teaching modules, workbooks, or other instructional materials.

**B. Research and Professional Development**

The research and professional growth of the candidate may be evaluated by the following criteria:

1. Evidence of continuing study and achievement concentrated in the areas of teaching and academic discipline
2. Active membership in professional organizations
3. Papers delivered at local, state, national, and international conferences/professional meetings as well as community forums
4. Participation (attending/presenting) in seminars and workshops
5. Evidence of involvement in research activities that contribute to the quality of the teaching and learning environment at Livingstone College
6. Publications: books, articles, and reviews
7. Works as research consultant/advisor
8. Grantsmanship

**Research and Professional Development: Additional Considerations**

The candidate must provide (in two pages or less) a statement of professional development and research goals and accomplishments. Research and professional development must be evaluated on at least three of the activities listed below and must relate to teaching and the academic discipline. If the recommendation is for promotion to associate professor, the statement should include research

accomplishments since appointment as assistant professor (may include work as an assistant professor at another institution). In addition, the research program should be evaluated with emphasis on evidence of research and scholarly activities that **may** include:

1. A scholarly publication in a professional journal or creative works
2. Delivery of papers at local, state, national and international meeting of academic/professional societies
3. Presentation of invitational Lectures
4. Participation on panels at local, state, national, and international meeting of academic/professional societies or offices held in these societies
5. Participation in program-related projects
6. Editing and/or review of scholarly professional journals or other texts related to professional development
7. Willingness to share expertise with the College and broader community (such as conducting workshops/seminars without compensation)
8. Work as research consultant/advisor
9. Grantsmanship
10. Published chapter in a book

For promotion from rank of associate professor to full professor, the statement should include accomplishments since the last promotion. The emphasis on the evaluation of research and professional development is the same as that for promotion from the rank of assistant professor to associate professor. However, the candidate for promotion to full professor **will** also have at least two publications in scholarly (professional) journals or a significant scholarly work (such as a book) or creative works (such as a major creative production, artistic works, or performances that are produced and/or directed) within a five-year period while in residence at Livingstone College. The statement of professional development and research goals and accomplishments should tie together past research and how it relates to future research plans and to teaching and service duties.

### **C. Service to the College and the Academic Community**

The promotion process recognizes that individual faculty members from a variety of disciplines and backgrounds (in training, expertise, specialties, talents, and interests) have much to offer without necessarily fitting a prescribed “model.” The promotion process, then seeks to recognize the strengths of individual faculty and to reward the variety and diversity that each brings to the College. The term “service” may include service to the College, academic discipline, and broader community. This concept is sufficient to recognize the variety of ways in which faculty perform service at a liberal arts college whose primary focus is teaching. Collaboration is another area of service. For example, faculty who teach the general education courses, professional studies, and pedagogical studies should collaborate with area schools in program planning and evaluation. This would provide an opportunity for educators to review effective programs for the preparation of future teachers. Collaborative relationships with K-12 schools and their faculties in programs and project development would serve to share and refine knowledge bases and to improve the quality of education of all constituents.

The candidate's service to the College, academic discipline, and broader community will be evaluated by the following standards:

1. Active participation in faculty, school, and college committee work
2. Active participation in school and college activities, including but not limited to officially representing the institution at college events, such as recruiting fairs, and other student activities that may necessitate the involvement of faculty
3. Committee involvement and service to local, state, and national boards, agencies, and programs. (Revised May 4, 2006)

Materials submitted in connection with promotion may be used in the tenure portfolio. Promotion portfolio will be kept on file in the Office of the Vice President for Academic Affairs until the final decision has been made and communicated to the applicant.

### **Tenure (is under review)**

### **Emeritus Status**

The emeritus title is granted to professors upon recommendations of the division chair and the Vice President for Academic Affairs followed by the approval of the President and the Board of Trustees. The candidate must have served the College with distinction for many years. The title carries with it full ceremonial and academic rights, as well as those professional privileges the administration deems fitting. The conditions of an emeritus contract shall be negotiated between the faculty member and the President.

