

**BENEDICT COLLEGE**

# **FACULTY MANUAL**

**(Updated August 2016)**



*“Learning to Be the Best:  
A Power for Good in the Twenty-First Century”*

**Dr. David H. Swinton**  
**President**

## IMPORTANT NOTICE

THE PRIMARY PERSONNEL POLICIES AND PROCEDURES THAT AFFECT FACULTY ARE FOUND IN THIS FACULTY MANUAL. SELECTED OTHER PERSONNEL POLICIES AND PROCEDURES THAT AFFECT FACULTY ARE SO DESIGNATED IN THE BENEDICT COLLEGE PERSONNEL SERVICES POLICIES AND PROCEDURES MANUAL. OTHER POLICIES MAY ALSO BE FOUND IN OTHER DIVISIONAL OR DEPARTMENTAL POLICIES AND PROCEDURES MANUALS AND MEMORANDUMS, THE BENEDICT COLLEGE CATALOG, DEPARTMENTAL PAMPHLETS, AND THE STUDENT HANDBOOK.

THE POLICIES AND PROCEDURES INCLUDED IN THE FACULTY MANUAL ARE NOT ALL INCLUSIVE. FACULTY MEMBERS SHOULD ALSO REFER TO BENEDICT COLLEGE'S PERSONNEL SERVICES POLICIES AND PROCEDURES AND THE OTHER DOCUMENTS MENTIONED FOR ADDITIONAL POLICIES AND PROCEDURES, WHICH MAY APPLY TO THEM. HOWEVER, SHOULD ANYTHING IN THE PERSONNEL POLICIES AND PROCEDURES MANUAL OR ANY OTHER POLICIES OR PROCEDURE DOCUMENT CONTRADICT, OR IN ANY WAY BE INCONSISTENT WITH THE CONTENTS OF THE FACULTY MANUAL, THE CONTENTS OF THE FACULTY MANUAL SHALL PREVAIL.

THE CONTENTS OF THIS MANUAL ARE PRESENTED ONLY AS GUIDELINES OF SOME OF THE CURRENT POLICIES AND PROCEDURES OF BENEDICT COLLEGE AND THEY WILL BE CHANGED AND UPDATED BY BENEDICT COLLEGE WHEN NECESSARY. CHANGES IN THIS MANUAL MAY BE MADE BY WRITTEN POLICY OR PROCEDURE MEMORANDUM WITHOUT REVISING THIS MANUAL. SUCH WRITTEN PROCEDURES WILL BE DISTRIBUTED TO ALL FACULTY, PERSONNEL, AND ADMINISTRATORS. WE WOULD SUGGEST THAT A FACULTY MEMBER CHECK WITH A DEAN OR THE VICE PRESIDENT FOR ACADEMIC AFFAIRS TO VERIFY THAT A POLICY IS STILL IN PLACE BEFORE RELYING ON THE FACULTY MANUAL. THIS MANUAL WILL BE REVIEWED AND REVISED AS NECESSARY EVERY FIVE YEARS.

THE FACULTY MANUAL CONTENTS DO NOT CREATE A CONTRACT BETWEEN BENEDICT COLLEGE AND ANY EMPLOYEE. THIS MANUAL PROVIDES INFORMATION CONCERNING SPECIFIC PROCEDURES, POLICIES, BENEFITS, WORKING CONDITIONS, AND PRIVILEGES PERTAINING SPECIFICALLY TO EMPLOYMENT AS A FACULTY MEMBER. NOTHING IN THIS FACULTY MANUAL MAY OVERRIDE ANY TERMS AND CONDITIONS OF EMPLOYMENT STATED IN THE ANNUAL CONTRACT. SHOULD THERE BE ANY INCONSISTENCIES OR CONTRADICTIONS BETWEEN THIS MANUAL AND THE ANNUAL CONTRACT THE CONTRACT SHALL PREVAIL.



David Holmes Swinton  
President and CEO

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## I. PRELIMINARY INFORMATION

### 1.1 HISTORY OF THE COLLEGE

Mrs. Bathsheba A. Benedict of Pawtucket, Rhode Island founded Benedict College, originally Benedict Institute, in 1870. With a small bequest from her husband, Mrs. Benedict purchased an eighty-acre plantation near Columbia as the site for a new school for the recently emancipated Black man. Under the auspices of the American Baptist Home Mission Society, Benedict Institute set out from humble beginnings in a dilapidated former slave master's mansion to prepare men and women to be "a power for good in society." On November 2, 1894, the South Carolina Legislature "chartered the institution as a liberal arts college and the name "Benedict Institute" was changed to "Benedict College". Benedict awarded the first Bachelor of Arts Degree in that same year.

During the first quarter century of its existence, Benedict Institute addressed its program to the basic educational needs of the Black population in the South. The institute's initial objective was to train teachers and preachers, and its original curriculum included, of necessity, reading, writing, spelling, arithmetic, and religion. Later, the curriculum was expanded to include the traditional college disciplines and an industrial program offering carpentry, shoe making, printing, and painting. The College developed its curriculum and improved its staffing and facilities. In 1946 Benedict received an "A" rating from the Southern Association of Colleges and Schools.

Benedict College continues to broaden and develop its academic program. Through the scope and depth of its varied programs and services, the College maintains a liberal arts tradition while meeting complex societal demands. The College currently offers bachelor degree programs in thirty major areas of study. The College provides training in the humanities, social sciences, business, education, the natural sciences, computer science, and mathematics. The Liberal Arts constitute the core of the curriculum; however, the current program includes a number of pre-professional programs, as well as a military officer-training program (Army Reserve Officer Training Corps).

Over the years, the graduates of this institution have succeeded in all areas of human endeavor. The successful graduates are the most important part of the success story of this institution.

From its founding to 1930, Benedict College was led by a succession of northern white Baptist ministers and educators. The year 1930 signaled the succession of African-American presidents at the College. Presidents of the College and their terms have been as follows: Timothy L. Dodge, 1871-1876; Lewis Colby, 1876-1879; E. J. Goodspeed, 1879-1882; Charles E. Becker, 1882-1895; Abraham C. Osborne, 1895-1911; Byron W. Valentine, 1911-1921; Clarence B. Antisdell, 1921-1930; John J. Starks, 1930-1944; John A. Bacoats, 1944-1965; Benjamin F. Payton, 1967-1972; Henry Ponder, 1973-1984; Marshall C. Grigsby, 1985-1993; David H. Swinton, 1994-Present. Interim Presidents have been as follows: T. J. Hanberry, 1965-1967; Luns C. Richardson, 1972-1973; Betty S. Shearin, 1984-1985; and Ruby W. Watts, 1993-1994.

Benedict College is currently experiencing a renaissance as it enters the twenty-first century. Our academic programs and the faculty are expanding in quantity and quality. We are enhancing our technology and other educational resources. The College is undergoing an extensive campus improvement plan that includes land acquisition, campus facilities improvements, and new construction. Outreach and community service and development activities are at an all time high. We are striving for excellence as we continue our historic goal of being "a power for good in society."

Benedict College is a place where "Learning to Be the Best: A Power for Good in the Twenty First Century" is not just a motto but characterizes its commitment to quality and continuous improvement in its role as one of the nation's premier historically Black Colleges.



Benedict College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. The Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 can be contacted for questions about the college's status. The Social Work Program is accredited by the Council on Social Work Education (CSWE). The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher preparation programs. The Environmental Health Science Program is accredited by the National Environmental Health Science and Protection Accreditation Council. The Recreation and Leisure Services Program is accredited by the National Recreation and Park Association (in association with the American Association for Leisure and Recreation). The visual arts program is accredited by the National Association of Schools of Art and Design (NASAD). The School of Business is accredited by the Association of Collegiate Business School Programs (ACBSP). The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC).

## **1.2 VISION STATEMENT**

Benedict College will be the best open enrollment college in the nation.

## **1.3 MISSION STATEMENT**

Benedict College will be a power for good in society. Benedict College will be a full opportunity college with high quality programs of teaching, research, and public service. These programs will provide our students and community with the knowledge, skills, understandings, and values required to empower them to be a power for good in society to create a better world. We seek geographic, international, and racial diversity in our student body, while continuing to facilitate the empowerment, enhancement, and full participation of African Americans in a global society and to maintain our historic affiliation with the Baptist Church.

## **II. ADMINSTRATIVE ORGANIZATION OF THE COLLEGE**

### **2.1 BOARD OF TRUSTEES**

The Board of Trustees, by charter, is the body that is legally responsible for the overall governance and the promulgation of all policies for the administration of Benedict College. This governing board is the legal body responsible for the selection and evaluation of a president to carry out all enacted polices. On the recommendation of the president, the board approves all vision and mission statements, strategic plans, budgets, curriculum changes, faculty promotion and tenure, and awarding of all earned and honorary degrees. The Board of Trustees recognizes a clear distinction between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement policy.

### **2.2 OFFICE OF THE PRESIDENT**

The Mission of the Office of the President is to provide the vision, leadership, and administrative oversight for all College divisions. The Office ensures that the mission of the College is appropriate, articulated to all College constituents, and adhered to in all activities of the College. The Office provides leadership in the development and implementation of the College's Strategic Plan and ensures that all goals and objectives of the College are met.

The President's Office regularly monitors, assesses, and gives feedback to the administrative divisions on the performance of all of the administrative divisions. The Office ensures that the organizational structure and staffing, as well as the financial, human, and other resources; are adequate to facilitate the success of the College. The Office also provides leadership and oversight for fund development and budget planning and administration.

The President establishes and maintains productive relations with internal constituents: faculty, staff, and students, as well as external constituents; churches, alumni, business, government, community, and others. The Office provides support for all activities of the Board of Trustees.

#### **2.2.1 The President**

The President is the Chief Executive Officer of the College and he/she is appointed by the Board of Trustees. He/she is responsible to the Board for administering the educational and business policies of the College and for securing and preserving the assets of the institution. He/she is the official channel for communication between the Board of Trustees and the faculty, staff and students of the College.

The President is responsible for the formulation of strategic direction, goals, and objectives of the College. With the assistance of the faculty, staff, and students, he/she provides optimum conditions to achieve the College's mission.

The President is the head of the faculty, and as such he/she is responsible for leading the faculty in the articulation and implementation of the academic goals and objectives of the College.

#### **2.2.1.1 The Executive Vice President**

The mission of the Office of the Executive Vice President is to provide administrative oversight for designated administrative functions aimed at achieving the goals of the College. These functions include managing the Standing Committee program and chairing designated standing committees; providing oversight for the Records Center; providing leadership or oversight for special task forces and projects as specified by the President; and assisting the President in ensuring that all departments and divisions develop and implement strategic plans to achieve the College's goals and that they develop, implement, and maintain college wide policies and procedures manuals to govern the College's operations.

The Executive Vice President is second in charge to the President and acts on his/her behalf in his/her absence or as directed. The Executive Vice President is a member of the President's Cabinet.

#### **2.2.1.2 The Associate Vice President for Financial Aid Reconciliation and Automated Services**

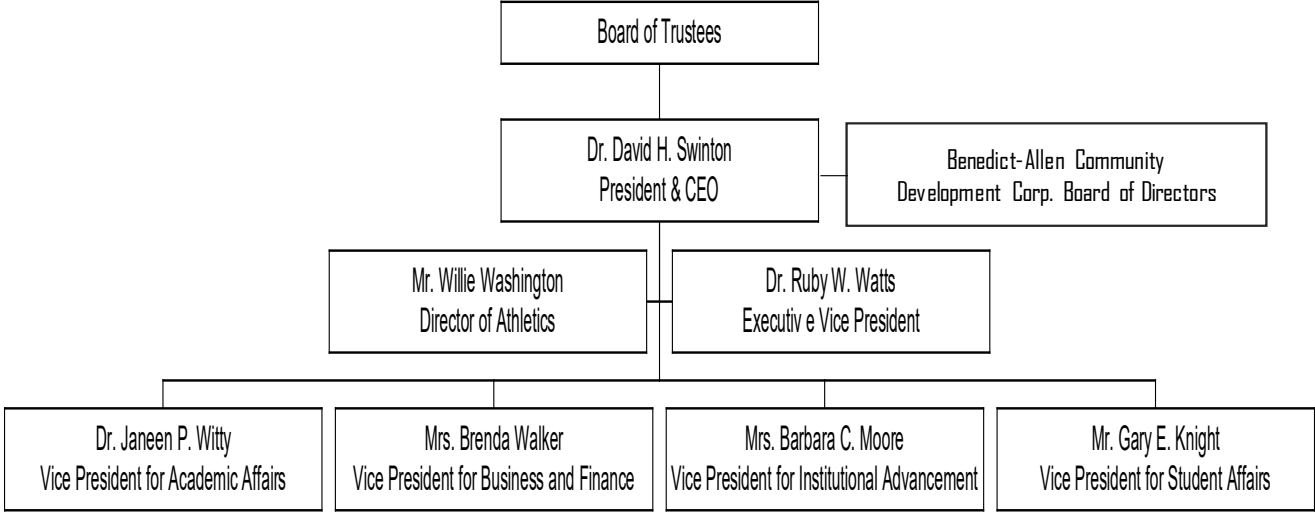
Under administrative supervision of the President, the Special Assistant has overall responsibility for Student Financial Services and reconciliation of student accounts for the acquisition of federal funds.

#### **2.2.1.3 Office of the Director of Athletics**

The Director of Athletics reports to the President. The Director has basic administrative responsibility for the direct supervision, approval, conduct, and control of the athletics program; provides the President with information and documentation necessary for policy, programmatic, and operational decisions; and maintains and implements College NAIA and NCAA conference rules and regulations.

Key duties include, but are not limited to, the administration of all fiscal operations; the establishment of administrative policies and procedures designed to achieve athletics goals and sound academic standards; evaluating programs and staff; and working closely with the Compliance Coordinator to provide leadership for and supervision of compliance with rules and regulations by coaches, friends, and supporters of the College. As directed by the President, the Athletics Director reviews annually the applicable NAIA and NCAA rules and regulations with every coach and athletics staff member and ensures compliance.

Benedict College  
College Organizational Chart  
2016 - 2017



## **2.3 DIVISION OF ACADEMIC AFFAIRS**

In keeping with the mission of the College, the mission of the Academic Affairs Division is to deliver high quality education programs in teaching, research, and service. The Division provides instruction for students pursuing baccalaureate degrees through the Schools of Business and Economics; Humanities, Arts and Sciences; Continuing Education; Education; Health and Human Sciences; and Science, Technology, Engineering, and Mathematics. The General Education core focuses on communication, technology, and liberal arts studies. Major and support courses which reflect current trends, concepts and technology in the disciplines along with electives prepare students for entry level career positions in their major field and for post baccalaureate studies. Quality faculty are recruited, provided orientation to the nature and mission of the college, engaged in continuous faculty development, and provided appropriate instructional resources so that they can provide relevant and innovative instruction for students.

### **2.3.1 Office of the Vice President for Academic Affairs**

The Vice President for Academic Affairs is appointed by and is administratively responsible to the President for all matters relative to instruction, academic research, selected programs, curriculum, academic policy, standards, affiliations, faculty personnel, and the academic aspects of student life. The Vice President is the chief academic officer of the College and is a member of the President's Cabinet. In consultation with school deans and other administrators in the Division, the Vice President is responsible for (a) recommending the employment, promotion, and tenure of all academic personnel; (b) conducting suitable searches for new personnel; (c) overseeing the teaching, research, and service activities of the faculty; (d) recommending and implementing budgets for all academic activities; (e) overseeing academic program planning, development, and evaluation, (f) directing the preparation, review, assessment, and revision of annual and five-year academic plans; (g) overseeing the development and implementation of an annual faculty and staff development plan; and (h) direct supervision of school deans, associate vice president for academic affairs, and directors assigned to the Division.

The Office of Academic Affairs provides leadership and support for the academic programs of the College. It is headed by the Vice President for Academic Affairs. The Associate Vice President for Academic Affairs (to whom the Director of the Library reports), the Associate Vice President for Research; the Assistant Vice President for Academic Assessment; the Dean of the School of Humanities, Arts, and Social Sciences, the Dean of the School of Education, the Dean of the School of Health and Human Services; the Dean of the School of Continuing Education, the Dean of the School of Business and Economics, the Dean of the School of Science, Technology, Engineering, and Mathematics, the Dean of the Freshman Institute, the Dean of the School of Honors, the Director of Service-Learning and Leadership Development, the Director of Educational Support Services, the Director of Career Services, the Director of the Office of International Programs, the Director of Academic Advising, and the Director of the Center for Teaching and Learning report to the Office of Academic Affairs.

The Office of Academic Affairs coordinates the educational programs of the College. It is responsible for arranging class schedules and registration, supervising programs for study, overseeing the Learning Resources Center and other support units, maintaining records on faculty, and generally administering the academic policies of the College.

#### **2.3.1.2 Office of the Associate Vice President for Academic Affairs**

The Office of the Associate Vice President for Academic Affairs is responsible for creating and maintaining the proper climate in which academic programs can function effectively. The Associate Vice President for Academic Affairs is appointed by the President upon recommendation of the Vice President of Academic Affairs. He/she supports the Vice President in carrying out his/her responsibilities. The director of the library reports directly to the Associate Vice President for Academic Affairs. He/she supports all units of the Division through provision of academic leadership and oversight of critical functions, including registration, documentation for the College's catalogue, and other related support functions.

#### **Office of the Associate Vice President for Sponsored Programs and Research**

This Office provides information to the Division on research grants and proposals that are available. Additionally, the Office provides assistance in the research and preparation of grant proposals. It also provides through reviews and assessment for all proposals submitted in the Division of Academic Affairs to make certain that they are in compliance with College and as well as grant-sponsoring guidelines

#### **Office the Associate Vice President for Assessment**

This Office provides assessment of academic programs and student learning outcomes to ensure that the programs provide high-quality educational programs. The Office forwards assessment results to academic affairs administrators to improve the program.

### **2.3.2 The Schools and Departments**

The instructional program of the Academic Affairs Division is divided administratively into six Schools. Five of the degree-granting schools are subdivided into Departments as indicated below:

#### **School of Business and Economics**

Business Administration, Management & Marketing  
Economics, Finance, and Accounting  
Business Development Center

#### **School of Continuing Education**

Interdisciplinary Studies

#### **School of Education**

Teacher Education  
Education, Child and Family Studies

#### **School of Health and Human Services**

Health, Physical Education, and Recreation  
Social Work  
Military Science

#### **School of Honors**

#### **School of Humanities, Arts and Social Sciences**

English, Foreign Languages, and Mass Communication  
Fine Arts  
Social Sciences and Criminal Justice

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

Biology, Chemistry, and Environmental Health Science  
Mathematics and Computer Science  
Physics and Engineering

#### **Freshman Institute**

#### **2.3.2.1 Academic Deans**

Academic Deans are appointed by the President upon recommendation by the Vice President for Academic Affairs and are administratively responsible to the Vice President for Academic Affairs for managing the affairs of the schools. Academic Deans are the heads of the faculty and the chief administrative officers in their respective Schools. Academic Deans are expected to provide bold leadership and extraordinary vision for the Schools in order to develop the faculty, prepare students for competition in the global economy, improve curriculum and provide

instructional and other resources to carry out the mission of the School. Academic Deans provide leadership and oversight for the development and implementation of strategic plans and budgets for departments and units within the School; manage the development, implementation and assessment of curriculum and instruction; supervise department chairs; implement the faculty and staff evaluation process within the school; oversee the process of recruiting, searching for, and hiring appropriate faculty and staff for the school and its departments to ensure high quality hires; develop and oversee the implementation of a faculty and academic staff development program to ensure continuous improvement of the faculty and staff, and ensure that faculty, staff, and students in the area achieve the results included the strategic plans.