### **Professor Emeritus Guidelines**

1. The person chosen to be honored with the professor emeritus status will be given full professor's rank if he/she is not already a full professor.
2. In the last year of his/her full-time teaching, the person approved for the professor emeritus status will be assigned a reduced load of teaching--a maximum of two courses each semester--in the area of expertise and/or head a special project as deemed appropriate by the individual and the College. He/she will receive full salary and other benefits for the year.
3. The professor emeritus may be honored with the following (with his/her consent) at the end of his/her last year of full-time teaching:
  - a. A Banquet
  - b. Special recognition on the commencement program
  - c. Heading the procession along with the marshals

- d. A plaque or other memorabilia during the commencement ceremony
4. The faculty member will retire from the institution with the professor emeritus status, but will have the option of serving the College in any position considered appropriate by him/her and the administration.
5. The faculty member will continue to bring honor to Livingstone College as professor emeritus by pursuing other activities, such as speaking, writing, consulting, or other scientific/artistic pursuits as appropriate to his/her expertise.

### **Professional Growth**

Livingstone College expects all faculty to continue their professional development as teachers and scholars and supports faculty growth and development to the extent possible by providing opportunities for educational study leave and for attendance at professional meetings, conferences, in-service conferences, and workshops. Notices of growth opportunities received in the Academic Affairs office are routinely sent to appropriate division chairs to be shared with faculty. Similarly, information received directly by a division chair is shared with faculty in that division. Activities sponsored by the College are announced orally or in writing to faculty.

While it is emphasized that the initiative for such activities is the responsibility of individual faculty members, the institution funds some activities, either fully or in part, depending upon the availability of funds allocated for these purposes.

### **Termination of Academic Programs**

Institutions of higher education are sometimes forced to reorganize or terminate programs, courses, divisions, and other units because of unforeseeable changes. Reorganization or termination may result from lack of public need, lack of student demand or interest, decline in enrollment, inadequate funding, lack of leadership and lack of funds during a period of decline in financial resources.

Prior to termination of a program, careful consideration shall be given to (1) the significance of the program in supporting other academic units of the College and (2) the demand for offerings in the area as indicated by consistent patterns of enrollment, and marketplace demand for program graduates.

Except in cases of financial exigency, decisions to reduce or terminate faculty in a division due to low enrollment in courses and majors, shall be made only after such a pattern has been documented for more than a single academic year, and only after all measures to increase enrollments have proven ineffective.

## Dismissal for Cause

The College will institute termination procedures for faculty conduct the College deems unacceptable. Faculty members, **with or without tenure**, may be summarily dismissed by the President for “cause” subject to the rights of review and appeal. Causes for initiation of termination procedures include, but are not limited to:

1. Conviction of a charge of the illegal use, possession, or sale of controlled substances.
2. Conviction of the willful falsification of documents pertaining to employment.
3. Conviction of the destruction of College property.
4. Conviction of inciting others to destroy College property.
5. Conviction of committing a felony that is connected to employment.
6. Professional incompetence or neglect of academic responsibilities including but not limited to the following:
  - a) Failure to teach/conduct scheduled classes repeatedly.
  - b) Failure to perform administrative tasks concomitant with his/her position as a faculty member.
  - c) Failure to perform the duties as specified in the Faculty Handbook after verbal and written warnings.
7. Serious disrespect for the ideals and character of the College causing public scandal.
8. Flagrant and willful disregard of the policies and procedures of the College.

In such cases, dismissal will be based on verification of the validity of the accusations through a hearing conducted by the Faculty Assembly, at which time the accused will be given ample opportunity to provide a defense. A two-third-majority vote shall be required to establish the validity of the accusation.

9. Willful and repeated disregard of academic freedom, as determined by the faculty. This cause for dismissal shall not apply to cases where a faculty member expresses appropriately and in good taste an opinion contrary to that held by the majority of the faculty or administration. Nor will it be used to restrain a faculty member's academic freedom.

10. Providing misleading or false information about his/her employment history credentials or status.

### **Procedural Review**

A Review Committee four (4) faculty members elected from the Faculty Assembly and one (1) appointed by the Vice President for Academic Affairs shall serve in an advisory capacity to the President on matters being considered for dismissal. The President makes the final decision. In every instance, dismissal procedures shall include the following steps:

- a) The Vice President for Academic Affairs will notify the faculty member in writing that a written recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of information supporting such grounds.
- b) The faculty member will be given a reasonable opportunity to meet with the Vice President for Academic Affairs to present his/her defense to the dismissal recommendation before the recommendation is made to the President.
- c) If the dismissal recommendation is accepted by the President, the faculty member will be given a reasonable opportunity to meet with the President to appeal the decision and present his/her defense.

In any case involving dismissal for cause, the burden of proof that cause exists shall be on the College.

### **Policy on Faculty Grievance**

If the concerned person has gone through the channels of department/division chairs and the Vice-President of Academic Affairs and the grievance relates to tenure, promotion, evaluation, dismissal, or academic rights and freedom, he/she may request the Vice President of Academic Affairs for a hearing before the Faculty Grievance Committee appointed by the President of the College.

This Committee shall be composed of five (5) faculty members selected from a list of seven members elected from the faculty at large. The President shall appoint five of these members to hear the grievance.

The concerned faculty member shall be granted an opportunity to bring one colleague in his/her behalf to the hearing. This individual shall not be granted an opportunity to vote but may confer with the aggrieved and participate in discussions when appropriate.

The Vice President for Academic Affairs will set up the initial meeting of the Grievance Committee and the Committee will elect its chair. The Committee will have the right to review relative documents presented by the person, department or division chair, director, and Vice-President of Academic Affairs and to request testimony from any of the above. A recorder will be provided by the Office of Academic Affairs. Written recommendations from the hearing will be sent to the President who will make the final decision. Every effort will be made to complete the grievance procedure within 30 working days.

### **Absence From Class**

Members of the faculty who are unable to meet their classes or hold scheduled office hours, because of unforeseen circumstances, shall notify their immediate supervisor or the Academic Affairs office immediately or as soon as possible.

Scheduled absences from class or major college functions may be authorized by the Vice President of Academic Affairs with the recommendations of the division chair. The teacher absence form must be completed by all faculty--in advance, preferably five days prior to anticipate absence, for scheduled absence and upon return to work for sickness.

### **Assembly Hours**

The second and fourth Wednesdays, 11:00 a.m.-12:00 noon, are reserved by the College as assembly hours. Faculty members are required to attend these assemblies and may not use this time for conference periods, required instructional work with students, or co-curricular activities.

## **VIII. COLLEGE SERVICES AND RESOURCES**

### **Closure of Campus Operations in Bad Weather**

Faculty, staff, and students are expected to use personal judgment concerning travel safety during inclement weather. In the event of catastrophic conditions or extreme emergency, every possible effort will be made to communicate to the College community the difficulty and to advise appropriate procedures.

Faculty who find it impossible or unsafe to travel should phone their immediate supervisor and explain the difficulty. This will enable the supervisor to make arrangements for classes and schedules.

Students unable to attend classes because of emergency weather conditions, etc., will be allowed to make up the work missed.

### **Crisis Plan**

This "Crisis Plan" is a campus-wide guide designed to give an orderly and efficient process to handle emergencies and crises. It also provides measures to assist with media relations, physical plant, and inclement weather problems. The thrust of the plan is cooperation and prevention among all associated with our campus community.

An employee who encounters an emergency problem which could immediately affect the safety of self and others should report the problem to the Campus Police/Security and to his/her supervisor. When such a report is submitted and verified, the "Crisis Plan" will be placed in operation.

## **IX. LEAVES**

### **Educational Study Leave**

The College is committed to providing funds for faculty members who wish to pursue advanced study in priority areas. Priority areas are those in which the College does not have enough persons with doctoral degrees to meet the requirements of accrediting bodies. Educational leave may be granted to individuals for the following reasons: to complete dissertations, to pursue higher degrees, and to gain expertise in high technology in fields that may directly improve an individual's academic area.

The procedure as outlined for sabbatical leave with pay applies to educational leave also. Approval is contingent upon availability of funds (grants/funded proposals/UNCF/UCC, etc.), availability of a suitable replacement for the duration of leave, and evidence of continuous progress, while in school. When fiscal resources are available, the College may aid the faculty member.

### **Professional Leave**

A faculty member may be granted a leave of absence with pay to attend conferences, workshops, and professional meetings related to his/her teaching field. Ordinarily, no more than four consecutive working days will be approved by the Vice President for Academic Affairs. Leave in the excess of four (4) consecutive work days must be approved by the President. In any case, the faculty member must document adequate provisions for missed classes.