#### **2.3.2.2 Associate and Assistant Academic Deans**

Associate and Assistant Deans are appointed by the President upon recommendation by the Dean of a School and the Vice President for Academic Affairs. Associate Deans are responsible to a School Dean and provide leadership for faculty, research and academic program development. Associate Deans are responsible for monitoring student advisement; registration and retention efforts; course schedules and inventories; and catalog updates. Assistant Deans are responsible to a School Dean and also have duties and responsibilities of Associate Deans.

#### **2.3.2.3 Director of Teacher Education**

The Director of Teacher Education oversees the Office of Teacher Education and reports directly to the Dean of the School of Education. He/She is committed to supporting and advancing the mission of the College, primarily through its focusing on the preparation of students for service as teachers in the South Carolina schools and the nation. The Teacher Education Program seeks to provide comprehensive support, guidance and technical assistance to all teacher education students and faculty. The administration of the teacher education admissions process, coordination of all professional field experiences, induction year (first year of teaching) activities are major efforts advanced through the Program. The Teacher Education Program serves as the lead unit of the College for the Teacher Education accreditation process.

#### **2.3.2.4 Department Chairpersons**

Department Chairpersons are appointed by the President upon recommendation by the Dean of a School and the Vice President for Academic Affairs. Department chairpersons are the administrative head of academic departments within the College, and report to a School Dean. Chairpersons are responsible for coordinating short and long-range planning in their departments. The chairperson oversees searches for part-time and full-time faculty; recommends part-time and full-time faculty appointments, retention, and promotion; develops and manages the departmental budget; conducts annual evaluation of faculty and staff; develops class schedules; assigns classrooms and other departmental resources; assigns teaching and advising responsibilities; supervises secretarial and support staff; and provides general oversight for departmental operations.

#### **2.3.3 The Support Service Units**

The support services of the Academic Affairs Division are divided administratively into five units as indicated below:

- Academic Advising**
- Career Services**
- Educational Support Services**
- Special Student Services**
- International Programs**
- Service-Learning and Leadership Development**

**Benedict College Center for Teaching and Learning**

**Benedict/ Allen Child Development Center**

**The Center for Teaching and Learning**

**Upward Bound I  
Upward Bound II  
Benedict College Child Development Center**

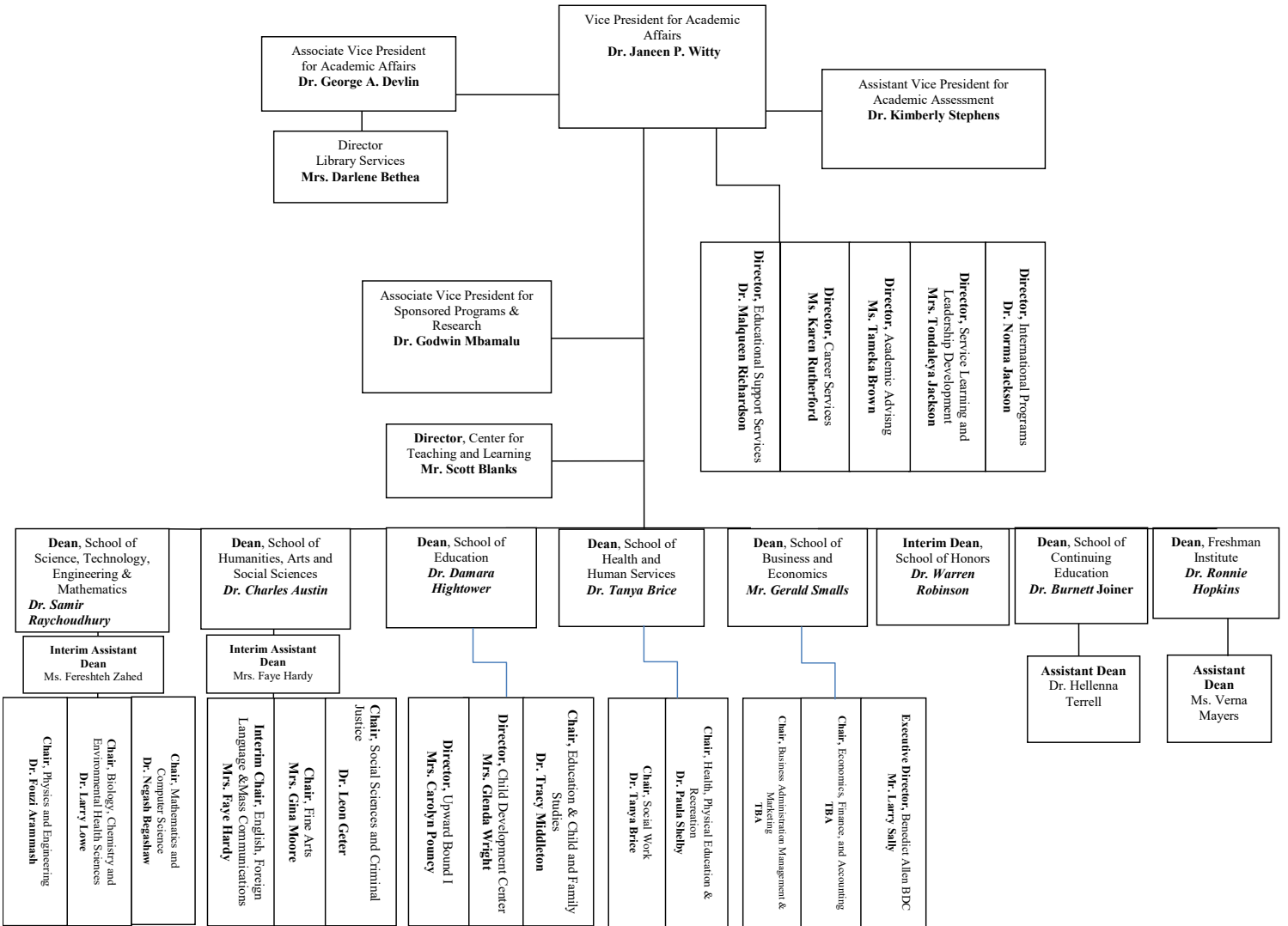
**2.3.3.1 Directors**

Directors are appointed by the President upon recommendation by the Vice President for Academic Affairs. Directors are the administrative heads of support service units within the Division and report to the Vice President for Academic Affairs. Directors are responsible for coordinating short and long-range planning in their units. The Director oversees searches for part-time and full-time staff; recommends part-time and full-time staff appointments, retention, and promotion; develops and manages the unit budget; conducts annual evaluation of staff; develops schedules; assigns unit resources; assigns duties and responsibilities; supervises secretarial and support staff; and provides general oversight for unit operations.

**2.3.3.2 ACADEMIC AFFAIRS ORGANIZATIONAL CHART for 2016-17**

**ACADEMIC AFFAIRS ORGANIZATIONAL CHART  
August 16, 2016**





## **2.4 DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs contributes to the Mission of Benedict College by providing programs, extracurricular activities and services for students and the College community. The Division seeks to enhance quality of life for students; to facilitate intellectual, ethical, spiritual, social, and personal growth; to provide a healthy and safe living environment, and to create a culture that engenders respect for human diversity.

The Division of Student Affairs consists of the following operational units: Office of the Dean of Students, Admissions and Student Marketing, Registrar and Student Records, Religious Services, Community Life, Campus Police, Student Health Services, Student Activities, and Food Services.

### **2.4.1 Office of the Vice President for Student Affairs**

The Vice President for Student Affairs is appointed by and administratively responsible to the President in matters relative to student life, development, and well-being. The Office of the Vice President is responsible for overall operations of the division, provides vision, leadership and oversight for the development, implementation, and assessment of strategic plans; recommends and monitors unit budgets; oversees the process of recruiting and hiring qualified staff; ensures continuous staff development and training; and conducts and monitors annual evaluation of unit directors and staff.

#### **2.4.1.1 Office of the Associate Vice President**

The Associate Vice President is responsible to the Vice President of Student Affairs for the administration student support and development services of the College. The Associate Vice President for Student affairs supports the Vice President in carrying out his/her responsibilities. He/she oversees Student Judiciary and Student Grievance processes, as well as general student concerns. The Associate Vice President provides supervision for departments of Public Safety, Residential Life, and Health Services.

## **2.5 DIVISION OF BUSINESS AND FINANCE**

The mission of the Division of Business and Finance is to manage and oversee the business and finance, assets, and resources of the College in the most prudent way. The division administers planning, formulation, management and implementation of all budgets. The division also receives, manages, and accounts for all revenue and receipts of the College; and administers the College's purchasing procurement systems. The division oversees and administers all student accounts. The division is also responsible for all accounting and financial control functions. In addition, the division oversees and implements payroll functions. The Division is charged with the responsibility to ensure that the College receives maximum benefit from its assets and fiscal resources. The Business Office also oversees all auxiliary services, including those provided by external contractors.

It is also the mission of the Division to adopt and implement the College's investment policies. The Division participates in the governance of the institution and where appropriate, makes recommendations which would improve the effectiveness and/or efficiency of the College.

### **2.5.1 Office of the Vice President for Business and Finance**

The Office of the Vice President for Business and Finance provides leadership for the overall administration and management of the Division. This unit is headed by a vice president who is a senior administrator reporting directly to the President of the College, he/she is also a member of the President's Cabinet.

The Vice President for Business and Finance supervises the administration of the following operational entities:

Assistant Vice President for the Physical Plant and Auxiliary Services

## **2.6 DIVISION OF INSTITUTIONAL ADVANCEMENT**

Institutional Advancement engages in activities that help in obtaining the financial resources necessary to carry out the College Mission. This unit also communicates with certain constituencies in an effort to tell the Benedict story, to keep alumni, churches, and friends abreast of College news, and to cultivate supporters. The College runs two major fundraising campaigns on an annual basis: The Annual Giving Campaign and the UNCF Campaign. Through this Division, the College looks for major donors, actively conducts prospect research, and provides the opportunity for planned or deferred giving. All of these are rolling campaigns. Periodically, other fundraising events are held, including a Capital Campaign.

### **2.6.1 Office of the Vice President for Institutional Advancement**

The Vice President for Institutional Advancement is the primary administrator responsible for institutional development, fundraising, and external relations. The Vice President, who is member of the President's Cabinet, reports directly to the President of the College.

The Vice President for Institutional Advancement supervises the following operational activities: Advancement Services and Major Gifts, Alumni Affairs, Church Relations, Communications and Marketing, Title III Program and Governmental Sponsored Programs, Community Relations, and Major Gifts.

### **III. COLLEGE COMMITTEES, ORGANIZATION, AND RESPONSIBILITIES**

#### **3.1 THE FACULTY FORUM**

The Faculty Forum of Benedict College includes all persons contracted to render full-time service as a faculty member in one of the academic schools, a researcher in the Center of Excellence for Community Development, or a learning specialist, counselor, or seminar instructor in the Student Development unit, librarians, and academic administrators. The President of the College is the chairperson of the Faculty Forum, sets the agenda for the meeting, and presides at all meetings when present. The Vice President for Academic Affairs is vice chairperson and presides at all meetings in the absence of the President. A faculty member designated by the Vice President for Academic Affairs serves as Secretary of the faculty to keep accurate minutes of the meetings and to distribute the same to the entire faculty and selected staff within fifteen (15) days after each meeting.

The purposes of the Faculty Forum are to facilitate the dissemination of important information from the administration to the faculty, provide a forum for discussion and input by the faculty on important College matters, approve of faculty recommendations to the administration and elect faculty representatives as required by College policies.

##### **3.1.1 Specific Faculty Forum Duties and Responsibilities:**

Meet monthly and in the fall and mid-year Institutes to discuss and conduct the business of the faculty.

- Elect the faculty member of the Board of Trustees.
- Elect faculty members of standing committees.
- Recommend curriculum changes to the administration.
- Recommend earned and honorary degree recipients to the administration.

#### **3.2 COMMITTEE STRUCTURE**

At Benedict College, standing committees have been established to facilitate shared governance at the College. Membership on a committee may be by appointment, by election, or by virtue of position. Where members are appointed or elected, membership terms are generally for three years and are staggered so as to insure continuity.

Committees are required to prepare action plans for each year which include an appropriate meeting schedule. They are to also develop and adhere to procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Chair of the Committee on Committees within one month of the first meeting of the academic year. The original and one copy of the minutes of each meeting are to be submitted to the Chair of the Committee on Committees within five school days following the meeting.

Recommendations resulting from committee deliberations are to be handled through established College channels. For composition and membership of each standing committee please refer to the latest edition of the Standing Committee Handbook.

#### **3.3 ADMINISTRATIVE CABINET AND DIVISION COUNCILS**

- Administrative Cabinet
- Academic Affairs Council
- Academic Affairs Deans Council
- Council of Academic Administrators
- Institutional Advancement Senior Cabinet
- Student Affairs Council

#### **3.4 LIST OF ADMINISTRATIVE (COLLEGE-WIDE) COMMITTEES**

- Athletics Committee
- Committee on Committees
- College Convocations, Assemblies, and Special Events Committee
- Enrollment and Retention Committee
- Faculty and Staff Grievance and Appeals Committee
- Faculty and Staff Recognition and Courtesy Committee
- Honorary Degrees Committee
- Information Technology Committee
- Institutional Assessment Advisory Committee
- Publications Committee
- Religious Life Committee
- Summer and Special Programs Advisory Committee

### **3.5 LIST OF ACADEMIC AFFAIRS COMMITTEES**

- Biohazards and Radiation Safety Committee
- Bookstore Advisory Committee
- Curriculum Committee
- Faculty Awards Committee
- Faculty Promotion and Tenure Committee
- Honors Advisory Council
- Institutional Animal Care and Use Committee (IACUC)
- International Programs Advisory Committee
- Library Committee

### **3.6 LIST OF STUDENT AFFAIRS COMMITTEES**

- Financial Aid Advisory Committee
- Food Services Advisory Committee
- Scholarships Committee
- Student Judiciary Committee

### **3.7 SCHOOL/DEPARTMENT COMMITTEES**

#### **3.7.1 School of Humanities, Arts and Social Sciences Committee**

Literary Awards Committee

#### **3.7.2 School of Science, Technology, Engineering and Mathematics Committee**

Minority Biomedical Research Support Program (MBRS/RISE)

#### **3.7.3 School of Education Committees**

Advisory Council on Teacher Education  
 Recreation and Leisure Services Advisory Committee  
 Social Work Advisory Committee

#### **3.7.4 School of Health and Human Services Committees**

**Public Health Advisory Committee**  
**Recreation and Leisure Services Committee**  
**Social Work Advisory Committee**  
**Sports Management Advisory Committee**

## IV. THE FACULTY

### 4.1 MEMBERSHIP, RIGHTS, AND RESPONSIBILITIES

Each faculty member at Benedict College plays a major role in implementing the Vision and Mission of the College. In view of the College's goal to be the "a power for good in society", Benedict needs an excellent, qualified, and committed faculty. The Faculty has primary responsibility for advising the administration on matters pertaining to its educational program. The Faculty carries out its shared governance function through individual faculty member appointments to College committees or special task forces, through its participation in regular and special meetings of the Faculty Forum, and through service on School and Department committees. The Faculty is also the principal implementer of the educational program. Benedict College's Faculty is committed to carrying out with excellence its responsibilities for teaching and scholarship

#### 4.1.1 Membership in the Faculty

A Benedict College faculty member is an employee of the College who has a primary responsibility for full-time or part-time teaching (instruction, advising or counseling, academic service) or scholarly activities (discipline-related research and/or professional service). A librarian may be a member of the Faculty. All members of the Faculty must hold a faculty appointment.

#### 4.1.2 Type of Appointment

A faculty member can hold any of the following types of appointment:

##### **Full-time**

A full-time faculty member at Benedict College is one who works full-time at the College and who holds one of the academic ranks. The academic rank is the designated title, e.g. "Associate Professor", in all official appointment documents.

##### **Adjunct**

An adjunct faculty member at Benedict College is one who works part-time at the College and holds an academic rank. The word "Adjunct" must precede the rank, e.g. "Adjunct Instructor", in all official appointment documents.

##### **Tenured**

A tenured faculty member is a faculty member who holds a tenure track appointment, has successfully completed the probationary period, and has been awarded tenure by the College. Tenure means that a faculty member will have continuous employment at Benedict College except for termination for cause, or financial exigency, or restructuring in accordance with Section 6.2.4. The probationary period will normally be a maximum of seven (7) years and a minimum of five (5) years, three of which must be served at the College. A non-tenured faculty member is a faculty member who has not been awarded tenure or who holds one of the non-tenure track positions.

##### **Visiting**

A visiting faculty member is one who has a temporary appointment at the College and holds an academic rank. The word "Visiting" must precede the title, e.g. "Visiting Assistant Professor", in all official appointment documents.

##### **Emeritus**

An emeritus faculty member is a faculty member who has retired from regular faculty status and continues to hold honorary faculty rank. The word "Emeritus" must follow the title, e.g. "Professor Emeritus", in all official appointment documents.

#### 4.1.3 Academic Rank

The following academic ranks are recognized at Benedict College:

**Instructor**

A rank that designates a regular non-tenure track appointment to the Faculty whose primary obligation is teaching. The appointee will not generally meet the scholarship and education requirements for appointment to a tenure track position.

**Librarian**

A member of the library staff who meets the qualifications for a regular appointment as an instructor may be appointed to the Faculty.

**Lecturer**

A rank that designates a regular non-tenure appointment to the Faculty whose primary obligation is teaching. The appointee will not generally be expected to meet the scholarship requirements but will generally be expected to meet the education requirements for appointment to a tenure track position.

**Assistant Professor**

This rank designates the initial or lowest level tenure track appointment and the incumbent has both teaching and scholarship obligations. The appointee will generally be expected to be capable of meeting or exceeding the scholarship and teaching requirements for promotion to Associate Professor within the probationary period.

**Associate Professor**

This rank designates the second rank or next level of tenure track appointment and the incumbent has both teaching and scholarship obligations. The appointee will generally be expected to have a demonstrable record of excellence in scholarship and teaching. The appointee must be fully expected to meet requirements for awarding of tenure.

**Professor**

This rank designates the highest ranked tenure track appointment and the incumbent has both teaching and scholarship obligations. The appointee will generally be expected to have a demonstrable record of exemplary or outstanding scholarship and teaching that is recognized as such by his/her peers. The appointee must have tenure or demonstrably exceed requirements for the awarding of tenure.