### **Application for Professional Leave**

A written application for leave should be prepared by the faculty member and submitted to the division chair. The division chair will forward the approved leave application to the Vice-President of Academic Affairs for final approval.

### **Sabbatical Leave**

A sabbatical leave provides an opportunity for the advancement of tenured faculty members. The sabbatical for one semester is granted at full salary; the sabbatical for an academic year (two semesters) is granted at half salary.

The primary consideration in awarding a sabbatical is to provide the opportunity for a faculty member to conduct research or other scholarly work, to acquire new teaching techniques in the discipline or in a new area appropriate to his/her needs, or to complete a book or other original papers. A sabbatical is granted only if funds are available during the year the person will be out.

A faculty member is eligible to apply for sabbatical leave following the completion of seven years of full-time service. Faculty shall be eligible for only one sabbatical during each period of seven years as a full-time faculty member. Fringe benefits will be continued during the sabbatical leave unless otherwise stipulated, in writing, to the faculty member.

### **Sabbatical Restrictions**

1. Assurance must be given by the division chair that the faculty member's responsibilities at Livingstone College shall be carried out by qualified faculty.
2. Sabbaticals are limited to tenured faculty only.
3. Only the time in a professorial rank at Livingstone College is counted toward the sabbatical.
4. At any given time, only one faculty member per division shall be permitted a sabbatical.
5. A faculty member is expected to return to the College with an explicit intent of remaining for the period of time stipulated in the "Professional Leave of Absence" agreement.
6. At least one year of service must remain between the completion of sabbatical leave and the date of retirement.

### **Family and Medical Leave (FMLA)**

The College complies with the Family and Medical Leave Act of 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. For reference, see the Human Resources Policies and Procedures Manual.

### **Emergency Leave**

Faculty may be granted emergency leave with pay up to five (5) days per year. This leave can be taken for illness or death in the immediate family. This leave will not carry over into the next academic year.

Additionally, emergency leave must be used when absence from work is caused by natural disaster or inclement weather.

### **Sick Leave**

Sick leave is defined as leave for any personal physical/mental disability that would temporarily render a faculty member unable to discharge regular teaching and/or other College-assigned responsibilities.

Full-time faculty shall be granted 10 (ten) days (two weeks) per academic year with pay for illness or accident. Those days can be accumulated at the rate of ten days per year up to a maximum of 180 (one hundred eighty) work days if the employment is continuous. Absences in excess of 3 (three) consecutive work days may require a statement of verification. If a faculty member, because of prolonged sickness, needs longer sick leave than the available time, he/she must negotiate further leave with the College. Accumulated sick leave remaining at the time of retirement or termination from the College will carry no monetary, vacation, or cash-in benefits.

The division chair or the Vice President for Academic Affairs must be notified immediately of personal illness which prevents an instructor from discharging regularly assigned duties. Information concerning the illness must be conveyed to the division chair so that the affected classes may be met and other assignments carried out. Thereafter, report of personal illness must be sent to the Vice-President of Academic Affairs as soon as possible. Such a report must be accompanied by a medical statement certifying personal illness and the estimated recovery time before the instructional staff member can resume full duties at the College.

### **Leave Without Pay**

Faculty members may, in the event of a long period of illness or other extraordinary personal reasons, be granted a leave of absence without salary. Requests for leave should be referred in writing to the Vice President for Academic Affairs with a recommendation from the division chair. The Vice-President of Academic Affairs will notify the Human Resources department when such a leave becomes effective.

### **Military Leave**

Members of the National Guard or the Reserve components of the Navy, Air Force, Marines, Coast Guard, or Army shall be entitled to leave with pay for such time as they remain members of the units for periods not exceeding fifteen (15) days in any one calendar year.

### **Personal Leave**

Full-time faculty shall be granted three days per year with full salary for personal business. These days may be taken without an explanation of the specific nature of the absence and will not carry over into the next academic year. Provisions for classes must be made and the appropriate request form submitted to the Office of Academic Affairs at least three (3) working days prior to the leave or within 48 hours upon return in cases of an emergency. If additional time is needed, the faculty member may take it without pay.