**Research**

The term Research appended to the title of a faculty member means a non-teaching appointment e.g. Research Associate Professor. Such a faculty member will be primarily engaged in scholarly activity.

**Named or Endowed Chair or Professorship**

This is a special rank designating a professorship that has a separate endowment fund associated with it. These appointments will be reserved for outstanding or exceptional faculty members whose accomplishments and/or credentials will generally exceed the merit of a regular faculty appointment.

**4.2 FACULTY RIGHTS****4.2.1 Academic Freedom**

Benedict College Board of Trustees and Administration generally subscribe to the following principles of academic freedom that are generally subscribed to by colleges and universities. These principles are consistent with the principles adhered to by the American Association of University Professors and the Association of American Colleges.

- a. Faculty members at Benedict College are entitled to full freedom in research and in the publication of their research findings, subject to the satisfactory performance of other duties and responsibilities. However, research undertaken for pecuniary gain must be based upon an understanding with the appropriate authorities of the College.

- b. Faculty members at Benedict College are entitled to full freedom in their classrooms to teach and discuss anything relevant and pertinent to the subject being taught. However, faculty members should be careful to refrain from introducing into their teaching controversial matters unrelated to the subject being taught.
- c. Benedict College faculty members are citizens, members of learned professions, and officials of the College. They are entitled to full freedom to act and speak in the capacity of a citizen without institutional censorship or discipline. However, their special position in the community imposes special obligations. As members of learned professions and Benedict College officials they should always remember that the public might judge their profession and Benedict College by their utterances. Hence, they should always be accurate, should exercise appropriate restraint, should respect the opinion of others, and indicate that they are not speaking for Benedict College.

### 4.3 FACULTY RESPONSIBILITIES FOR INSTRUCTION

#### 4.3.1 Instruction Load

• **Regular Full-time Teaching Load:** Each faculty member is responsible for teaching 12 semester credit hours per semester as their regular instruction load. If at all possible the instruction load should include no more than three preparations and four sections (except when teaching 1 credit sections). The regular advising load is 30 advisees. Depending on Departmental circumstances this load may be increased by up to 9 students with out creating an overload. After the number of advisees exceeds 39 the faculty member will be considered to be in an overload situation. For each 10 advisees beyond 30 the faculty member will be considered to have 1 Semester Credit Hour overload. Faculty members are also expected to serve on Departmental, School, and College committees. The amount of committee work should be kept to a reasonable amount. Generally no more than three committee assignments should be given to any faculty member except under special circumstances.

• **Overloads:** Teaching overloads is discouraged except in emergency and with permission of the faculty member's Department Chair and Dean. If an overload is taught faculty must receive extra compensation at the existing approved rate.

• **Release Time:** A faculty member may be given up to 3 credits per semester of release time to pursue: additional professional development; to work on funded research; to compensate for an excessive advising load, to compensate for an excessive number of 1 credit sections; to compensate for exceptionally large class size; or to pursue any other special project that advances the interest of the College and requires a commitment of time in excess of the normal service or scholarship expectation. The Dean must personally review and approve all requests for release time. The Vice President for Academic Affairs must approve release time beyond 3 credit hours. A faculty member desiring release time must submit a request to the Dean through the Department Chair. The request must indicate the rationale or purpose for the release time, the amount of release sought, and the source of funds if any to pay the College for that portion of the faculty member's time that is to be released.

• **Regular Adjunct Faculty Load:** Part-time faculty load should be up to 6-semester hour or two courses. A regular load for an adjunct teaching a four credit math or science course is one course or four semester credit hours. Chairs should be discouraged from assigning more than 2 courses per semester and no more than 2 preparations. The Dean and the Academic Vice President must give explicit approval for these limits to be exceeded.

#### 4.3.2 Instructional Quality Expectations

Providing quality instruction and advising are the most important responsibilities of a Benedict College faculty member. Every faculty member whether full-time or part-time should thoroughly plan their course and each lesson, they should thoroughly prepare for each class and advising session, and use their best efforts in and out of the classroom to ensure maximum student learning. All Benedict College faculty members should be prepared to teach and advise students from a wide diversity of backgrounds. They should be committed to providing extra help where



required to improve student outcomes. They are also responsible for motivating students to attend and participate in class activities so that they may achieve their maximum potential. Benedict College faculty is expected to be imaginative and innovative as they strive to prepare our students to be the best in a highly competitive, global, high-technology world. Some of the expectations for each faculty member include:

### **Syllabi**

Each faculty member shall prepare or adopt for distribution by the first class a syllabus, which contains at minimum the following

- A Concise Course Description Outlining the Content and Value of the Course
- An Outline and Schedule for Presentation of the Course Content
- All Course Requirements and Teacher Policies
- A Statement of the College's Attendance Policy
- A List of All Reading Material and Other Resources to Be Used in the Class
- A Clear Statement of Grading Policies and Procedures

### **Meeting Expectations**

Each faculty member shall be expected to meet every class promptly and on time, to conduct class for the entire class period and to dismiss class on time. Classes are never to be dismissed before the official end of the class period. Teaching or other classroom activities should occur for the entire scheduled class period. Faculty members are also expected to keep all scheduled office hours and be prepared to meet with advisees during scheduled office hours. All advisee appointments should be kept except for unavoidable occurrences. If a scheduled appointment can not be kept the Student and the Department Chair should be notified as soon as possible before the scheduled appointment.

### **Responsibility for Absences**

No faculty member shall miss a class except in case of emergency or absence due to required College Business. If an emergency arises which causes the faculty member to be absent, the faculty member is responsible for notifying the Department Chair. If the Department Chair is unavailable the faculty member should notify the Dean. If the absence is planned then the faculty member must make satisfactory alternative arrangements to cover the class. A faculty member may miss a class to attend a mandatory meeting called by the President, Academic Vice President, or the Dean.

### **Quality Instruction Expected**

- Each Faculty Member Must Be Well Prepared for Each Class Meeting.
- Each Faculty Member Must Conduct Each Class in Clear Easily Understood Fashion.
- Faculty Members Must Use Up-To-Date Information, Materials, and Techniques.
- Faculty Members Must Incorporate Computer Technology and Writing Assignments Wherever Possible in Class Assignments.
  
- Faculty Members Must Incorporate a Global Perspective into Their Classes Whenever Feasible.
- Faculty Members Must Maintain a Classroom Atmosphere Conducive to And Fosters a Stimulating and Productive Learning Environment in Which The Intellectual Freedom of Students and the Pros and Cons of Debatable Issues Are Fairly Acknowledged.

### **Respect and Empathy for all Students Expected**

- It is expected that faculty will conduct themselves professionally at all times and display attitudes of respect, civility, and empathy when interacting with students.
- Faculty members are expected to assume that all students are capable of learning and to employ their best efforts to empower each student to learn.

- Faculty members must always address students with courtesy and respect.

### **Fair and Impartial Evaluation**

- All faculty members must use fair and impartial methods to evaluate students based solely on course content and requirements.
- These fair and impartial methods must be clearly stated on the syllabi.
- All faculty members must provide any student who makes such a request a clear explanation of how the grade was derived or a review of the grade for any assignment, and the midterm or final grade.

### **Maintenance of Accurate Records**

Faculty members are expected to maintain accurate records of grades, attendance, assignments, tests, quizzes, and other relevant records required by the College.

### **Prompt Reports**

Faculty members are expected to turn in all grades, attendance records and other required reports on time.

### **4.3.3 Faculty Responsibility for Scholarly Activities (Research and Professional Service)**

Faculty are responsible for engaging in scholarly activities to carry out the Research and Service Missions of the College, to contribute to the advancement or application of knowledge in their field of expertise, and to keep themselves current in their fields. Faculty are expected to conduct relevant studies in their area of expertise. They are expected to disseminate the results of these studies through publications and/or presentations before Peers. They are also expected to provide their expertise to help society find solutions to pressing societal problems through reports, newspaper articles, lectures, testimony, media appearances, consulting, and /or other methods of dissemination. Each faculty member is expected to achieve some scholarly activity each year that they hold a faculty appointment.

### **4.3.4 Faculty Responsibilities for Service To The College**

College service consists of documented participation on departmental, school, or College committees or special task forces. This may consist of faculty recruitment, program development, sponsoring or other involvement with student organizations or other documented contributions to College life. Every faculty member is expected to contribute to the College through service.

Faculty members are also required to attend selected College Events. Unless officially excused in advance, faculty members are expected to attend each of the following:

- All Regular and Called College, Division of Academic Affairs, School, and Department Meetings
- Opening Fall Convocations
- Founders Day
- Graduation Exercises
- Faculty Institute
- Opening Fall and Spring Institutes
- Special Convocations

Faculty members are encouraged to attend and support as many other College events as possible to show their support for the College and its programs. Events that faculty may consider attending include:

- Coronation of Ms. Benedict College
- Pageant to Select Ms. Homecoming
- Fine Arts Performances by the Performing Arts Groups, Athletic Competitions for Each Varsity Sport

- Senior Week Events
- Gallery Receptions/Openings
- Other Events

#### **4.4 QUALIFICATIONS FOR INITIAL APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE**

Because the College is committed to the pursuit of its vision and mission with intent of being the best, Benedict College seeks to employ excellent faculty members who are fully committed to its vision and mission. Therefore, the College has established a set of minimum eligibility requirements that establishes a threshold for considering persons for appointment at each rank. Meeting the minimum eligibility requirements will not generally be sufficient to warrant an appointment at Benedict College. Persons applying for appointment, promotion, or tenure to or at each rank also must meet the appointment, reappointment, and promotion Criteria/Standards specific to that rank as detailed in section 4.5.

##### **4.4.1 Eligibility Criteria**

Benedict College eligibility criteria define basic minimum threshold requirements to be considered for appointment or promotion to a specific rank. It also goes without saying that anyone seeking tenure or re-appointment must meet the threshold requirements except where they have earned rank or tenure under previously existing standards. Current standards apply to all new appointments, promotions, or tenure decisions. Anyone not meeting current eligibility standards cannot be recommended for promotion or tenure. Meeting basic eligibility requirements is not sufficient to guarantee appointment, re-appointment, promotion, or tenure. Meeting eligibility requirements merely guarantees consideration. From the pool of eligible candidates the College attempts to select the most worthy candidate in light of standards and criteria established for each rank and the College's needs, mission, and vision.

##### **Instructor**

To be eligible for appointment at the rank of Instructor a candidate must have a master's degree with a major in the teaching discipline or a master's degree in a related field with at least 18 graduate credits in the teaching discipline. Exceptions based on exceptional professional contributions and/or demonstrated contributions to the teaching discipline must be explicitly recommended in writing by the Dean and the Academic Vice President and approved by the President. An Instructor is a non-tenure track position and is not eligible for tenure.

##### **Assistant Professor**

To be eligible for appointment at the rank of Assistant Professor a candidate normally must have a terminal degree in the teaching, research, or closely related discipline. The terminal degree in most cases will be the doctorate. However, the MFA will be considered terminal in performing disciplines in Theatre and the Visual Arts, the JD or LLD with an appropriate masters degree may be considered terminal in Criminal Justice and an appropriate masters degree will be considered terminal in athletics for teaching or instruction in athletic technique or performance courses. A candidate who is ABD (all Requirements Except the Dissertation completed) in the teaching or research discipline may be appointed if the candidate is expected to complete all requirements for the terminal degree within the first two contract years as specified in the appointment documents. In this case, failure to complete the degree requirements within the required time will result in automatic non-reappointment. In exceptional cases significant and outstanding professional service/employment at high levels for a long duration in the discipline and a suitable master's degree may substitute for the terminal degree. Each exception must be made in writing and approved by the President.

##### **Associate Professor**

To be eligible to be considered for appointment to the rank of Associate Professor a candidate must meet the eligibility qualifications for an Assistant Professor in the teaching/research or closely related discipline and have at least three complete years of teaching and scholarship as a fully qualified Assistant Professor.

##### **Professor**

To be eligible to be considered for appointment to the rank of Professor a candidate must meet the Associate Professor eligibility requirements in the teaching/research or closely related discipline and provide evidence of at least six complete years of teaching and scholarship at the Associate Professor level.

#### **Lecturer**

To be eligible for appointment as a Lecturer a candidate must meet the eligibility requirements for an appointment at the Assistant Professor rank.

#### **Tenure**

To be eligible for tenure a faculty member must hold a tenure track position and at least five years of successful service in a tenure track position. Normally at least three years of the service will be at Benedict College. The College reserves the right to make exceptions to the service requirement at Benedict College for truly exceptional candidates with outstanding service at other accredited Colleges or Universities. All such exceptions must be approved by the President in writing at the time of the initial appointment.

#### **Full-time vs Adjunct**

To be eligible for both full-time and adjunct appointments candidates must meet the eligibility requirements for the rank to which the fulltime or adjunct appointment applies. Adjuncts are expected to meet the same eligibility requirements as fulltime faculty. For example, eligibility for appointment as an Adjunct Assistant Professor requires meeting the eligibility requirements for an Assistant Professor. Adjunct faculty may also be labeled as “part-time” faculty.

#### **Emeritus**

To be eligible for an Emeritus appointment a candidate must be a faculty member who has retired in good standing and at least 65 years old.

### **4.4.2 Standards and Criteria for Initial Appointment, Reappointment, Promotion, and Tenure**

In all cases whatever personnel action is contemplated it is in the interest of the College to appoint, promote, reappoint, and award tenure to the best faculty possible. Therefore, in addition to meeting the eligibility requirements for each anticipated personnel action the following criteria and standards must be used to recommend approval of the action.

#### **Instructor**

- Meet the Eligibility Requirements
- Expectation That The Candidate Will Be An Excellent Teacher (Instructor, Advisor And Counselor, And Provider Of Academic Service)
- An Ability To Effectively Relate To The Entire Student Body Of Benedict College
- Strong Support For The Vision And Mission Of The College
- Capable And Willing To Be An Effective, Cooperative, And Supportive Colleague

#### **Assistant Professor**

- Meet The Eligibility Requirements
- Expectation That The Candidate Will Be An Excellent Teacher (Instructor, Advisor And Counselor, And Provider Of Academic Service)
- Evidence Of Potential For Excellent Scholarship (Research And Professional Service)
- An Ability To Effectively Relate To The Entire Student Body Of Benedict College
- Strong Support For The Vision And Mission Of The College
- Capable And Willing To Be An Effective, Cooperative, And Supportive Colleague

#### **Associate Professor**

- Meet The Eligibility Requirements
- Evidence That The Candidate is An Excellent Teacher (Instructor, Advisor And Counselor And Provider Of Academic Service)
- Evidence Of Excellence In Scholarship (Research And Professional Service)
- Evidence Of All Ability To Effectively Relate To The Entire Student Body Of Benedict College
- Evidence Of Strong Commitment And Support For The Vision And Mission Of The College
- Evidence Of Ability And Willingness To Be An Effective, Cooperative, And Supportive Colleague

#### **Professor**

- Meet The Eligibility Requirements
- Evidence That The Candidate Is An Outstanding Teacher (Instructor, Advisor And Counselor, And Provider Of Academic Service)
- Evidence Of Exceptional Scholarship (Research And Professional Service)
- Evidence Of An Ability To Effectively Relate To The Entire Student Body Of Benedict College
- Evidence Of Strong Commitment And Support For The Vision And Mission Of The College
- Evidence Of Ability And Willingness To Be An Effective, Cooperative, And Supportive Colleague

#### **Lecturer**

- Meet the Criteria and Standards for an appointment at the Assistant Professor rank.

#### **Adjunct**

- To be eligible for an Adjunct appointment a candidate must meet the Standards and Criteria of the rank to which the Adjunct appointment applies except that the expectations of quantity of effort would be suitably lowered in light of the part-time nature of the adjunct relationship. For example, eligibility for appointment as an Adjunct Associate Professor requires meeting the qualitative but not quantitative Standards and Criteria for an Associate Professor.

#### **Emeritus**

- Meet The Criteria And Standards Of The Appropriate Rank At Retirement
- Evidence Of Ability And Willingness To Continue Be An Interested, Effective, Cooperative, And Supportive Colleague
- Recommended By The School Dean

#### **4.4.3 Tenure Standards**

To be awarded tenure a candidate must meet or exceed the eligibility requirements for an appointment or promotion to the Rank of Associate Professor and show promise to be an exceptional faculty member. A faculty member must already hold the rank of Associate Professor or be considered for promotion to that Rank simultaneously with the tenure application. If the promotion is denied then tenure may not be awarded. The tenure candidate must have completed at least five and no more than seven years at the rank of Assistant Professor or higher. At least three of the years must have been served at Benedict College.

#### **4.5 EVIDENCE TO BE USED IN ASSESSING ELIGIBILITY AND STANDARDS AND CRITERIA**

In performing the annual evaluation or assessing whether a candidate for Initial Appointment, Reappointment, Promotion or Tenure is to be recommended for approval the following evidence must be used to assess each criterion.

##### **4.5.1 Eligibility Requirements**

- Official original transcripts from the College/University that awarded the degree must be used to validate all degrees.
- Official reports, documents or transcripts from the awarding agency for any other qualifying factor, for example CPA designation requires an official certification.
- Documentation from employers validates claim of experience in teaching and research or service.
- Suitable documentation for claims of substantial professional experience or other qualification must/or will be used in exceptions to the minimum education requirement.

##### **4.5.2 Evidence for Teaching Quality (Instructing, Advising and Counseling, and Providing Academic Service)**

- If the candidate has never been a faculty member before, then the evaluator must use evidence from the candidate's recommendations, transcripts, trial lecture, interview, and personal statement.
- If the candidate has faculty experience, then the evaluator must use the following evidence whenever available. It is the responsibility of the candidate in conjunction with the Chair or Search Committee to make the evaluation information available:
  - Student Evaluations Of Teaching And Advising
  - Department Head And Peer Evaluations Of Teaching, Advising/Counseling and Academic Service
  - Letters From Former Students, Employers of Former Students, and Graduate Faculty of Former Students
  - Grade Distributions In Courses Taught
  - Attendance Records In Courses Taught Success At Pre-Registering Advisees
  - Teaching and Advising Portfolio (e.g. Syllabi, Exams, Project Assignments, Quizzes, Student Reports, New Course Proposals, Testimonial Letters, Advising and Counseling Records, Etc.)
  - Academic Service Portfolios (records of committee assignments and contributions, special assignment reports, student organization or club sponsorship, and etc.)
  - Evidence Of Involvement In Continuing Professional Development Efforts To Improve Teaching
  - Student Complaints and/or Commendations If Any.

##### **4.5.3 Evidence of Scholarship (Research and Professional Service)**

Each evaluator will review the following evidence whenever it is available or can be readily obtained. The applicant is responsible for making the information available. The evaluator must assess both the quality and the quantity of the evidence.

- Published Papers in Peer Reviewed Journals
- Published Papers in non Peer Reviewed Publicly Available Publications
- Published Books (Including Illustrations)
- Published Book Chapters Published Monographs

- Published Reviews Internally Published Working Papers and Reports
- Artistic Commissions, Performances and/or Recitals in Peer Reviewed Venues or Non-Peer Reviewed Publically Available Venues for Faculty Holding Rank in the Fine Arts Area
- Visual Arts Commissions, Exhibitions, Competitions and/or Published Illustrations in Peer Reviewed Venues or in Non-Peer Reviewed Publically Available Venues in the Visual Arts Area
- Works in Progress if of Substantial Merit and if Available in Written Draft Form
- Presentations at National, Regional, or Local Professional Meetings (when available in written form only)
- Funded projects on which the Candidate has a Documented major Role
- Evidence Of Involvement In Continuing Professional Development Efforts To improve Scholarship
- Volunteer or Paid Services as an Expert Consultant, Advisor, or Witness (provided it is supported by documentation from the recipient of the expert services)
- Service on state, regional, or national boards of professional organizations
- Writing or Participating in a Major way in the Development of a significant proposal for Funding which Required the Candidate's Professional Expertise
- The written opinions of Peers, Deans, Supervisors, Dissertation Committee Members, and other Professionals who had the opportunity to Interact and Work with the Applicant
- Service as a reviewer, editor, or evaluator for journals, publishing houses, government agencies, accrediting agencies, or Juror for Artistic Exhibitions or Performances

#### **4.5.4 Evidence of An Ability To Effectively Relate to the Entire Student Body of Benedict College**

The Evaluator will assess this factor with the following evidence whenever available:

- Testimonial Letters from Alumni, Students, Counselors, Parents, and Others Who Have Direct Knowledge
- Reports from Deans, Chairs, and Peers if Fully Documented
- Evidence from Existing Evaluations of Instruction and Advising
- Pre-registration Results
- Attendance Results
- Recommendations from Graduate School Faculty with Direct Experience and Knowledge of Candidate's Ability to Relate to an African American student body

#### **4.5.5 Evidence of Strong Commitment and Support for the Vision and Mission of the College**

The Evaluator will assess this factor with the following evidence whenever available:

- Reports of Dean, Department Chairs, Graduate School Faculty and Other Persons with Direct Knowledge
- Applicants Personal Philosophy Statement
- Written Recommendation from Alumni, Community Partners, and Others with Direct Knowledge

#### **4.5.6 Evidence of Ability and Willingness to be an Effective, Cooperative, and Supportive Colleague**

The Evaluator will assess this factor with the following evidence whenever available:

- Supervisor, Dean, and Peer Written Assessments
- Contributions to College Annual and Capital Fund Drives
- Participation at College Wide Events
- Participation and Contributions on College Wide Committees





## V. METHODOLOGY FOR FACULTY EVALUATION

### 5.1 REQUIRED USE OF STANDARDS/CRITERIA AND EVIDENCE

In order to ensure that Benedict College has the best faculty possible, all persons performing faculty evaluations or making recommendations for initial appointments, re-appointments, promotions, tenure, and annual review must base these evaluations or recommendations on the Eligibility Standards and the Standards and Criteria outlined in Section 4.4. Each evaluator or recommender must apply the evidence outlined in Section 4.5 in deciding how to evaluate each applicant or candidate. The Vice President of Academic Affairs must provide suitable forms or instruments for each candidate to be evaluated. These forms must be approved by the President and may be modified from time to time. The approved evaluation form must be available for faculty review before it is employed. The approved instruments must allow the evaluator or recommender to assess and evaluate each Eligibility Standard of Section 4.4.1 and each Standard and Criteria of Section 4.4.2. The approved instrument must at minimum include the following standards/criteria:

- Eligibility
- Teaching Quality and Experience
  - Lecturing and Instructing
  - Class Management
  - Advising
  - Ability to Relate to All Students
  - Academic Service
- Quality and Experience of Scholarship
  - Research and Dissemination
  - Professional Service
    - To Government, Community, and Public
    - To Profession
- Commitment to College's Vision and Mission
- Collegiality
  - Interaction with Supervisors and Officials
  - Interactions with Peers

### 5.2 EVALUATION AND ASSESSMENT OF EACH STANDARD/CRITERIA

For each decision the evaluator will first ascertain that the candidate/applicant meets the Eligibility Threshold of Section 4.3. If the candidate/applicant does not meet or exceed the threshold, then the candidate/applicant cannot be given any further consideration. If the candidate/applicant meets the threshold the evaluator is then required to assess the evidence outlined in Section 4.4 and assign a value to each Standard/Indicator of Section 4.3.2 from the Following Scale:

#### 5.2.1 Evaluation Scale

- 5 - Exemplary or Outstanding: The assignment of this value means that the evaluatee is evaluated on the standard in question as performing or having the potential to perform at an exceptional level. It is contemplated that an evaluatee who is evaluated at a 5 will have an ability/potential and/or performance that greatly exceeds the normal performance of or expectation for Benedict Employees in quantitative and/or qualitative terms. One would expect this evaluatee's ability and/or performance to rank in the top quintile of all Benedict Employees and applicants.
- 4- Excellent or Very Good: The assignment of this value means that the evaluatee is evaluated on the standard in question as performing or having the potential to perform at an above average level. To be

- evaluated at a 4 an evaluatee should have an ability/potential and/or performance that exceeds the normal expectation/performance for/of Benedict Employees in quantitative and/or qualitative terms. One would expect this evaluatee's ability and/or performance to rank in the second quintile of all Benedict Employees and applicants.
- 3- Good or Satisfactory: The assignment of this value means that the evaluatee is evaluated on the standard in question as performing or having the potential to perform at a satisfactory or normal level. Such an evaluatee should meet all normal qualification and performance expectations for employees at Benedict College. It is contemplated that an evaluatee who is evaluated at a 3 should have an ability/potential and/or performance that meet the normal expectation for Benedict Employees in quantitative and/or qualitative terms. One would expect this evaluatee's ability and/or performance to rank in the third or fourth quintile of all Benedict Employees and applicants.
- 2 - Fair or Needs Improvement: The assignment of this value means that the evaluatee is evaluated on the standard in question as performing or having the potential to perform below the standard level but has an ability and plan to develop into a satisfactory employee. In general an initial applicant evaluated at this level overall would not be offered employment except in unusual circumstances when no other better-qualified applicant is available. Nor could an applicant be recommended for promotion or tenure with an evaluation of 2. An employee could be re-appointed or given a minimum merit increase or bonus with an evaluation of 2. The College expects that an evaluatee who is evaluated at a 2 will have an ability/potential and/or performance that are below the expectation for Benedict Employees in quantitative and/or qualitative terms. An employee re-appointed or given a merit increase and/or bonus with an overall evaluation of 2 would be expected to improve within a specified period of time if they are to be continued. One would expect this evaluatee's ability and/or performance to rank in the bottom quintile of all Benedict Employees and applicants.
- 1 - Poor or Unsatisfactory: The assignment of this value means that the evaluatee is evaluated on the standard in question as performing or having the potential to perform below an acceptable level with little or no prospects for improving. It is contemplated that an evaluatee who is evaluated at a 1 will be terminated immediately following appropriate policies and procedures or not re-appointed at the end of the existing contract. Such employees will receive no Bonus or Merit Increase. One would expect this evaluatee's ability and/or performance to rank at the bottom of all Benedict Employees and applicants.

### 5.2.2 Justification and Explanation for Rating

In addition to assigning a numerical score from the above scale, the evaluator must provide a justification or explanation of how the numerical score was derived. This explanation must be based on evidence as defined in Section 4.4 above. The evidence must be included in the evaluatee's portfolio or the source of the evidence must be explicitly cited by the evaluator and readily available for review. Evaluators are expected to use their best judgment in assigning values to each criterion.

### 5.3 DETERMINING THE OVERALL EVALUATION OF AN EVALUATEE

The Evaluator will determine the overall evaluation of the evaluatee by applying the following weights to each standard assuming the candidate meets the Eligibility Threshold:

| STANDARD                          | WEIGHT |
|-----------------------------------|--------|
| • Teaching Quality and Experience | .50    |
| • Lecturing and Instructing       | .45    |
| • Class Management                | .10    |
| • Advising                        | .20    |

|  |     |
|--|-----|
| • Ability To Relate to All Students          | .10 |
| • Academic Service                           | .15 |
| • Quality and Experience of Scholarship      | .25 |
| ○ Research and Dissemination                 | .60 |
| ○ Professional Service                       | .40 |
| ▪ To Govt. or Comm.                          | .70 |
| ▪ To Profession                              | .30 |
| • Commitment to College's Vision and Mission | .15 |
| • Collegiality                               | .10 |
| • Interaction with Supervisors and Officials | .50 |
| • Interactions with Peers                    | .50 |

This profile is the Standard Profile. The faculty member in consultation with the Chair and with the approval of the Dean may negotiate a different profile that assigns different relative weights to Scholarship and Teaching. The Department Chair or Dean may on his/her own initiative, with consent of the faculty member, assign different relative weights to the subcomponents of Teaching or Scholarship and/or different relative weights to Teaching and Scholarship. This may be done whenever the needs of the Department dictate that a faculty member's workload deviates from the norm. The Vice President for Academic Affairs must approve the non-standard profile in writing.

#### **5.4 APPLICABILITY OF EVALUATION METHODOLOGY**

In order to ensure that the College gets and keeps the best possible faculty the Evaluation Methodology outlined in Sections 5.1 to 5.3 must be applied whenever the College is undertaking an evaluation of candidates or faculty for Initial Appointment, Re-Appointment, Promotion, Tenure, and Annual Performance Review.

#### **5.5 SALARY AND WAGES**

##### **5.5.1 Initial Salary and Wages**

The initial salary for a fulltime faculty member is set at the time of initial hire. The salary is determined through a process of negotiation with the applicant and is included in the terms of the offer. In general the College attempts to set a competitive salary depending on the credentials or qualifications of the new hire, the salary history of the new hire, market rates for persons in the same discipline and rank, availability of funds at the College, and internal considerations. The College does not operate from a fixed salary scale and attempts to recruit the best Faculty possible given its limited resources and market conditions. The College may pay new faculty members more or less than existing faculty members in the same discipline depending on its needs and conditions in the market.

##### **5.5.2 Annual Merit Raises**

Based on the availability of funds the College determines the amount of the annual raise. The Colleges use a performance-based system to determine the annual percentage raise for each faculty member. The percentage raise depends directly on the results of the annual evaluation. The highest annual percentage increase is awarded to those who obtained the highest evaluation and the percentage increase declines as the evaluation declines. In general an unsatisfactory evaluation results in a zero raise. The President and the Board set the amount of the raise for each evaluation category in April depending on the financial ability of the College. The College attempts to provide a raise each year for those evaluated at satisfactory or above but this is not guaranteed and is subject to the financial ability of the College as determined by the President and the Board.

##### **5.5.3 Other Salary Adjustments**

In addition to the annual merit raise the College also provides salary adjustments for promotions, completion of the terminal degree, and tenure. If a faculty achieves any of these milestones the College will automatically adjust their rate of pay in accordance with the following scale:

Promotion Assistant to Associate Professor \$2,500  
Promotion Associate to Professor \$3,000  
Achievement of Tenure \$2,500  
Achievement of Doctorate Degree \$2,500

The adjustment of Pay will take place with the next contract year. The annual merit raise will be calculated on the old base and added to the milestone adjustment. A new faculty member hired as an ABD on the condition that the Doctorate is achieved will not generally be entitled to a salary adjustment for completing this condition of hire unless this is specified in the letter of offer.

In addition, from time to time the College may adjust the salary of one or more faculty members when, in the judgment of the administration, such a raise is in the best interest of the College.

#### **5.5.4 Christmas Bonus**

At the sole discretion of the College and depending on the availability of funds, the College may from time to time award a modest Christmas Bonus based upon merit. If Bonuses are available the College will announce the merit criteria prior to the award of the bonuses. All merit criteria must be based on one or more components of the annual evaluation criteria. The College is not obligated to announce the specific criteria in advance but will select criteria that in the sole discretion of the administration capture important priorities for the year. Each faculty member is encouraged to perform at his/her best at all times. If a Christmas Bonus is offered all faculty members will receive one of three categories of bonus based on their evaluation on the Bonus Merit Scheme. The Faculty will be ranked in order of the Bonus Merit evaluation. The top 25 percent will receive the highest bonus, the middle 50 percent will receive the middle bonus, and the bottom 25 percent will receive the base bonus. The Christmas Bonus plan is intended to encourage the highest level of achievement and to thank all faculty members for their contributions to the College.

## **VI. POLICIES AND PROCEDURES FOR FACULTY PERSONNEL ACTIONS**

### **6.1 INITIAL APPOINTMENT**

#### **6.1.1 Faculty Recruitment and Search**

Because of the College's interest in obtaining the best possible faculty for full-time and part-time appointments each Department must undertake a search whose scope is appropriate for the position being filled. Search for full-time faculty will naturally be more intense and wide reaching than searches for adjunct faculty. Each department chair with the concurrence of the Dean and Assistance of the Search Committee will use a range of methods to find excellent faculty. These could include:

- Advertisement in Appropriate Higher Education or Professional Journals
- Sending Announcements to Higher Education Institutions and Graduate Programs
- Advertising in Local Newspapers
- Recruiting at Professional Meetings
- Advertising on the Benedict College Web Site
- Other Appropriate methods

#### **6.1.2 Appointment and Responsibilities of Search Committee**

A School or Department Search Committee must be appointed to conduct a search for every fulltime faculty appointment. The Search Committee is appointed by the Dean of the School in consultation with the Department Chair. The Search Committee, at the discretion of the Dean, may be a school-wide or departmental committee. Every Search Committee must have at least two members who are faculty from the searching department, one member from other departments within the School, one member from the other School, one student from the major of the applicant, and other members at the discretion of the Dean. The Chair and the Dean are ex-officio members of every search committee.

The Search Committee is responsible for:

- Developing the Position Description
- Developing all Advertisements/Announcements
- Acquiring, Receiving, and Assembling all Applications
- Reviewing and Ranking all Candidates in Accordance with College Evaluation Methodology
- Checking all Candidate References and Verifying all credentials
- Preparing Preliminary Rankings and Inviting 1 to 5 Candidates to Campus for a Visit and Round of Interviews.
- Hosting and Scheduling Activities for Candidates Invited for Campus Visits
- Preparing and Submitting the Final Report to the Department Chair, recommending up to 3 Approved Candidates for Hire
- Every candidate must be interviewed and approved for hire by The President before the Final Recommendation is submitted.

#### **6.1.3 Department Chair Report**

The Department Chair receives and reviews Committee Report and passes it on to the Dean along with her/his recommendation.

#### **6.1.4 Dean Makes Final Hiring Recommendation**

The School Dean receives the recommendations from the Department Chair and the Search Committee. The School Dean then makes the final selection and negotiates with the candidate concerning the terms of the offer. If the Dean has adequate budget authority to extend the offer, then the Dean makes his/her recommendation for hire, salary, moving expenses, and other conditions of the offer to the President through the Vice President for Academic Affairs

(VPAA). The Dean submits all appropriately signed Personnel Action Forms, Budget Transfers, and any other required documents with his/her package. If the Dean does not have adequate budget authority after the negotiations with the candidate are completed then the Dean either moves to the next choice candidate or negotiates with the President and Academic Vice President for additional Budget. If this is successful he/she submits the package to the VPAA. If not the Dean goes to the next choice candidate.

#### **6.1.5 Vice President Forwards to Personnel**

The VPAA reviews the recommendation for completeness and conformity to College Policy. If the recommendation is approved the VPAA passes the recommendation to personnel.

#### **6.1.6 Personnel Prepares Contract and Cover Letter Containing the Offer**

The Personnel office reviews all hiring packages checking for completeness and conformity and obtains required budget approval from the Business Office. Personnel then prepare final contract and offer letter for submission to the President for final approval. When the President approves, the Personnel Office completes processing the offer and forward it to the successful applicant and make all necessary arrangements to implement the offer and complete the hiring process.

#### **6.1.7 The President Signs Contract and Offer Letter**

The President reviews the final hiring package. After approval the President signs the contract, the cover letter, and the PAF and returns them to personnel for final processing.

#### **6.1.8 The Initial Contract Must Contain All Terms**

The initial contract must contain all agreements relating to rank, tenure, months of employment, and salary. Special conditions such as reduced loads or support for summer, etc. may be included in the cover letter. The rank indicated in the initial contract is the rank until there is some action to promote or demote the faculty member. Any years awarded towards tenure for prior service at another institution must be stated in the initial contract. Ordinarily a maximum of three years may be awarded for prior service. The initial starting salary, the number of months covered, and the starting and ending date of the contract must also be indicated.

### **6.2 FACULTY REAPPOINTMENTS AND NON-REAPPOINTMENTS**

All faculty members are subject to reappointment annually. Tenured faculty members will be automatically reappointed each year except for reason of cause. **Reappointment of non-tenure faculty members is at the sole discretion of Benedict College.** All tenure track probationary faculty members will be explicitly considered for reappointment each year with no guarantee of reappointment during the probationary period. Non-tenure track employees will be explicitly considered for reappointment each year during their employment at Benedict College.

#### **6.2.1 Reappointment Procedure for Non Tenured Faculty Members**

The Vice President for Academic Affairs will request no later than January 15th of each year recommendations from the Dean concerning reappointment of each and every non-tenured faculty member. The Dean may receive recommendations from the Department Chair, review faculty evaluations, and any other information desired. Upon review of the recommendations of a faculty member's Dean, the Vice President of Academic Affairs will make recommendations to the President no later than February 15th concerning appointments and non-reappointments. The President will then make the final decision concerning reappointment and inform the faculty member no later than March 15th each year. Any faculty member not receiving a notice of non-reappointment by March 15th will be reappointed. The College reserves the right to reappoint or not reappoint any non-tenured faculty member at its sole discretion. The non-reappointment of a faculty member is not subject to the faculty grievance process nor may such a decision be appealed.

#### **6.2.2 Reappointment Timetable for Tenured Faculty**

Tenured faculty will normally be automatically reappointed except for termination for cause, financial exigency or program discontinuation. Wherever feasible notice of non-reappointment of tenured faculty generally will be provided no later than December 15 of the academic year in which employment will terminate.

### **6.2.3 Terminal Contracts for Non Tenured Faculty**

Any tenure track faculty who is not awarded tenure during the seven-year probationary period will be issued a terminal contract for the seventh year. If tenure is awarded during the seventh year then the contract will be renewed. If tenure is not awarded during the seventh year then the contract will not be renewed and the faculty member's employment at Benedict College will end with the seventh year.

All faculty members who have not received a notice of non-reappointment will be reappointed and will be issued a new contract no later than May 15<sup>th</sup> of each year if feasible, and to take effect in the new Academic year. If the College is unable to issue the contract by July 1<sup>st</sup> the terms and conditions of the new contract will be retroactive to July 1<sup>st</sup> of the contract year. Upon receipt of the contract it must be returned within 15 calendar days to guarantee employment for the following year. Failure to return the contract in a timely manner could result in non-reemployment.