## **X. COLLEGE TRAVEL**

Livingstone College encourages its faculty members to enhance their academic and professional growth by participating in and attending professional meetings related to their discipline. Financial assistance is provided to the extent that funds are available. Owing to budget constraints, the degree of support for professional travel will vary from year to year. Guidelines and policies for granting travel expenses are listed below:

- Faculty members must obtain approval from their division chair and the Vice President for Academic Affairs prior to making professional travel plans.
- When sufficient funds are available, first consideration will be given to faculty members who will be presenting papers, serving as session coordinators, panelists, or who are officers of professional organizations.

All travel expenses will be paid for faculty members serving in one of these roles. An official copy of the program of the meeting will serve as documentation of participation.

- An announcement or brochure of the meeting/conference must accompany the requisition for travel.
- Attendance at meetings must be relevant to the responsibilities of the faculty members and beneficial to the academic programs.
- Individuals must obtain authorization from the President to be away from campus for more than five (5) days.

- Airline fares, hotel expenses, per diem for food, and registration fees will be given in advance. An itemized hotel bill and airfare receipt must be submitted upon the faculty member's return. Photocopies will not be accepted. All other expenses, including car mileage, will be reimbursed after the fact. These expenses will be reported on the Travel Expense Report Form provided by the College.

Travel by automobile will be reimbursed at the approved rate provided the total reimbursement does not exceed equivalent air coach fare or other reasonable transportation. Payment for gas will not be reimbursed when the mileage is paid. If a College vehicle is available, the person will not be reimbursed if he/she uses his/her private automobile.

Rental automobiles may be used when such travel is more advantageous to the institution than the use of other means of transportation. Advance reservations for compact automobiles or vans should be requested.

- Reimbursement will not be made for telephone calls or valet services.
- Ground transportation to and from the airport and airport parking are reimbursable. Any fare of \$10.00 or more will require a receipt.
- Faculty members who are not participants may be reimbursed for 50% travel cost, depending on the availability of funds.

Approved and/or allocated expenses are paid in full by the College when the faculty member is the official representative of the College and is traveling at the request of the College.

## APPENDIX I

### Course Syllabus Guidelines

It is expected that an appropriate syllabus be made available to each student on the first day of each course. In this way students are made aware of course expectations and methods of evaluation for levels of performance.

Each course syllabus should include the following information:

1. Course prefix, number, and course name

2. Instructor	Term	Year
Office Location	Campus Phone No	
Class Meeting Times (e.g. MWF 3-3:50)	Home Phone (optional)	

Office Hours (full-time faculty: 8 hours per week; part-time faculty inform students how to make appointments)

3. Required Text(s) and other materials to be purchased. Texts should be listed in standard bibliographical form, including date of publication. Textbooks must be up-to-date editions.

4. Prerequisites to course, if any.

5. Brief Description and Goal. Indicate where this course fits into the curriculum (e.g. introductory, advanced, etc.) Relate course to program model course in teacher education courses, when applicable, and to divisional/division goals and objectives.

6. Specific Competencies: List the specific competencies covered by this course or develop three (3) or more measurable objectives which you meet in this course.

7. Evaluation and Grading: Upon what factors does the final grade depend? **THIS INFORMATION IS A CONTRACT BETWEEN YOU AND THE STUDENT.**

8. Nature of Final Exam: Take-home, comprehensive, essay, multiple choice, etc.

9. Attendance Policy: Be explicit about penalties for excessive tardies and absences and how you differentiate between "excused" and "unexcused" absences. Remind students that you are expected to report students with excessive consecutive unexplained absences.

10. "Make-up" Policy and late work policy: Under what circumstances (if any) can quizzes or tests are made up? If you accept late work, under what circumstances? Is there a penalty?

11. Schedule of Class Sessions/Topic Outline including reading or other projects due on specific days and topics or chapters to be covered. This outline should match your competencies and/or measurable objectives. Due dates of major tests, projects, papers, assignments, quizzes, examinations, field assignments, laboratory experiences, group projects, research projects, etc. required in the course should be clearly stated.
  
12. Bibliography of suggested readings. Provide a brief listing of additional outside readings (books, periodicals, etc.) pertinent to the course, which will require the student to use the library.