## **IMPORTANT NOTICE**

**Benedict College reserves the right to change the timetable for non-reappointment of *tenured, tenure track, and/or non-tenure track* faculty members in cases involving cause, discontinuation of programs, and financial exigency whenever this is judged to be in the best interest of the College.**

### **6.2.4. Termination**

The College reserves the right, at any time, to terminate the services of both tenured and non-tenured faculty members under appropriate circumstances which shall include but are not limited to:

1. Adequate cause (which may include, but is not limited to: incompetence; significant neglect of duty; persistent refusal to comply with the College's policies; violations of the College's standards of professional responsibility in teaching and research; violation of the College's non-discrimination, harassment, or equal opportunity policies; dishonesty in teaching or research; falsification of information concerning the qualifications for a position; felony conviction (which means a guilty verdict in a trial, an imposition of a sentence, a plea of no contest, or a plea of guilty), inability to perform essential functions of the job; moral turpitude; and other conduct or behavior prejudicial to the College)
2. Financial exigency (financial exigency shall mean an imminent financial crisis which threatens the survival of the institution as a whole.)
3. Institutional restructuring and/or elimination of academic programs/majors.

At the discretion of the College, a person may be placed on leave with or without pay pending the outcomes of the hearing and appeals process.

### **6.2.5 Procedures for Terminating Faculty Members for Cause**

1. Action to terminate a faculty member for cause may be initiated by any Department Chair, Assistant or Associate Dean of a School, the Academic Vice President, or President upon determination that probable cause may exist to justify termination of the faculty member.
2. The initiating party must submit a written request to the Academic Vice President requesting the convening of a faculty hearing committee to consider the charges or other circumstances motivating the request to terminate the faculty member.

3. With the consent of the President the Vice President for Academic Affairs will convene a standing or Ad Hoc faculty hearing Committee.
4. The hearing committee will conduct a fair and impartial hearing of all the evidence and make a recommendation to the Vice President for Academic Affairs.
5. The Vice President for Academic affairs will review the decision concerning the matter and notify both the initiating party, the faculty member, and the Dean of the decision.

#### **6.2.6 Appeal of Termination**

A faculty member terminated for cause or the party initiating the complaint may appeal the decision by requesting a hearing before the Faculty and Staff Appeals Committee within ten (10) days of notification. The request for an appeal must be submitted in writing to the Vice President for Academic Affairs.

- (a) The Vice President for Academic Affairs will convene the Faculty and Staff Appeals Committee. The Committee will review the petition for appeal and will hear the appeal within ten (10) days of receipt of the appeal or as soon thereafter as feasible. The Committee will, after due deliberation, with or without the benefit of further hearings, issue its recommendation to the President.
- (b) The President will review the recommendation of the Appeals Committee and make the final decision concerning whether to uphold, vacate, or modify the recommendation of the Appeals Committee. The President will then notify all parties of the final decision.
- (c) The decision of the President is final and no further appeal is possible.

#### **6.3 POLICY AND PROCEDURE FOR TENURE AND PROMOTION TO HIGHER RANK**

A tenure track Faculty member may apply for tenure and/or promotion to higher rank if he/she believes that he/she meets the Eligibility Criteria for tenure or the rank outlined in Section 4.4.1 and Standards and Criteria for that rank outlined in Section 4.4.2. The Department Head may also invite an application for promotion or tenure from a member of the department's faculty. The following steps are used to apply for promotion or tenure:

1. The faculty member who wishes to be considered for promotion or tenure must complete the promotion or tenure application and provide the Department Head with a dossier that contains all of the information, evidence, and documentation required to make the promotion or tenure decision. The promotion or tenure application should be available from the Department Chair. Instructions for assembling the dossier will be incorporated with the instructions for completing the application. The dossier must contain information necessary to evaluate the Eligibility Criteria and Standards for the rank sought or the tenure decision. The faculty member must submit documentation or evidence of qualifications in accordance with the evidence outlined in Section 4.5 for assessing Eligibility and Standards and Criteria. The completed dossier should be submitted to the Department Chair.
2. The Department Chair will review the dossier for completeness and present the dossier to a departmental Promotion or Tenure Committee for review and recommendation.
3. The departmental Tenure Committee shall consist of all tenured members of the department's faculty and the Department Chair and the Promotion committee shall consist of all department members at or above the rank of the professor being considered. If there are fewer than three eligible departmental faculty for either the Promotion or Tenure Committee then the Dean will appoint members from a closely related department to ensure that at least three faculty members are on the committees. The Department Chair will be the chairperson of the committees. After the committee reviews all information and deliberates it will write up its recommendations. The committee's evaluation must address each element of the criteria by assigning a score and providing a written justification for each score as well as providing an overall recommendation. The



department chair shall be responsible for writing the committee report on approved committee recommendation forms as well as providing a separate department chair recommendation on the approved forms.

4. The Department Chair will submit the completed promotion or tenure recommendation to the School Promotion or Tenure Committee for evaluation and recommendation.
5. The School committees will consist of four senior faculty members from departments in the school appointed by the Dean, the Associate or Assistant School Dean, one student appointed by the Dean, and two tenured faculty members from the other school. The Associate or Assistant Dean will chair the committee. After the committee reviews all information and deliberates it will write up its recommendations. The committee's evaluation must address each element of the criteria by assigning a score and providing a written justification for each score as well as providing an overall recommendation. The Associate or Assistant Dean shall be responsible for writing the committee report on the approved recommendation forms.
6. The Committee's report and recommendations will then be submitted to the Dean. The Dean will review the recommendations of the Department and School committees and the Department Chair and the faculty dossier and write a final recommendation to the Vice President for Academic Affairs on the approved Dean's recommendation form.
7. The Vice President for Academic Affairs forwards recommendations to the College's Faculty Promotions and Tenure Committee. This committee is a standing committee of the College. The Faculty Promotions and Tenure Committee reviews all applications and materials for promotion checking for completeness, fairness, consistency, and compliance with all college policies and procedures. Based on these procedural issues it makes recommendations to the Vice President for Academic Affairs on approved forms to support the recommendation of the Dean or to send the application back for further deliberation.
8. The Vice President for Academic Affairs reviews the recommendations of the Faculty Promotions and Tenure Committee and either forwards the Deans recommendation to the President with support or opposition or returns the portfolio if recommended by the College Committee. The Vice President's recommendation will also be on the approved forms.
9. The President reviews and evaluates all recommendations for promotion and tenure submitted by the Vice President and determines his/her recommendation. The President will then submit his/her recommendation to the Board of Trustees in time for action at its Spring Meeting. The President shall notify each applicant of the outcome of his/her application after the Spring Board meeting.
10. Faculty may file a grievance against an adverse tenure or promotion decision through the normal grievance process. The appeal must focus on procedural and process errors in the process as opposed to the judgment of the different decision makers.

## **6.4 POLICY AND PROCEDURE FOR ANNUAL FACULTY EVALUATION**

### **6.4.1 Purpose and Scope**

Benedict College evaluates all faculty personnel on an annual basis. The purpose of faculty evaluation is to help the College achieve its Mission at the highest level of quality by assuring that the College maintains the highest level of faculty performance feasible. The Annual Performance Evaluation is intended to assess the performance of the faculty in light of the Policies, Procedures, and Methodology outlined in Section 4. Done properly the annual performance should promote and facilitate the improvement of teaching, scholarship, and service and aid with personnel decisions. Annual performance evaluations provide a basis for recommendations to improve performance, annual merit raises and/or bonus pay, reappointment/non-reappointment, promotions to higher rank, and tenure. All personnel actions resulting from performance evaluations are effective upon the drawing up and execution of the new contract.

#### **6.4.2 Faculty Performance Evaluation Procedures**

For returning faculty members, the evaluation process should begin with review of the Faculty Performance Plan based on feedback from the previous evaluation. The Chair should develop the Faculty Performance Plan with input from the *faculty* member at the end of each performance appraisal. The Dean must approve each faculty performance appraisal plan. The plans must be submitted on approved College forms. Such plans should include goals for improvement in teaching research, and service. The annual performance appraisals should be conducted in the following manner:

1. Formal performance evaluations are conducted annually for tenured and non tenured faculty members. The Vice President for Academic Affairs will initiate the Annual Performance Evaluation process with a memorandum that provides the timelines, forms, and instructions for the year. The Vice President for Academic Affairs will also ensure that all assessment data that is collected by the College is made available to the Dean of each School for distribution to the Chairs and Faculty.
2. Each faculty member must assemble and submit a portfolio to his/her department chair that will contain all of the evidence to evaluate performance for the year. The information must be provided according to the evidence requirements discussed above in Section 4.5. The Vice President of Academic Affairs will provide the format and forms for the submission and assembly of the portfolio. The Department Chair will assemble the faculty portfolios for all faculty members, adjunct and full-time, in the department.
3. The Dean is responsible for overseeing the Annual Performance Evaluation of the faculty in his/her School. The Department Chair will actually perform the initial evaluation of each faculty. These evaluations will then be submitted to the Dean. The Dean will discuss each evaluation with the Chair before the Dean and the Chair finalize the evaluation for submission to the Academic Vice President.
4. After the Dean and the Chair finalize the evaluation, the Dean and Department Chair are required to meet with each faculty member for the purpose of reviewing the Faculty Performance Appraisal. After the meeting with the Dean and/or Chair the faculty member is required to sign the completed performance appraisal to acknowledge that it has been presented to him/her.
5. The faculty member has the right, if he/she disagrees with the results of the evaluation, to place a written statement in the appraisal file recording this disagreement.
6. The Dean will submit recommendations based on the results of the Faculty Performance Appraisal to the Vice President for Academic Affairs who will review for conformity with procedures and policy, and College wide fairness and uniformity. If the Vice President does not approve the results he/she will return the appraisals to the Dean for adjustments. If the Vice President is satisfied with the results he/she will forward them as recommendations to the President who will take appropriate action.

#### **6.4.3 Performance Evaluation for Academic Administrators**

1. Formal performance appraisals are conducted annually for all academic administrators. If the administrator holds faculty rank and teaches at least two courses a year he/she must be partially evaluated on the basis of his/her performance as a faculty member. This faculty evaluation must be based on the same methodology, criteria and standards, and evidence as for a regular faculty member. In the case of a Dean, the Vice President for Academic Affairs will take the role of the Dean in the evaluation process. In the case of a Chair, the Assistant Dean will take the role of the Chair. The weight given to the faculty portion of the evaluation will be no more than one-half or the proportion of time

devoted to faculty responsibilities, whichever is less. At least one-half of the evaluation must be based on the administrator's performance as an administrator.

2. The immediate supervisor is responsible for initiating the performance evaluation of the administrator in his or her unit.
3. The evaluation of academic administrators will consist of assessments of individual performance and the performance of their unit on available assessment indicators.

## **6.5 FACULTY DEVELOPMENT**

Given Benedict College's commitment to developing and maintaining a quality faculty, it encourages all faculty members to regularly participate in activities that offer opportunities for professional development. Faculty are expected to be active in their profession, to participate on a regular basis in the professional associations in their disciplines, to regularly participate in scholarly activities, and to engage in continuous activities to improve themselves as a scholar and a teacher. Whenever possible and subject to the availability of resources the College is pleased to offer the faculty financial support to undertake professional development activities.

The College may offer support for participation in professional meetings as a presenter, to discuss papers, or to preside or chair a session. The College may offer support to faculty members who serve as officers or board members of professional associations. The College may share the cost of professional seminars or courses that enhance the skills of the faculty members when such activities will provide the College with high priority skills in shortage areas. The College may also assist a faculty member in paying expenses to take credit courses towards an advanced degree if the degree is in an area of shortage and is a priority interest for the College. All support for professional development is at the discretion of the College and subject to the availability of resources.

## VII. FACULTY GRIEVANCE PROCEDURES

The academic administrative officers are primarily responsible for resolving grievances raised by faculty members. A Faculty and Staff Grievance and Appeals Committee is designed as a mechanism in cases where an aggrieved faculty member feels that the academic administrators did not resolve his or her grievance satisfactorily.

This grievance procedure is not intended to prevent any faculty member from discussing any matter with any level of management, including the President. Faculty members, however, are encouraged to follow the procedures set forth in this section.

### 7.1 INFORMAL GRIEVANCE PROCEDURES

In most situations, a faculty member should discuss a complaint or problem with his or her immediate supervisor. If the supervisor is unable to resolve the complaint or problem or if the faculty member is uncomfortable discussing it with the immediate supervisor, he or she may discuss it with his or her Department Chairperson or **Dean of the appropriate school**. If the department **Chair** or **Dean** is unable to resolve the complaint or problem, or if the faculty member is uncomfortable discussing it with either **administrator**, he or she may discuss the complaint or problem with the Vice President for Academic Affairs.

Grievances should be discussed first with the faculty member's immediate supervisor who should give prompt attention to any complaint. The Vice President for Academic Affairs is available to supervisors and faculty members to assist in resolving conflicts and eliminating conditions that may lead to possible grievances.

### 7.2 FORMAL GRIEVANCE PROCEDURES

If the faculty member is unable to resolve his or her complaint or problem through the informal administrative process in Section 7.1, he or she may seek recourse to the Grievance and Appeals Committee (GAC). The following procedures should be used to bring a complaint before the GAC.

1. The faculty member must submit a written grievance to the Vice President for Academic Affairs who will submit the same to the Faculty and Staff Grievance and Appeals Committee. All grievances must be submitted in writing no later than **fourteen (14)** calendar days after occurrence of the event for which relief is sought.
2. The Chairperson and the Committee membership will meet and examine the grievance and its related issues and suggest a solution to the grievance to the Vice President for Academic Affairs. The Committee's proposed solution is not binding on the parties. The Vice President for Academic Affairs will notify the faculty member within seven (7) calendar days following the receipt of the Committee's proposed solution.
3. If the faculty member is dissatisfied with the proposed solution, or if the Vice President fails to respond within the seven (7) calendar day period, the faculty member has **14 calendar days** to request in writing a formal hearing before the Faculty and Staff Grievance and Appeals Committee. Failure of a faculty member to respond within the **14 calendar day** period shall be deemed a withdrawal of his or her grievance and the matter will be closed.
4. Upon receipt of a written request for a formal hearing, the Committee will then issue a written invitation to the faculty member to attend a formal hearing. The parties may bring an advisor or counsel. The Faculty Grievance and Appeals Committee has a right to utilize the services of an attorney provided by the College.

5. The Faculty and Staff Grievance and Appeals Committee will hear the charge, receive facts and evidence, and entertain arguments from the parties or representatives. The Chairperson of the Committee will preside over the hearing.
6. The faculty member will receive notification to be present at the hearing, and, along with the College, is invited to present evidence and cross-examine all witnesses. In the event that the faculty member does not appear, the hearing will proceed in his or her absence.
7. At the conclusion of the hearing, and within 10 calendar days, the Committee shall issue written findings of fact and recommendations to the Vice President for Academic Affairs. Within 5 days of receipt of the committee's recommendation, the Vice President for Academic Affairs will report the committee's decision to all parties. The Committee and the Vice President shall make every effort to issue the ruling within 15 calendar days.
8. If the faculty member is dissatisfied with the proposed solution the faculty member **has 7 calendar days from the receipt of the Committee's ruling** to appeal the decision to the President. The appeal must be in writing and state the grounds for appeal and the relief sought. Failure of a faculty member to file an appeal within the **7 calendar days** shall be deemed to resolve the grievance of the faculty member satisfactory and the matter will be closed.
9. Upon receipt of a written appeal, the President will review the Committee's decision. The President may issue a written invitation to the faculty member to attend a formal appeals hearing or the President may decide the matter on the basis of the record and the letter of appeal.
10. If the President grants an appeals hearing, the parties may bring an advisor or counsel to the appeals hearing. The President may utilize the services of the College attorney.
11. After considering all evidence, the President will issue his decision in writing to all parties. The decision of the President is final.

## VIII. FACULTY CHECK-IN AND END-OF-YEAR CLEARANCE PROCEDURES

### 8.1 CHECKING IN PROCEDURES

All faculty, new and returning, are required to follow certain checking-in procedures. They must:

1. Attend all opening Faculty Institutes and Workshops at the College, School, and Department level. A faculty member who has a legitimate reason to miss an opening activity must obtain permission to be absent from the Dean. Failure to attend opening activities or obtain an excused absence could result in loss of pay for the days missed.
2. Each member of the faculty must submit to the **Department Chair**, at the opening departmental meeting but no later than August 30, up-to-date directory information and professional data to include transcripts for any additional education obtained and updated vitae to include in all publications, other scholarly activities, professional service, and all College service.
3. Each member of the faculty must submit to the Department **Chair**, by the first DAY of classes, course syllabi for each section to be taught during the semester, a completed Office Hours form showing the allocation across the week of the required ten office hours, and the signed Faculty Composite form. The Department **Chair** will retain one copy of each document and forward one to the **Dean**.
4. Each faculty member must participate in the student orientation and registration activities for the amount of time and in the fashion designated by the Department Chair and/or Dean. The orientation and/or the registration activities may require the faculty member to work some evening hours.

### 8.2 FACULTY CLEARANCE PROCEDURES

At the end of each semester, faculty will be required to submit a clearance form to the **Dean** with all appropriate signatures showing that:

1. All final examinations and grade sheets for each section taught have been turned in to the Department **Chair**.
2. Book orders have been placed for the next semester for every section assigned.
3. The preliminary course outline for each class to be taught during the new semester must be turned in to the Department **Chair** for review. It is recognized that this outline may be revised before the start of the new semester.
4. All equipment, materials, inventory, etc., issued through the Department, School, and/or College have been returned and/or accounted for to the Department Chair and/or the School Dean.
5. The roll book for each section of each class assigned for the semester has been submitted to the Department Chair and grade reports have been turned into the Registrar.
6. All library books are returned or satisfactory arrangements made with the librarian for materials outstanding.
7. All obligations to the Division of Business and Finance, including key deposits or returns and payment of parking fines, have been honored.
8. Work study reports required by the Financial Aid Office have been turned in, and

9. All other year-end reports for Deans and Department have been submitted.

**10. THE COLLEGE RESERVES THE RIGHT TO WITHHOLD THE FINAL PAYMENT OF EACH SEMESTER UNTIL ALL SEMESTER END CLEARANCE REQUIREMENTS ARE COMPLETED.**

## IX. ACADEMIC POLICIES

### 9.1 FACULTY RESPONSIBILITY

The teaching faculty of Benedict College is an integral part of the system of academic program delivery and administration. Each teaching faculty member, upon his/her appointment or reappointment is required to adhere to or successfully implement the academic policies described in this section.

### 9.2 ACADEMIC PROCEDURES

1. Each faculty member assigned to a class must utilize the electronic roll book system for recording the names of all students enrolled in the class and keep an accurate record of the grades, performance, and attendance of each student at each class meeting. At the end of each semester these electronic roll books must be submitted to the Department Chair or the Dean's designee in accordance with directions issued each academic term by the Office of Academic Affairs.
2. Faculty members must take attendance daily, keep a record of class attendance, and enter attendance records as required by the Office of the Vice President for Academic Affairs.
3. A student enrolled in a course should be kept on the roll until he or she presents a drop card or is administratively withdrawn by the College.
4. Faculty members must meet and end all classes at the scheduled times conducting appropriate class activities for the entire class period.
5. In any and all instances where a faculty member must be absent from class, he or she must make suitable arrangements that must be approved by the department chair for the class to be covered by another qualified faculty member. In case of an emergency the faculty member must notify the Department Chair who will make the appropriate arrangements or notify the students. In no instances should a faculty member miss a class without consent of or notification to the Department Chair. Unexcused absences will result in disciplinary actions up to and including termination of employment. A termination for unexcused failure to cover more than three classes in one semester is not subject to the faculty grievance process. Such a termination must be recommended by the Dean and approved by the President. Suitable arrangements to cover the class include but are not limited to:
  - a. Another faculty member or laboratory technician in the discipline may serve as a substitute for the absent instructor and conduct the class according to a plan provided by the regular instructor.
  - b. Library assignments or other designate assignments may be used but only where they fulfill a specific objective and/or activity on the course outline. If the activity will take place in the classroom, another faculty member or lab technician must be present during the activity. If the activity will take place in the library a librarian must conduct the activity.
  - c. He or she may hold make-up classes in lieu of classes missed for approved leave of absences.
  - d. He or she may arrange a full period of examination to be administered by another faculty member or a laboratory technician.
6. Faculty members are encouraged to use a variety of evaluative instruments to test the effectiveness of their teaching. These may include but are not limited to the following: teacher made exams, standardized subject exams, class participation, written term papers and projects, student portfolios,



attendance records, and student surveys. The faculty should keep accurate records on the results for each method of evaluation employed.

7. There should be no change in the time or location of scheduled examinations without the explicit written permission of the appropriate Department **Chair, Dean,** and the **Associate Vice President for Academic Affairs.** A request to change class-meeting time or location must be submitted on the appropriate form. To the extent feasible, all enrolled students must agree to the change in time. The Registrar must be notified of all approved class changes (time and location).
8. Each instructor who is assigned a class is expected to give at least a mid-term and a final examination to each student enrolled in his/her class unless the Department Chair and the Dean has given prior written consent. Within **48 hours** after the final examination is given, final grades must be submitted to the Registrar, and a copy of the same must be submitted to the department chair within one week.
9. To obtain permission to eliminate the mid-term or final examination, a detailed statement setting forth the method of evaluation to be used in the course in lieu of the mid-term and/or the final exam should be submitted through the Department **Chair** to the **Dean.**
10. Classroom visitation
  - a. Faculty members wishing to invite outsiders to visit, lecture to, participate in, or in any way attend regularly scheduled classes must obtain prior approval from the appropriate Department **Chair, Dean,** and the **Vice President for Academic Affairs.** In no case should a student be allowed to audit a class without the permission of the Dean and Academic Vice President. Faculty members will be held responsible for the conduct of outsiders whom they invite to their class.
  - b. Faculty members wishing to attend, visit, or participate in classes held by other members of the faculty must notify and gain consent from the faculty member who is in charge of the class. This does not apply to a faculty member conducting a Department, School, or College authorized Peer Review.
  - c. The President, the **Vice President for Academic Affairs** or his/her designee, and within their jurisdictions, **Deans,** and Department **Chairs** reserve the right to visit any classroom at any time.
11. Faculty members accepting invitations to act as sponsors or chaperones for events held by student organizations are expected to attend such events and remain for the duration of the event.
12. Faculty members are expected and encouraged to maintain memberships in professional societies and academic organizations within their teaching disciplines.

### **9.3 GRADING SYSTEM, CREDITS, AND TEACHING RESPONSIBILITY**

The faculty is fully accountable for evaluating the work of students. Each faculty has the responsibility of maintaining class records in sufficient details as to the performance of each student enrolled in his/her respective classes. These records should be recorded in the electronic roll book system as authorized by the College. The electronic roll book is the Official Class Record and remains the property of the College. It must be submitted to

the Department Chair or designee at the end of each academic semester/session. Such records should be kept in accordance with the grading system described in the course outline and should serve as the basis for the final grade in the course. The Official Class Record should include, at minimum, all examination, quiz, and test scores on each student along with information as to attendance and performance in class and on assignments.

Final course grades for each course must be reported to the Registrar using the system made available to faculty each semester for that purpose.

#### **9.4 CHANGE OF GRADES**

Faculty members wishing to change a grade may obtain the required form from the Department Chair, who must obtain them from the Registrar. The Department Chair and Dean must approve all change of grade requests. All changes of grades must be reported to the Vice President for Academic Affairs. Each form should be numbered and registered and any faculty requesting a Change of Grade Form will be held accountable for the form until it is returned or submitted. Because of the possible abuse of grade change form if they fall into the wrong hands the faculty should handle them with care. A Change of Grade Form may not be handled by students or student workers at anytime in the grade change process.

Acceptable reasons for changing student grades include:

- A demonstrable error in the computation of a grade;
- A substantial error in the evaluation of student performance, and
- Completion of course requirements not completed during a proceeding academic term due to good cause such as illness, death in the family, military service, or other sufficient reason.

#### **9.5 SELECTION OF TEXTBOOKS**

The responsibility for selecting a given textbook rests with the faculty member(s) teaching the course with approval of the Department **Chair** and **Dean**. If the faculty member fails to choose a textbook on a timely basis the Department Chair and Dean may assign a textbook for the course.

Once a book has been selected and ordered for a course, such book must be used by the instructor who requested it or by the instructor who actually teaches the course for which the book was ordered. All textbooks should be reevaluated every three years in relation to current textbooks available, student performance, and the needs of the course. Since many publishers permit returns only under certain specified terms, care should be taken in estimating the number of books needed for courses.

#### **9.6 ADVISEMENT**

Department Chairs assign Faculty Advisors to students at the time of the student's initial enrollment. The regular advising load is 30 students. Depending on Departmental circumstances, this load may be increased by up to 9 students with out creating an overload. After the number of advisees exceeds 39, the faculty member will be considered to be in an overload situation. Faculty members will receive 1 Semester Credit Hour overload for each 10 students above thirty. An overload may be compensated by released time from other duties or by pay at the regular overload scale.

Faculty advisors will assist students with academic concerns, class selections, and career options. The advisor should also monitor the progress of his/her advisees towards completing the requirements of their degrees. The advisor should also assist each advisee with schedule selection and pre-registration. The advisor should also advise the advisee on minor personal and social matters. Matters concerning financial aid, student accounts or significant academic and/or personal problems that the advisor cannot resolve should be referred to the Counseling Service or to other appropriate College officials. **Each advisor must see every advisee at least once each semester.**

## **9.7 CLASS SCHEDULING**

The Vice President for Academic Affairs publishes a master schedule of courses, sections, classrooms and instructors each semester on the basis of recommendations from Department Chairs and Deans. The Department Chair with input from the Faculty has responsibility for preparing a preliminary schedule for his/her Department. Each Dean has the ultimate responsibility for approving the schedule for each Department in his or her School. Faculty members are encouraged to provide input on scheduling to the Department Chair.

The Vice President for Academic Affairs or his or her designee must approve all changes in the master schedule.

## **9.8 FIELD TRIPS**

Faculty wishing to take students off-campus on special outings or field trips must obtain approval from the administration before planning an off-campus trip. The Vice President for Academic Affairs and the Associate Vice President or Vice President for Student Affairs must approve the following details: date, time, purpose, mode of transportation, destination of students, names of individuals concerned, student emergency contact information, chaperones, faculty members in charge of the travel party, estimated duration of absence from campus, time of return, and medical-student insurance information where appropriate. The approvals are obtained by submitting the external trip request form through the Department Chair. Faculty are expected to assume responsibility for the safety of students while off-campus.

The administrative approval should be sought at least 5 days in advance, whenever possible, for all planned field trips.

## **9.9 FACULTY CONSULTING**

The College encourages faculty consulting, including research relating to the educational activities of the College. Consulting should not conflict with the faculty member's duties to the College. Faculty members engaged in consulting activities should notify the Vice President for Academic Affairs of consulting activities for which they receive compensation from sources outside the College. *Consulting should not exceed one day a week during the fall and spring semesters.*

## **9.10 WORK SCHEDULES**

The work schedules of full-time faculty cannot be changed except with the written permission of the Office of the Vice President for Academic Affairs. Whereas there is no limit to the amount of time faculty may choose to devote to their profession, all faculty are expected to devote at least 40 hours per week to College work. The fulltime teaching load for a faculty member is 12 hours per week in the classroom. Within the constraints of their regularly scheduled classes, faculty members are required to set aside and post in a prominent place a minimum of ten hours per week during which they will hold office hours. In general faculty are expected to be in their offices at all times during regularly scheduled office hours. During the regularly scheduled office hours they are to make themselves available for conferences with student advisees as well as students enrolled in one of their classes. Students should not be required to have an appointment during regular office hours but may make appointments during this time.

Faculty are also required to devote some time to regular administrative duties related to their work as members of the faculty, to professional scholarship, service as members of committees. As teachers and scholars faculty are expected to make themselves available for both formal and informal meetings with other members of the faculty, the student body, and the administration of the College.

It is expected that the business of the College must be conducted on campus and not in private homes or at other locations. Any business of the College, including teaching, tutoring, counseling, evaluating, meetings conducted off campus must receive prior approval by the Vice President for Academic Affairs. Faculty members are expected to provide their Department Administrative Specialist with information concerning their whereabouts whenever they are absent from their office during the regularly scheduled work hours of 8:30 am to 5:00 pm.

Full-time faculty members may not accept full-time employment with other agencies or institutions as long as they have a contract with the College, except with the permission of the President. Subject to approval by their Department Chair, Dean, and the Vice President for Academic Affairs, faculty members may hold part-time outside employment so long as it does not conflict with the faculty member's responsibilities to the College and does not create a conflict of interest or competition for the College.

The acceptance of outside employment without written permission may be considered a substantial violation of the faculty member's contract and could lead to discipline up to and including termination.

Part-time faculty are required to hold a minimum of one conference hour each week for each course taught. In addition, they are required to make themselves available by appointment to help students in their courses. Finally, they must make themselves available as required to meet with College officials as needed. Otherwise they are not responsible for time on the campus beyond their teaching requirements.

## **9.11 ATTENDANCE AT SPECIAL CONVOCATIONS AND FACULTY MEETINGS**

### **Special Convocations**

Faculty members are required to attend public meetings that have traditional or special significance for the College such as Founder's Day Convocation, Fall Convocation, Commencement, the Annual Faculty/Staff Institute, Mid-Year Institute, All College Assemblies, monthly Faculty Forums, Faculty/Staff meetings and special assemblies called by the President.

Faculty members and principal administrative officers shall wear full academic regalia for Fall Convocation, Founder's Day Convocation, and Commencement Exercises. The College makes rental regalia available to faculty members. However, each faculty member is responsible for all rental costs for his/her own regalia.

### **Monthly Faculty Meeting**

Each member of the faculty is required to attend the regular monthly Faculty Forum. The Vice President for Academic Affairs arranges the agenda in consultation with the Executive Vice President and the extended Academic Affairs Council. The President must approve the Agenda. Faculty members are urged to submit, through regular channels, items for inclusion on the agenda.

At a regularly scheduled Faculty Forum the full-time faculty present shall constitute a quorum for conduct of all faculty business before the Forum. Roberts' Rules of Order shall govern the conduct of the monthly forums. Voting shall ordinarily be by voice or by show of hands, but the presiding officer may at his/her discretion require a paper ballot. Paper ballot shall also be provided at the request of the Faculty. The President or his designee shall preside at the Faculty Forum.

No activities shall be scheduled to conflict with Faculty Forums, and faculty members unable to attend are obligated to request permission, in writing, from the Vice President for Academic Affairs to be excused from attending.

## **X. INTELLECTUAL PROPERTY RIGHTS POLICY**

### **Introduction**

The Intellectual Property Rights Policy at Benedict College is intended to clarify ownership of intellectual property rights, establish an opportunity for commercialization of works, inventions, and discoveries, and provide for equitable distribution of resources, monetary and other benefits accruing from Benedict College exploitation of these works, inventions, and discoveries.

This Intellectual Property Rights Policy at Benedict College is applicable to all faculty (including visiting faculty) and staff, as well as full-time and part-time students at Benedict College.

### **Definitions (as used in the Policy)**

“Intellectual Property” at Benedict College is defined as all materials subject to copyright, patent, trade secret, and/or trademark laws.

Copyright laws protect original works of authorship fixed in a tangible medium of expression. Examples of works that are potentially copyrightable include original writings, works of visual art, musical compositions and recordings, scholarly articles, tests, syllabi, computer programs, photographs, movies and other audiovisual works, dramatic works, compilations, and other artistic creations.

Patent laws protect useful and novel inventions and discoveries, including processes, machines, articles of manufacture, compositions of matter, product designs, and improvements thereof. Examples of inventions and discoveries that are potentially patentable include computer programs, electronic devices, chemical compositions, manufacturing processes, and pharmaceuticals.

Trademark laws protect words, symbols, logos, names, and other devices (whether registered or not) that are used to identify and distinguish one person’s, company’s, or institution’s goods or services from those of others. Benedict College owns a number of trademarks including registration at the U. S. Patent and Trademark Office for the marks BENEDICT COLLEGE®, the Benedict Tiger logo, and the Benedict College Seal.

Trade secret laws protect economically valuable information formulas, processes, methods, compilations, techniques, systems and other matter which is not generally known or reasonably ascertainable, and which is the subject of efforts that are reasonable under the circumstances to maintain secrecy of the information.

“Creator” is defined as the person (being a Benedict College employee or student) or persons who invent, author, or otherwise create the Intellectual Property. Please note that the Creator of Intellectual Property, depending on the circumstances, will not necessarily be the owner of such Intellectual Property.

“Net Adjusted Income” in relation to specific Intellectual Property is defined as equaling the gross revenue received by Benedict College from licensing or exploitation of such Intellectual Property, minus the current and projected expenses that Benedict College deems necessary to defend, enforce, maintain, register, and/or exploit the Intellectual property.

“Significant Use of Benedict College Facilities or Resources” is the extensive use of Benedict College facilities used for developing Intellectual Property.

A “Work Made For Hire” is a potentially copyrightable work: (a) prepared by an employee of Benedict College within the scope of the employee’s employment, or (b) specially ordered or commissioned by Benedict College as set forth in a written agreement and that falls within one of nine enumerated categories of works that qualify as a “work made fir hire” under the U. S Copyright Act. Under U. S. copyright law, the owner of a Work Made For Hire is considered the employer-not the employee who may have actually created the work. An employee of Benedict College can include faculty, staff, and students that are employed by Benedict College.

## **Ownership of Intellectual Property Rights**

Intellectual Property may be owned by Benedict College, by the Creator of the Intellectual Property, or by shared ownership. The policy guidelines below are used to determine who owns Intellectual Property that is created by Benedict College faculty, staff, and students:

### **I. Circumstances Where Benedict College Owns Intellectual Property**

Except where specific exemptions are made, Benedict College will own Intellectual Property created by Benedict College employees or students in the following circumstances:

- A Work Made fir Hire; or
  
  
  
  
  
  
  
  
  
  
- Works, inventions, and discoveries within the scope of the employment with Benedict College, or resulting from the Significant Use of Benedict College Facilities or Resources, or resulting from the Significant Use of Benedict College Funds. Where a work, invention, or discovery is

created within the scope of employment, or through the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, the Creator agrees to execute any and all written agreements/documents necessary to transfer all right, title, and interest in the work, invention, or discovery to Benedict College; or

- Discoveries, inventions, and works subject to agreements that grant Benedict College rights of ownership; or
- Trademarks and other indicia that signify Benedict College as the source of goods or services.

## II. Circumstances Where The Creator Owns Intellectual Property

The creator will own Intellectual Property created where all of the following circumstances are met:

- A written agreement does not specifically transfer the rights or ownership in the Intellectual Property to Benedict College or a third party; and
- The discoveries, inventions, or works were made without the Significant Use of Benedict College Facilities or Resources , without the Significant Use of Benedict College Funds, and made outside the scope of employment; and
- The work created is not deemed to be a Work Made For Hire under U. S. copyright law; and
- The Intellectual Property, if a trademark, does not signify Benedict College as the source of goods or services, suggest a sponsorship or endorsement by Benedict College where none exists, or otherwise infringe any rights that Benedict College may have.

All Creators at Benedict College will retain any copyrights in the creation of original works in the nature of texts books, research papers, and scholarship consistent with copyright laws, except:

- Where performed as a part of contractual obligations or specially commissioned be Benedict College or a third party; or
- When constituting a Work Made For Hire; or
- When created with Significant Use of Benedict College Facilities or Resources, or the Significant Use of Benedict College Funds. However, extensive use of a Benedict College facility ordinarily available to most or all employees and/or students (e.g., library, personal office space, office computers) and used in the creation of original copyrightable works in the nature of textbooks, research papers, and scholarship will *not* constitute Significant Use of Benedict College Facilities of Resources.

Creators who choose to use materials in which they claim rights, in the course if creating Intellectual Property at Benedict College, will automatically grant Benedict College a free, perpetual, non-exclusive, and irrevocable license for use (including reproduction, distribution, display, performance, preparation of derivative works, and transmission) of such materials and Intellectual Property for educational and research activities.

Benedict College will continue to encourage faculty, staff, and students, whose works, inventions, and discoveries are made on their own time, outside of the scope of their employment, and without the Significant Use of Benedict College Facilities or Resources of the Significant Use of Benedict College Funds, to work with the College to further develop such works, inventions, and discoveries. Works, inventions, and discoveries not Owned by Benedict College are considered the property of the Creators and if the Creators choose, they may avail themselves of the opportunity to submit the works, inventions, or discoveries to Benedict College for consideration of possible patenting and/or commercialization and management under terms to be agreed between the Creators and Benedict College.

III. Circumstances Where There is Shared Ownership if Intellectual Property

Benedict College and the Creator may, by written agreement, decide to share ownership of Intellectual Property.

IV. External Sponsorship/Funding

The ownership of Intellectual Property resulting from research that is sponsored or funded (in whole or in part) by the federal government will be governed in accordance with federal law,



including the Bayh-Dole Act. The ownership of Intellectual Property resulting from research or activities funded by other third parties will be determined by the agreement in place between Benedict College and the funding source. Where practicable, Benedict College will attempt to ensure that any external sponsorship/funding agreements explicitly enumerate Intellectual Property ownership issues.

### **Income from Certain Intellectual Property/Revenue Sharing**

Benedict College will share revenue that it receives from exploitation of patents or inventions with the inventors of such patents or inventions who are Benedict College employees, or as agreed upon. In some cases, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions or other Intellectual Property made in connection with sponsored research. As necessary, Benedict College may contract outside persons or organizations for managing, exploiting, enforcing, and/or defending patents or inventions, and

any royalty shares of expenses contractually committed to such persons or organizations may be deducted as expenses in order to calculate Net Adjusted income.

#### Distribution of Income From Patents or Inventions

The Office of Sponsored Programs and Research will use the distribution formula listed below as a baseline to calculate and distribute the Net Adjusted Income from each license or other exploitation of the patent or invention. However, the final determination of net distribution will be commensurate with the College resources used to establish, maintain, and exploit such patent or invention.