## **APPENDIX II**

### **STUDENT CLASS ATTENDANCE POLICY**

Livingstone College recognizes that effective learning is facilitated by interaction between the faculty and students and that the classroom is the principal arena for such interaction. For these reasons students are obliged to attend and participate fully in classroom sessions. The class attendance policy followed by the College assigns to faculty members the specific attendance requirements for each class. Thus specific course attendance policies will vary from course to course. The attendance policy for each course is presented to the student in written form, as part of the course syllabus, issued at the beginning of the course.

Unexcused absences are considered excessive when they exceed the number of times the class meets per week. Ordinarily, the total number of absences includes days missed due to late registration or late enrollment in the course. When a student has accumulated three (3) unexcused absences in a class which meets three (3) times per week or two (2) unexcused absences in a class which meets two (2) times per week, he/she will receive a letter of warning which will indicate that any additional unexcused absences may result in a reduced grade according to the course syllabus. When the total number of absences (excused and unexcused) exceeds one-fourth of the number of class meetings during the semester, the instructor will determine whether the student should be allowed to remain in the course or should be dropped with a grade of "F". The instructor's decision will be communicated in writing to the student, his/her advisor, the Counseling Center, the division chair for the course, the Registrar and the Office of the Vice President for Academic Affairs.

#### **EXCUSED ABSENCES**

1. The Office of the Vice President for Academic Affairs will give excuses in documented cases of:
  - a. Medical illness
  - b. Military leave
  - c. Death in the immediate family
  - d. Court appearances
  - e. Students officially representing the College off-campus (a list of students should be submitted to the Vice President for Academic Affairs three to four days in advance of leave).
2. Other cases may be determined by the individual instructor.

## **UNEXCUSED ABSENCES**

The student does not attend class and makes no attempt to justify his/her absence.

**PLEASE NOTE: THE COLLEGE NURSE DOES NOT ISSUE CLASS EXCUSES. THE NURSE WILL ONLY VERIFY MEDICAL ILLNESSES. IN ALL CASES OF MISSED CLASSES, THE STUDENT IS HELD RESPONSIBLE FOR INFORMING THE INSTRUCTOR IN ADVANCE AND FOR SUBMITTING ASSIGNMENTS AND MAKING UP EXAMINATIONS.**

### **PROCEDURE FOR REPORTING ABSENCES**

When the student approaches the limit of unexcused absences (i.e. two in a course that meets three times per week) the instructor will send a warning notice to the student informing him/her of the number of unexcused absences (with copies sent to the advisor, the division chair for the course, the Counseling Center, and the Office of the Vice President for Academic Affairs). Following the next absence the instructor will notify the student that he/she has reached the limit and may be penalized (this notice is also sent when the student approaches one-fourth of total class meetings for the semester).

## APPENDIX III

### Forms

#### CURRICULUM FORMS

Deletion of Course(s)  
Proposal for A New Course  
Proposal for Revision of A Course

#### EVALUATION FORMS

A. Faculty Evaluation by Chairs  
B. Faculty Annual Goals/Objectives Form  
C. Livingstone College Course and Teacher Evaluation by Students

#### FACULTY FORMS

Advisee Form  
Change of Grade Form  
Change of Major Form  
Class Schedule/Office Hours  
Faculty Information Sheet  
Leave Request Form  
Professional Activity Report  
Professional Development Form  
Separation/Exit Interview Form  
Small Class Report  
Instructor 's Class Absence Report  
Textbook Order Form  
Travel Authorization/Travel Expense Statement

#### STUDENT ABSENTEE ALERT FORMS

First Warning  
Second Warning  
Final Warning

**Copies of all of these forms may be found in the Office of Academic Affairs.**

Forms may be updated or revised as needed.

# Appendix III A



LIVINGSTONE COLLEGE  
Salisbury, NC 28144

## FACULTY EVALUATION BY CHAIRS

<b>Name of Instructor:</b> _____
<b>Statement of objectives:</b> _____
<b>Evaluation Year:</b> _____
<b>Department/College:</b> _____

### Narrative:

Indicate in narrative form the type of year the faculty member has had. That is, provide a statement of whether he/she was productive or non-productive in terms of their annual goals and objectives. The questions you are attempting to answer here are did the faculty member accomplish their stated objectives? Did he or she contribute to the overall effectiveness of the unit as it relates to *teaching, advising, service to students service to the profession, governance (committee work or other assignments, campus or non campus), scholarship, etc.*? The annual goals and objectives of the faculty member should speak generally to these areas.