Subject to final determination of net distribution as discussed above, Net Adjusted Income shall be distributed to persons other than Benedict College as follows:

- 30% to the employee-inventor,
- 10% to the Department(s) that supported the creation of the patent or invention, and
- 10% to support the inventor's research group

In the case of co-inventors, the percentage share allowed to the inventor as listed above shall be subdivided equally among the co-inventors, or as otherwise determined by Benedict College. In some cases certain laws, regulations or provisions of grants or contract may require that a lesser share be paid to the inventor, and Benedict College will honor such requirements.

Distribution of New Adjusted Income will occur on an annual basis.

Equity Interest and Income Received From Exploitation of Certain Intellectual Property. Benedict College, in licensing or otherwise exploiting patents or inventions, may elect to accept equity in lieu of cash payments, licensing fees, royalties, or other consideration. Benedict College may also incur the payment of commissions, other fees or charges and other expenses when such equity interests are disposed. All such expenses are considered development expenses to be subtracted from gross revenue in determining the Net Adjusted Income.

#### **Trademarks**

Benedict College retains all rights to control the use of its name, trademarks (whether registered or unregistered), and other indicia of Benedict College. This reservation of rights includes use of the Benedict College name, trademarks, and other indicia that is on or in connection with materials not owned or created by Benedict College. Faculty, staff, students, and alumni may not use Benedict College's name, trademarks, and other College indicia in a way that would be likely to suggest sponsorship or endorsement by Benedict College, where none exists. Benedict College reserves the right to prohibit the use of its name, trademarks, and other College indicia in its sole discretion.

#### **Intellectual Property Disclosure, Evaluation, Protection and Commercialization**

The Office of Sponsored Programs and Research is responsible for protecting, marketing, negotiating and licensing of Intellectual Property at Benedict College. To protect the interests of the Creator and Benedict College, all creation of Intellectual Property in which Benedict College or a third party sponsor may have an ownership interest must be disclosed timely.

**Therefore, before notifying outside parties (including sponsors) and for any Intellectual Property in which Benedict College or a sponsor may have an ownership interest, all Creators must submit a complete disclosure form in an approved format to the Office of**

**Sponsored Programs and Research to ascertain if inventions, discoveries, works or other Intellectual Property have commercial value.**

The Office of Sponsored Programs and Research will then determine how to protect, develop, market and/or commercialize Intellectual Property on behalf of Benedict College. The Office of Research and Sponsored Programs will provide a timely response to creators and may employ outside evaluations and other consultants to review the disclosure, as well as to assist in the licensing, commercialization and protection of the Intellectual Property.

### **Dispute Resolution**

Benedict College shall appoint an Intellectual Property Committee (“IPC”) consisting of no fewer than three members with a Vice President or designee as the chairpersons of the IPC. The IPC shall be responsible for the following:

- Review and recommend resolution on any Intellectual Property issues or disputes
- Decide upon appropriate disposition of Intellectual Property disclosures
- Resolve questions of Intellectual Property ownership
- Recommend expenditures associated with invention royalties
- Review and recommend changes in this Intellectual Property Rights Policy

If a Creator believes that the creation of Intellectual Property was made outside the general scope of his or her duties as an employee at Benedict College, or made without the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College, and does not believe that the rights in the Intellectual Property vest in or must be assigned to Benedict College, the Creator shall, in the disclosure form, request that the IPC determine the respective rights of Benedict College and the Creator. In reviewing the request, the IPC evaluation of the request may be based upon criteria including:

- The circumstances under which the Intellectual Property was created and developed;
- Time overlap if any, between the Creator’s official duties and when the Intellectual Property was created;
- The relationship between the subject-matter of the Intellectual Property and the Creator’s scope of employment and job duties; and
- Procedures for patent application and Benedict College’s involvement, if any.

### **Use of Third-Party Copyrighted Material**

Benedict College respects the valid intellectual property rights of third parties. Benedict College faculty, staff, and students shall not make reproductions, derivative works, public performances, distributions, or public displays of a work owned by a third party, unless the copyright holder has granted prior written permission, the work is in the public domain, or the use of the work qualifies as “fair use” under the U. S. Copyright Act.

**NOTE:**

**This document may be superseded by legal instrument pertaining to a specific Intellectual Property agreement between the Creator and the authorized representative of the College.**

## **XI. EXTERNALLY FUNDED GRANTS AND CONTRACTS**

### **11.1 RELATIONSHIP TO PURPOSE OF THE INSTITUTION**

The College encourages all faculty members to seek external funding to assist in their work. External funding may be sought to support research, service, or teaching. External funding may enable the College and the faculty member to pursue worthwhile projects that cannot be funded with internal resources alone. However, all proposals for external funding seek to advance work that promotes and is consistent with the mission and goals of the College and the unit in which the proposal is being written. Funding should not be sought for funding sake. External funding should be sought only if it advances the mission and goals of the College.

### **11.2 REQUIRED APPROVALS AND REPORTS**

All proposals submitted to an external funding agency must be approved before submission through the regular administrative approval process. Faculty proposing to develop proposals should consult with their Chair, Dean, and Vice President prior to developing a proposal for external funding to ensure that the project is consistent with College goals and priorities. Prior to submission of the proposal, the Proposal Approval Form must be signed by approving authorities. The College must also approve all grant agreements once an award is made.

On receipt of a grant award it is the expectation of the College that those working on the Grant will use their best efforts to ensure successful completion of the project. It is the responsibility of the Principal Investigator and/or Project Director to ensure that the project is implemented in accordance with the approved grant agreement. All faculty members directing externally funded projects must make periodic reports on the activities and budgets if such awards to the Business Office, Sponsored Programs Office, and their Department Chairs, Deans and Vice President for Academic Affairs as requested.

### **11.3 RELEASE TIME AND EXTRA SERVICE PAY**

Faculty members may propose to use release time from their teaching responsibilities in order to implement the work of the Grant. If release time is proposed the grant or contract must contain sufficient funding to cover the cost of salary and benefits attributable to the release time. Faculty members must have their release time for supervision or work on funded projects approved before research proposals are submitted for funding. Department Chairs will make initial recommendations for released time to appropriate academic administrators. Department Chairs will give primary consideration to satisfying the need for instruction before recommending release time. It is the policy of the College that the teaching responsibilities take priority. Release time can only be granted in cases where the normal teaching responsibilities of the faculty member can be covered.

The amount of time faculty members may devote to research and teaching varies according to the needs of the funded project and the needs of the College. However, faculty members who have release time to work on externally funded projects are generally expected to teach a minimum of two classes per semester, retain advising responsibilities of students, and serve on appropriate committees. The School Dean must approve any exceptions to this policy.

Fulltime faculty members may also be paid extra-service pay if they work on an externally funded grant program in addition to maintaining their full faculty leads. However, in no case should extra-service pay from all externally funded sources exceed 25 percent of the regular annual salary for a fulltime faculty member. If a faculty member does not work during the summer then the faculty member can be paid at their full salary rate for summer work on a funded grant.

In general Department Chairs and other Academic Administrators are not eligible to receive extra service pay for services rendered to funded projects that are housed either in whole or in part in the Department that they oversee or entirely within the Division of Academic Affairs. They may receive extra pay with the permission of their School Dean for extra services rendered to funded projects in the Divisions other than Academic Affairs.

College Administrators and Department Chairs are allowed to have release time in funded grants. Funds generated by the Chair or Administrator through funded release time can be used for departmental purposes with the consent of the Vice President for Academic Affairs and approval of the President. Salary supplements or consulting fees paid to employees must not conflict with College, federal, state, or grant guidelines.

#### **11.4 COLLEGE POLICY MUST BE FOLLOWED**

In order to ensure proper grant administration and compatibility of funded project activities with the College mission and goals, the College maintains control over all externally funded projects undertaken in the College's names. The College control is exercised through its policies and procedures and its administrative processes. Where conflicts exist between the policies and procedures of the College and the requirements of the funding agency, the policies and procedures of the College must prevail in all cases. However, if the College explicitly approves a project agreement that contains clauses that contradict College policies and/or procedures, the properly signed project agreement will prevail. It is the responsibility of the Principal Investigator/Project Director to point out any inconsistencies between College policies and project requirements when submitting the project proposal. Grants will not be accepted that interfere with the proper administration of the College or any of its departments.

#### **11.5 ACADEMIC FREEDOM AND RESEARCH**

Faculty and staff involved in research projects may exercise academic freedom in both the collection and reporting of results. The College Administration and Board of Trustees recognize the importance of established principles of academic freedom in an institution such as Benedict College. Academic freedom as described in section 4.2.1 of this document is recognized in grants, contracts and research activities as well.

#### **11.6 TIME PERIODS OF EXTERNALLY FUNDED PROJECTS**

All externally funded projects must have a time limit specified in the grant/contract agreement. The College will not depend upon a grant for fiscal viability. Program controls and monitoring will ensure that external grants will not be depended upon for permanent funding for regular College programs.

#### **11.7 INDIRECT COSTS**

Benedict College deems indirect costs as a recovery of costs and not as a source of funds for direct operating expenses. All proposals must include indirect cost at the regular College Indirect Cost Rate. The area Vice President and the Vice President for Business and Finance must recommend any full or partial waiver of indirect cost. The President must approve all full or partial indirect cost waivers. On the recommendation of the Vice President for Business and Finance suitably estimated direct cost may be substituted for indirect cost.

## **XII. HUMAN RESOURCES INFORMATION**

## 12.1 HARASSMENT

It has long been the policy of Benedict College and it will continue to be the College's policy that all employees shall have the opportunity to perform their work in an atmosphere and environment free from any form of unlawful discriminatory or retaliatory treatment or physical or mental abuse, including, but not limited to, harassment based on race, color, religion, sex, national origin, age, disability, or veteran status. It is also the policy of Benedict College to provide a working environment free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, or harassment related to the above distinctions or simply resulting from a lack of consideration of a fellow human being.

In keeping with this policy, the College will not tolerate any form of harassment of any of its employees based on race, color, religion, sex, national origin, age, or disability. By way of example, conduct will be considered harassing, and therefore a violation of this policy, if:

- \* Submission to the conduct is made either an explicit or implicit condition of employment;
- \* Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- \* The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Disputes sometime arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate the policy if it were unwelcome will be considered to violate this policy if anyone complains.

Any employee who feels he/she has suffered any form of harassment should report such incident to his/her supervisor or to any member of management without fear of reprisal. In the alternative, the employee may discuss the matter with the Director of Human Resources. Complaints against the President may be made to the Chairman of the Board of Trustees. In addition to reporting the matter to your supervisor, the Director of Human Resources, or a higher level of your chain of command, you may report such harassment on audio tape by dialing 803-705-4808.

Such a complaint will be treated confidentially to the extent possible. A prompt and thorough investigation of any such complaint will be discreetly carried out and appropriate action will be taken after an investigation. Any manager, supervisor, agent, or other employee who has been found, after a thorough investigation, to have harassed another employee will be subject to appropriate discipline. The making of accusations which are known by the accusing person to be false is a form of misconduct likely to result in serious impairment of the College's effort to administer this policy properly and effectively for the benefit of all employees, and, accordingly, such misconduct may also result in disciplinary action.

In order to avoid misunderstandings, complaints made to members of management or to the Human Resources department must include completion of the report form reproduced as part of this policy. You will be given a copy of the completed form. If you report on the answering machine, you must remember the date that you did so. These procedures have been established to get you relief if you feel you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the College for violation of your rights unless you first give us notice and opportunity to end the

harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

## 12.2 STUDENT RELATIONSHIPS

Benedict College students are its most valued assets and their welfare is its highest concern. The College expects its employees to conduct themselves in a professional and appropriate manner, particularly when dealing with students. Benedict College discourages employees from engaging in romantic or sexual relationships with any of its students or from engaging in activities which give the appearance of such inappropriate conduct.

In particular, the College believes it is highly inappropriate and unprofessional for an employee to engage in a romantic or sexual relationship with a student when the employee and student are working together or the employee is involved with the student in an administrative, coaching, counseling, teaching, supervisory, or other authoritative role. Under certain circumstances, such conduct may result in disciplinary action.

### **12.3 ALCOHOL AND DRUG ABUSE**

It is well recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of Benedict College to comply with the Drug Free Workplace Act, to comply with applicable government regulations, and to establish and maintain drug free workplaces.

Benedict College prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by anyone on its property (defined as any property or vehicle owned by the College or any vehicle or property rented or leased with the College's funds). Benedict College also prohibits its employees from swallowing, inhaling, injecting, dealing or otherwise using illegal drugs and substances (such as marijuana, LSD, cocaine, heroin, etc.) and prescribed drugs which are not prescribed for the employee's own use, at any time whether on or off the job.

Employees must notify the College within five calendar days after any criminal conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances at the workplace. Criminal conviction means a finding of guilt, an imposition of a sentence, a plea of no contest, or a plea of guilty.

Employees are to inform their immediate supervisor of the use of any prescription or non-prescription drug which may affect the employee's ability to perform his/her assigned duties and/or which may render the employee a safety risk to him/herself or others.

Violation of this policy will result in discipline (including discharge from employment) and/or referral for criminal prosecution. In addition, employees who violate this policy and who are not discharged may also be required to satisfactorily participate in a drug or alcohol abuse rehabilitation program.

### **12.4 SMOKING**

Smoking is permitted only in designated areas. Smoking is not permitted in public working areas of Benedict College, including such places as the library, laboratories, Chapel, gymnasium, theatre and classrooms.

### **12.5 NEPOTISM**

As far as is possible, persons closely related shall not be employed in the same department or unit and shall not supervise each other. For purposes of this policy, "persons closely related" includes parent and children, husbands and wives, sisters and brothers, in-laws, uncles and aunts, nieces and nephews and first cousins. This policy applies to all employees, including student employees.

Persons desiring the College to consider the employment of a relative must send a written request to the President. Requests must be sent prior to making an offer of employment.

### **12.6 INTRODUCTORY PERIOD**



The first 90 days of employment at Benedict College is an introductory period. This period serves as an extension of the application process, and gives both the College and its newly-hired employee additional opportunity to determine that the individual is the right fit for the job. Employment may therefore be terminated at any time during the introductory period that the employee or Benedict determines that continued employment is not in the best interest of the College or the individual. Employees who quit or who are discharged during the introductory period are not entitled to grieve the dismissal, nor are they entitled to advance notice of dismissal.

## **12.7 OUTSIDE EMPLOYMENT**

Full-time Benedict College employees, both faculty and staff, are not normally permitted to engage in outside employment. This does not preclude professional consultation by faculty, under the guidelines embodied in The Faculty Manual, or by staff on a limited basis, subject to proper administrative approval. Nor does it preclude outside part-time employment after normal working hours when such work will not interfere or create a conflict of interest with the employee's regular Benedict College duties and responsibilities or the use of institutional resources.

Faculty or staff wishing to undertake outside employment must first obtain written approval from the President through their supervisor.

Approval will not be given when, from the nature of the work proposed, it appears likely that a conflict of interest will occur.

If outside employment is approved and it later appears to generate a conflict of interest or interferes with the performance of Benedict College duties, the employee may be subject to disciplinary action.

## **12.8 SOLICITATION AND DISTRIBUTION**

Solicitation of Benedict College employees and students and distribution of Faculty and Staff lists require the specific approval of the President or his/her designee.

Solicitation of employees and students or distribution by persons other than employees or students of Benedict College on official College business is prohibited on the campus.

Solicitation by College employees for non-College sponsored activities on campus during working time is prohibited.

The unauthorized distribution, release, or sale of business records, lists, or personally identifiable information, or other College records maintained in the course of business of Benedict College is prohibited. Authorization for release shall be the responsibility of the custodian of the records upon approval of the President or his/her designee. College employees who violate this policy shall be subject to disciplinary action.

## **12.9 COMPENSATION**

Employees may be classified as exempt from overtime compensation requirements of the Fair Labor Standards Act (FLSA) or as non-exempt from these requirements. The Office of Human Resources shall be responsible for determining the exempt or non-exempt status of employees.

Salaried employees are paid on the 15th and the last day of each month and hourly employees are paid every other Friday. Checks are disbursed at 11:00 a.m. from the Cashier's window in the Business Affairs Office. Arrangements are available for direct bank deposits. Employees are eligible to join the credit union (details in Payroll Office).

### **Overtime Compensation**

1. Department chairpersons and authorized supervisors may require employees under their supervision to work hours in excess of their regular work day in order to meet the needs of the College.
2. Non-exempt employees are eligible for overtime compensation at a rate of one and one-half the normal rate for all hours worked in excess of forty in one workweek. Overtime compensation may not be waived and employees are prohibited from working “off the clock” and not actually recording all their hours worked.
3. Exempt employees, those whose positions are exempt from the provisions of the Fair Labor Standards Act, are not eligible for overtime compensation.
4. At the discretion of the Department Head, exempt employees may be eligible to earn compensatory time on an hour-for-hour basis for hours worked in excess of 40 hours in any given workweek. Compensatory time cannot be accumulated during any workweek where sick leave or annual leave has been utilized, nor can employees accumulate more than 20 days of compensatory time. No employee shall be paid for unused compensatory time upon leaving the employ of Benedict College. Compensatory time may not be granted to non-exempt employees.
5. All overtime must be approved by an authorized supervisor prior to the time being worked.
6. Non-exempt employees may not work more than 40 hours per workweek unless prior approval has been given by the supervisor or the department chairperson.
7. Non-exempt employees who engage in unauthorized overtime work may be subject to disciplinary action up to and including termination.
8. Except as prohibited by the Fair Labor Standards Act, unit heads are responsible for implementing reasonable management controls in order to assure that unauthorized work is not being performed.

### Workweek

1. The normal workweek for full-time employees is 37.5 hours for salaried staff and 40 hours per week or hourly employees.
2. For purposes of computing compensatory time, compensation of exempt Benedict College faculty and salaried staff employees is based on 40 hours per week.

## **12.10 BENEFITS PROGRAM**

The Benefits Program currently available to qualifying employees of Benedict College and their eligible dependents includes health, dental, life, long term and supplemental disability insurance as well as a retirement plan and tuition remission. The Benefits Program is subject to change without notice at the discretion of the College. The following information is a general description of benefit plans that were available to employees when this manual was printed. Interested employees should consult the plan document or a summary plan description for complete information concerning benefits programs. This information can be provided by the Office of Human Resources. New employees will receive detailed information and updated information will be provided to employees by the Office of Human Resources as changes occur.

### **12.10.1 Eligibility**

1. Insurance Plan – Benedict College currently provides full range insurance programs. Insurance carriers which administer these plans may change the plans based on negotiated contractual agreements. Currently, full-time employees who are scheduled to work at least 30 hours per week for at least six months in a fiscal year are eligible to voluntarily enroll in any or all of these plans.