If student ratings of teaching data are available at the time of the evaluation, you may use this data as well.

- **Recommendations for Improvement.**
- **Signature (Faculty member, chair and Division chair) and date.**
- Attach Goals/Objective for the next academic Year.
- Submit Copy of faculty evaluation with signatures to the Division Chair.



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Faculty Annual Goals and Objectives

<b>Division:</b> _____
<b>Department:</b> _____
<b>Instructor:</b> _____
<b>Date Submitted:</b> _____

AREA I: Service Goals/Objectives	Evidence
1.	
2.	
3.	
4.	
5.	

AREA II: Scholarships Goals/Objectives	Evidence
1.	
2.	
3.	
4.	
5.	



LIVINGSTONE COLLEGE  
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AREA III: Teaching Goals/Objectives	Evidence
1.	
2.	
3.	
4.	
5.	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair


\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

**Livingstone College Course and Teacher Evaluation by Students**

**INSTRUCTIONS**



- Make solid marks that fill the response completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Example:

**1** **COURSE PREFIX**

A	B	C
D	E	F
G	H	I
J	K	L
M	N	O
P	Q	R
S	T	U
V	W	X
Y	Z	

**2** **COURSE NO.**

0	1	2
3	4	5
6	7	8
9		

**3** **INSTRUCTOR**

0	1	2	3
4	5	6	7
8	9		

**4** **COURSE SECTION**

00	01
02	03
04	05
06	07
08	09
10	11
12	13
14	15
16	17
18	19
20	21
22	23
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86	87
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96	97
98	99

**DIRECTIONS:**  
Please describe the characteristics of the course and instructor as accurately as you possibly can by darkening one rectangle for each of the following 35 items. Leave blank any items that do not apply. Respond to each item according to the Code printed below.

- CODE** (A) If you strongly disagree with the statement  
 (B) If you disagree with the statement  
 (C) If you neither disagree or agree with the statement  
 (D) If you agree with the statement  
 (E) If you strongly agree with the statement

<b>A. INSTRUCTOR</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1. The instructor was prepared for the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructor presented the content of the course and ideas in a logical and orderly manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The instructor showed enthusiasm for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The instructor showed broad and accurate knowledge of the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The course syllabus was made available in the first week of class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The instructor met the class on time and as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The instructor was available to help students during posted office hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor was receptive to views and opinions, which are different from his/her own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor appeared genuinely concerned about students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall I was satisfied with the course instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please continue on other side.*

B. COURSE		A	B	C	D	E
11.	The course was intellectually challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The course syllabus was up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The course syllabus clearly stated objectives and related information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The instructor formulated objectives that were achievable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The assignments were beneficial to learning course content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The physical environment of the classroom was conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Course presentations were clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The course activities and assignments were intellectually challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Regular attendance in the class was essential to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	The textbook contributed to my understanding of the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Reading assignments and handouts were valuable to the learning experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Class time was used for learning activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	The instructor regularly used audio-visual aids in his/her teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24. The percentage of the course taught that I understand is:  
 90%     80% or more     70%     60% or less

C. EXAMINATIONS		Excellent	Good	Fair	Poor
25.	How would you rate the timeliness with which major exams and assignments were announced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	How would you rate the promptness with which tests were returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	How would you rate the instructor's communication regarding what was expected on tests and assignments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	How well do you think tests and assignments reflected the important aspects of the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Overall, how would you rate the evaluation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. STUDENT CHARACTERISTICS		Yes	No
30.	Is this a required course for you?	<input type="checkbox"/>	<input type="checkbox"/>
31.	Do you have confidence that these results will be taken seriously?	<input type="checkbox"/>	<input type="checkbox"/>
32.	Was this form administered fairly and correctly?	<input type="checkbox"/>	<input type="checkbox"/>

33. The grade I expect to receive in this course is:  
 A     C     Fail (unsatisfactory)     No credit  
 B     D     Pass (satisfactory)
34. My classification is:  
 Freshman     Sophomore     Junior     Senior
35. My overall GPA is:  
 3.50-4.00     2.00-3.49     2.50-2.99     2.00-2.49     below 2.00