Employees must enroll in the plans through the Office of Human Resources. The Office of Human Resources will provide payroll information to the Payroll office for appropriate deductions. The various insurance programs available as of the date of this manual include:

- a. Health
- b. Dental Insurance
- c. Life Insurance
- d. Long –Term Disability Plan.
- e. Benedict College Retirement Plan

#### **12.10.2 Insurance Changes**

Our health insurance contract provides that employees must enroll in the insurance plan within 30 days of the date of hire. Enrollment after that date will require medical certification. Otherwise, coverage changes can be made within 31 days of a qualified change in family status. An employee may delete or decrease health or life insurance coverage at any time. Qualified change in family status is defined as death, marriage, divorce or legal separation, birth, adoption or legal guardianship of a child, or the gain or loss of coverage by an eligible dependent under another group plan.

#### **10.10.3 Termination of Coverage**

Coverage in any of the insurance plans is terminated at the end of the month in which an employee leaves the College's employ, except that for nine-month academic employees who separate at the end of an academic year, coverage is terminated on the following August 31st.

Under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and/or their eligible dependents who lose coverage under certain qualifying conditions may buy extended coverage for group health and/or dental insurance through the insurance carrier. Detailed information concerning COBRA extensions and conversion options may be obtained from the Office of Human Resources.

#### **12.10.4 Retirement**

All full-time employees who are eligible may voluntarily enroll in Benedict's TIAA/CREF 403B retirement plan. Benedict College currently contributes 6% of the employee's salary and the employee contributes 6% through payroll deductions. A member may retire and apply for full benefits at age 65. Early retirement is also available. NOTE: The plan and the amount of contribution by Benedict College are subject to change at any time. Contact the Office of Human Resources for current information about this plan.

#### **12.10.5 Tuition Remission**

Benedict College provides Tuition Remission to assist employees and their immediate family members pursue college credit and college degrees. The following conditions apply:

1. Remission of tuition charges for courses of instruction offered at Benedict College is authorized for trustees who have served more than one year and the immediate families of full-time faculty and full-time staff who have been employed at least one year. Immediate family is defined as a spouse and dependent children under the age of 24. Proof of dependency must be provided at the time of initial application through the presentation of birth certificate, adoption, or guardianship papers or other legal documentation. If the student files as an independent student on his/her Federal Application for Federal Student Aid (FAFSA), the student will be considered independent to the College and will not be eligible for Tuition Remission.

2. In order to take a course for credit, individuals must be eligible for admission as a regular student seeking a degree and must complete a FAFSA by June 30. The FAFSA Application must be completed as a condition for Tuition Remission. Tuition Remission recipients will not be awarded campus-based aid. All grants, scholarships and tuition remission cannot exceed the cost of attendance (tuition, room and board, fees and book voucher at Benedict College. If tuition remission plus all grants and scholarships exceed the cost of attendance there will be a reduction in tuition remission. Tuition remission will be reduced until all grants and scholarships plus tuition remission equals the cost of attendance or until tuition remission equals zero. Financial aid requiring repayment will not be included in assistance analysis.

5. Employees are asked to schedule classes during off-duty hours whenever possible; however, when a desired class cannot be scheduled during off-duty hours, the department may elect to adjust the employee's work schedule provided doing so will not interfere with the normal and/or efficient operation of the department. For example, during 8:30 a.m. - 5:00 p.m. schedule, the department may allow an employee to work 9:30 a.m. until 6:00 p.m. so that the employee may meet an 8:00 a.m. class. Time spent attending class during the work day is not work time.

6. Employees should not take more than one class during the work day; however, with the advance approval of the department chairperson or department head, employees may be permitted to take two classes provided the time is made up or appropriately charged to leave.

Renewal of the tuition remission application is required for each semester. Persons receiving tuition remission must maintain at least a 2.0 or "C" cumulative grade point average and earn hours in accordance with the Satisfactory Academic Progress (SAP) Policy. Termination of the faculty or staff member's employment with Benedict College will automatically terminate eligibility for tuition remission. Should termination occur during the semester, the dependent or spouse will retain the award until the end of the current semester.

Eligible persons desiring to participate in this program should complete the Tuition Remission Form and process it through the offices indicated. Forms can be obtained from the Office of Admissions and Student Marketing and the Office of the Registrar.

### **12.10.6 Vacation**

Nine Month, part-time and temporary employees are not eligible for vacation benefits. Full-time employees only are eligible for vacation benefits. Full-time 12-month employees are not eligible to take paid vacation leave until after they have been employed with Benedict College for one year.

Regular twelve-month full-time employees earn vacation leave according to the following schedule of longevity:

1. 1 to 5 years employment at a rate of 5/6 days per month up to a maximum of 10 days per year.
2. 6 to 10 year's employment at a rate of 1 1/4 days per month up to a maximum of 15 days per year.
3. 11 to 20 years employment at a rate of 1 3/4 days per month up to a maximum of 20 days per year.

Employees are allowed to accrue vacation time *and may carry this accumulated vacation past the ending date of their contract. However, the maximum vacation that may be carried over from year to year is twenty (20) days.* Additional accrued vacation time which is unused by the end of the employee's contract year will be lost at the end of each contract year. Circumstances may occur whereby the College would require that employees take accumulated leave. *Employees who resign or whose employment is terminated for non-disciplinary reasons will be paid for accrued vacation, provided in the case of an employee who voluntarily resigns that he/she give a two-week notice of resignation.* Accumulated leave is not payable upon separation and must be utilized prior to separation.

Vacation schedules are to be arranged at the convenience of the College as directed by the employee's supervisor. In scheduling vacation periods, individual department heads should honor employee's requests whenever possible.

However, the interest of the College in maintaining adequate work force to fulfill its obligations and responsibilities must be accorded first priority.

### **12.10.7 Paid Sick Leave**

Sick leave for twelve and ten-month, full-time faculty and staff are accrued at the rate of one day (7.5 hours) per month, computed from the first day of service. However, new employees are not eligible to utilize paid sick leave until after they have been employed with Benedict College for 120 days.

Sick leave may be accumulated to a maximum of forty-two (42) working days (315 hours). Employees are not entitled to use or be reimbursed for accumulated sick leave upon termination of employment *or during the notice of resignation period*.

Paid sick leave can be used for an employee's own illness, injury, or health care. Employees may use up to five (5) days (40 hours) of paid sick leave per year for illness in the family that is not covered by the Family Medical Leave Act.

When an employee is unable to work due to illness or injury, the supervisor is to be notified as soon as possible on the initial day of absence. Whenever possible, the supervisor is to be informed of the employee's condition and anticipated date of return. When the illness of an employee extends beyond leave credits, every day lost shall be without pay. [*See Leave of Absence Policy*]

In case of absence due to illness or injury, or illness in family extended beyond three (3) days, a medical certificate will be required. Benedict College may at its discretion require medical certification of an employee's illness or injury at any time.

### **12.10.8 Leaves of Absence**

#### **12.10.8.1 Military Leave**

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. Employees may use to 10 vacation days per fiscal year for this purpose. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

#### **12.10.8.2 Physical Disability and Personal Leave**

(Applies only to employees employed less than 12 months and to employees who have fewer than 1250 hours in preceding 12 months and to employees whose reasons for leave are not covered by the Family and Medical Leave Act.)

An employee who has completed his initial probation (and any extension thereof) absence for up to six months when unable to work because of sickness, pregnancy, or injury due to on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only at the discretion of the President upon recommendation of the supervisor. Employees still in their introductory periods who are absent for more than five consecutive workdays because of physical disability will be automatically terminated but will be eligible for rehire.

Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when circumstances warrant such action. Physical disability leaves will begin on the first day of absence.

After the employee has exhausted his vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.

Employees desiring to return to work from an unpaid leave of absence should notify the supervisor in writing at least ten (10) days prior to their desired date of return. If the College finds that the employee is fit to resume his duties, the employee shall be recalled to his former job if a vacant exists which is to be filled. If no such vacancy exists, the employee shall be recalled to any job in which there is a vacancy which is to be filled and for which he is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave will be continued. Any employee who has not been reinstated within six (6) months following commencement of a leave of absence shall be terminated. This action shall not affect the employee's eligibility to be considered for hire as a new employee at some future time.

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

The Family and Medical Leave Act applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months prior to commencement of leave.

General: Employees who meet the length of service hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

#### Reason for Leave of Absence

An eligible employee will be granted a leave of absence under this policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household. **Proof of need for leave of absence may be required.**

#### Length of Leave

An eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

#### Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability will be paid for time lost from work first from accrued sick leave balances and then from accrued annual leave balances. An employee who takes leave for any other reason will be paid for time lost from his annual leave balance, unless paid sick leave is available under the sick leave policy.

#### Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of the health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

#### Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances.

#### Light Duty

Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave will have a right to restoration to their regular positions for only 12 weeks counting both FMLA leave and time spent on light duty,

#### Termination of Leave of Absence

A leave of absence under this policy will end when the need for leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

#### Reinstatement

At or before consideration of the FMLA leave of absence (or 12 week combination of leave of absence and time spent on light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

#### Extension of Leave without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave will, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he will be returned to his previous position if there is a vacancy to be filled, or to some other position of equal or lesser compensation for which he is qualified and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he will be continued on extended absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the President upon recommendation of the supervisor.

#### Automatic Termination of Employment

An employee's employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence.

#### Special Situations

Spouses. When both a husband and wife are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12 month period.

Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial grievous economic injury to operations.

### **NOT A CONTRACT**

This policy does not create contract rights. In no case will an employee have a greater right to a job than he would have had if he had not taken leave under this policy.

#### **12.10.8.4 Jury Duty**

Benedict College will provide up to five (5) days of paid leave for jury duty each fiscal year. To be eligible for paid leave for jury duty, employees must present a summons and a voucher from the court indicating the number of days

actually served. Employees who are excused from jury duty before 2:00 p.m. on any day are expected to return to work.

#### **12.10.8.5 Death in Family**

In the case of death in the immediate family (spouse, parent, sibling, grandparents, mother or father-in-law, children or any person living in the household of the employee, whether or not related by blood or marriage), full-time employees may apply for up to three (3) days of leave of absence. This cannot be construed as an automatic guarantee of three (3) days in every case. Verification of the reason for the absence may be required upon request by the College. *Leave time may be extended under extreme situations. [Employees may substitute paid vacation or personal leave days for unpaid leave.]*

#### **12.10.8.6 Study Leave**

The purpose of study leave is to stimulate professional development and similar scholarly activities for the improvement of one's qualifications or ability to serve the institution.

Employees wishing to pursue further study at an accredited institution, in order to improve qualifications, earn additional degrees or earn a terminal degree, may apply for a leave of absence for that purpose. In the discretion of the College, such leave may be granted without pay for up to one year at a time. Faculty and staff are urged to seek grants to support such leave. However, the College may obtain funds through funded projects to support some employees on leave. Such leave will be governed by guidelines of the source of funding.

When granted, study leave will be granted for definite periods of time up to one year in duration. Employees on study leave will be reinstated to their positions at the end of the study leave of absence or at the beginning of the next academic semester following the end of the study leave of absence, as deemed appropriate by the College. Employees who wish to extend their study leave of absence beyond the initial one-year period should apply for subsequent leave at least 90 days before the termination date of their current study leave period.

#### **12.10.8.7 Sabbatical Leave**

The purpose of sabbatical leave at Benedict College is to provide the faculty member an extended opportunity for enrichment in one or more of the elements that the College considers essential to academic professionalism: teaching effectiveness, scholarly activity, and professional service. In granting, sabbatical leave, the College affirms the faculty member's previous accomplishments in one or more of these essential elements and approves the faculty member's sabbatical plan for his/her continued enhancement. In accepting sabbatical leave, the faculty member affirms a commitment both to participate fully in the sabbatical project(s) contained in the proposal and, at the conclusion of the leave, to return to the College more enriched because of such participation.

##### **Eligibility**

The opportunity to apply for sabbatical leave is open to those who hold faculty rank through at the College and who:

- a. Possesses the terminal degree in field
- b. Is tenured
- c. Have been employed full-time for the previous six continuous academic years at Benedict College



- d. Have not taken sabbatical leave in the last six academic years Agree in writing to return to full-time employment at Benedict College for two consecutive semesters immediately following the completion of the sabbatical leave, or to refund the salary and benefits earned while on sabbatical leave.

#### Compensation During Sabbatical Leave

Sabbatical leave may be taken for one semester (full pay) or for the full academic year (half pay). During the period of the leave, it is intended that no changes take place in the faculty member's benefits. For example, the College will continue to make the normal payroll deductions and employer contributions, leave time will accrue, the faculty member may apply to the Faculty Development Program for grants, and the faculty member's eligibility for salary increase the following year will not be adversely affected. In the event a faculty member is scheduled for sabbatical leave the spring in which the faculty member is bringing forward his/her name for promotion consideration, the faculty member must prepare the appropriate promotion materials and submit them to his/her Department Chair/School Dean prior to taking sabbatical leave. In no other way will the possibility of promotion differ as a result of sabbatical leave.

#### External Funding During Sabbatical Leave

Faculty members are encouraged to secure funding, where appropriate, to support their proposed sabbatical project(s). Any employment or compensation must be for the purpose of covering out-of-pocket living expenses during the sabbatical period, may not be for the purpose of financial gain, and must not interfere with the pursuit of the sabbatical project(s). A faculty member's total compensation for services rendered during the sabbatical leave, including sabbatical leave salary, is not to exceed the faculty member's normal salary at the College for the same period plus all out-of-pocket expenses related to the sabbatical. Thus, when salary is earned for services rendered during the sabbatical leave period, the College will normally adjust the faculty member's sabbatical leave salary accordingly so that the total compensation will equal the compensation the faculty member would normally have received plus these out-of-pocket expenses.

#### Application Process

The number of sabbatical leaves granted at any one time is limited and depends on the extent to which the applications meet the purpose of the sabbatical leave program, the quality both of the sabbatical projects being proposed and of the proposals themselves, and the amount of funds available for replacing those faculty members whose absence during the sabbatical period cannot be absorbed by the College.

The quality of the projects and of the proposals and the likelihood of successful completion will be the primary reasons for being awarded sabbatical leave. Seniority is taken into consideration only when applications of equal quality are submitted, but it should never be the overriding criterion.

Applications for sabbatical leave must be completed and filed in the Office of the Vice President for Academic Affairs no later than November 1 of the academic year prior to the academic year in which the sabbatical is to be taken. Judgment of the quality of a sabbatical leave will be made solely on the basis of the information contained in the sabbatical leave proposal.

Each proposal must contain the following:

1. An abstract indicating the specific period for which the sabbatical leave is being requested, describing the project(s), and summarizing the purposes and anticipated results;
2. A narrative fully detailing the significance, objectives, rationale, and method of the sabbatical project(s),
3. A full discussion of the sabbatical project's (s') significance to, and impact on, the enhancement of the faculty member's teaching effectiveness, scholarly activity, and/or professional service;

4. The faculty member's curriculum vitae;
5. A signed statement acknowledging the faculty member's obligation to return to fulltime employment at the College for the two consecutive semesters immediately following completion of the sabbatical or to refund to the College the salary and benefits earned while on leave,
6. An appendix containing, any supportive materials essential to understanding and appreciating the proposal, including
  - a. Any applicable financial information relating to the sabbatical project(s), including grant proposals for project funding, out-of-pocket living expenses, and details concerning any reposed services for which compensation is anticipated or being negotiated;
  - b. A letter from the faculty member's Department Chair and Dean dealing with the qualifications for the applicant and the merits of the proposal;
  - c. Correspondence from host institutions, including libraries, regarding such matters as contractual agreements, commitments, compensation, access to facilities, and fees or other expenses.

#### **10.14.12.5 Reviewing Bodies**

All proposals for sabbatical leave will be reviewed by the Academic Council in November of the academic year prior to the academic year of the proposed sabbatical and by December 1 will be forwarded to the Office of the Vice President for Academic Affairs in recommended priority order. The Council will include in writing any additional observations it chooses to make.

The Vice President for Academic Affairs will forward the Council's recommendations and observations, together with a written recommendation in priority order and any additional observations he chooses to make to the President by December 15.

The President of the College will make final decisions regarding sabbatical leaves. Announcements of final decisions will be made by February 15 in time for the results of these decisions to be included in planning course offerings for the subsequent academic year.

#### **12.10.8.8 Consultancies**

Benedict College believes that qualified employees should render services to external constituencies by acting as consultants and as appointees to government boards and commissions. In its sole discretion the College may therefore grant leave with or without pay to such consultants and appointees with approval of the President.

#### **12.10.8.9 Personal Leave**

Nine-month faculty members do not earn vacation but are entitled to two (2) days of personal leave with pay during the nine month school year and one-half day during each summer session that they teach. Faculty members must arrange for coverage of any classes in their absence as outlined in the Faculty Manual. Personal leave for faculty members cannot be carried forward past the semester or summer session in which leave is earned.

#### **12.10.8.10 Other Absences**

1. Employees requested by the Administration to be absent from duty for the purpose of attending professional meetings, conferences, workshops, internships, athletic schedules, etc., shall be granted leave with pay for that purpose.
2. Requests for leave for similar purposes originating from employees may be granted by the Administration with or without pay, according to circumstances.

#### **12.10.8.11 Holidays**

1. Official College holidays for all employees are: Independence Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Labor Day and Good Friday. Additional holidays may be declared from time to time by the President. In order to be eligible for holiday pay, employees must be present at work the day before and the day after the recognized holiday(s) unless prior approval for absence is obtained from the employee's department head/supervisor.
2. In addition, nine-month faculty is normally entitled to the holiday period between the end of the first semester and their scheduled duties at the beginning of the second semester.

#### **12.10.8.12 Hazardous Weather and Emergency Leave**

##### Declaration of Emergency

1. The President or his designee shall excuse employees of the College from reporting to work during extreme weather or other emergency conditions. The President or his designee shall issue a statement indicating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless such a statement has been issued, all Benedict College employees are expected to report to work.
2. A decision for closing during regular working hours shall be transmitted by the Director of Communications and Marketing to all local television and radio stations for public announcement.
3. During closure for hazardous weather conditions, essential and direct care services shall be maintained. The President or his designee shall identify and notify these essential employees who are expected to report to work during extreme weather or specified emergency situations.
4. No provision of the Hazardous Weather and Emergency Leave policy shall preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

##### Compensation

1. Employees who do not report to work or who report late during hazardous weather which does not result in closure of College facilities shall use annual leave or take leave without pay for the time lost from work in the discretion of the College. The employee's supervisor shall notify the employee and the Office of Payroll.

Persons on leave other than annual leave at the time of the shut down will continue on such leave, i.e., sick leave, leave of absence.

In the discretion of the College, employees may be given the option of making up time lost from work; however, such time shall be made up and/or scheduled according to the business needs of the College.

#### **12.10.8.13 PERSONNEL FILES**

Employees have the right to review the documents contained in their personnel files. Employees may gain access to their personnel files and may review their files by making a request to the Personnel Director with a three-day notification. An employee may receive photocopies of any information contained in his/her personnel file by providing a written request to the Personnel Director.

Information in an employee's personnel file with which the employee disagrees may be so noted by the employee with an appropriate memorandum of explanation or disagreement that shall be added to the file by appending it to the relevant document.