Edward Waters College

Faculty Handbook

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Academic • Spiritual • Physical

1658 Kings Road
Jacksonville, Florida 32209
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I. INTRODUCTION

Purpose of the Faculty Handbook

This handbook is designed to acquaint the faculty with their rights and responsibilities as members of the Edward Waters College (EWC) community and, as educators dedicated to fostering higher education. The faculty is comprised of all persons having appointment for the direct academic instruction to students- including full-time, part-time, adjunct, ranked and administrative faculty- such as chairs and librarians as defined in Collective Bargaining Agreement (CBA) Article II. Please note that there is an appendix attached to this document to give additional information for the adjunct faculty. The handbook presents the academic organization of the College, including an explanation of the processes by which faculty participate in shaping and fulfilling the College's mission. Also included are employment policies and procedures, and benefits pertaining exclusively to the faculty.

The governing philosophy of this handbook is that the faculty has primary responsibility for the academic integrity of the College's educational programs. Faculty purview encompasses such fundamental areas as curriculum, academic standards, graduation requirements, academic advising, pedagogy, remediation, technology and research. Faculty involvement is sought in admissions, student affairs, assessment, alumni affairs, budgeting, and representation at meetings of the Board of Trustees. By fulfilling these roles with diligence and responsibility, the faculty promotes not only their own professional growth, but also helps the Edward Waters College community thrive.

This Faculty Handbook is intended to be used in conjunction with the *Edward Waters College Employee Handbook;* both documents provides a comprehensive presentation of the rights and responsibilities of all faculty members. Additionally, the Faculty Handbook, serves as the chief document for describing and governing the relationship between Edward Waters College and the faculty.

Amendments of the Faculty Handbook

After timely and proper notification to the members of the Faculty Senate, the Faculty Handbook (except benefits) may be amended by secret ballot. The Faculty Senate requires a two-thirds vote of all the members to amend the Faculty Handbook. Such amendments must be forwarded to the Vice President for Academic Affairs for evaluation and action.

Authorization of the Faculty Handbook

In accordance with the Bylaws of Edward Waters College, the Vice President of Academic Affairs within the Division of Academic Affairs accepts this document as the Faculty Handbook at Edward Waters College. The approval of this handbook is with the understanding that it is subject to revision in accordance with the provisions described above, and that such revisions supersede, modify, or eliminate existing policies. Furthermore, while this document does not constitute a contract of employment, it does express an understanding that both the faculty and Edward Waters College will make a good faith effort to comply with its policies and procedures.

Edward Waters College's Mission Statement

Edward Waters College is a small private, Christian, Historically Black, urban, Liberal Arts College that offers quality baccalaureate degree programs. The College strives to prepare students holistically to advance in a global society through the provision of intellectually stimulating programs and an environment which emphasizes high moral and spiritual values in keeping with the African Methodist Episcopal Church for the betterment of humanity. EWC seeks to develop excellence in scholarship, research and service.

EWC is an accredited, four-year, coeducational, residential institution. In 1866, the College was established to educate the descendants of African Americans, who were newly emancipated from slavery. Today, its enrollment continues to be substantially African-American students from the Southeast and Northeast regions of the United States, while also welcoming students from all racial and ethnic groups within the United States and from around the world.

The College enrolls students with a wide range of educational foundations, and it seeks to develop in each of its students high level of competence in basic social, thinking, listening, speaking, reading, writing, mathematical, technological, and leadership skills, that are the characteristics of an educated person. The College institution also seeks to develop within each student the breadth of knowledge, the commitment to service, and adherence to high ethical values that are the characteristics of a good citizen.

The institution endeavors to prepare its students to pursue further graduate and professional studies, as well as to assume positions of leadership in commerce, industry, education, government, and community service.

Edward Waters College interacts with the surrounding community by providing continuing education, health and human services, promoting the growth and development of the larger community through public service programs, economic development, and community revitalization. The College also endeavors to develop research strategies and facilities to address academic and community issues.

II. DIVISION OF ACADEMIC AFFAIRS

Mission Statement

The mission of the Division of Academic Affairs is to provide challenging and relevant undergraduate programs in a variety of professional and career-oriented disciplines, which incorporates effective educational methodologies, modern technology, traditional and alternative instructional delivery systems, characterized by effective teaching and a student- centered atmosphere.

Through ongoing faculty development, the Division promotes a culture that nourishes and supports both research activities and excellence in teaching. The Division endeavors to develop graduates who possess high levels of competence in basic social, thinking, listening, speaking, reading, writing, mathematical, technological and leadership skills. It also seeks to develop within each student the breadth of knowledge, the commitment to service, and adherence to high ethical values that are the characteristics of an educated person.

Instructional Goals

1) To develop students' competency in each discipline and an appreciation for speaking, reading, writing, thinking critically, analyzing and solving problems and computing;

2) To use a variety of instructional methods and techniques to stimulate and/or to motivate students to want to learn and to appreciate the art of learning as a lifetime adventure;

3) To increase the use of computers, word processing, multimedia and other technological equipment as a part of the delivery system for classroom instruction, as well as for personal discovery and learning;

4) To assure that the subject matter of instruction is standardized so that students are exposed to the content of standardized tests and examinations;

5) To assure that graduating students are able to demonstrate not only an understanding and mastery of the knowledge and skills necessary for graduate and professional schools but also to continue professional growth and community leadership.

Organization Structure

Academic Affairs is charged with the responsibility of administering the teaching, research and service functions of Edward Waters College. This charge is facilitated through both educational and community service programs. The Vice President of Academic Affairs[1] provides leadership to the division by working collaboratively with the Department Chairpersons.

There are eight major departments within Academic Affairs: Business Administration, Criminal Justice, General Studies, Mass Communication, Music and Fine Arts, Mathematics and Sciences, Social and Behavioral Sciences, and Teacher Education and Urban Studies and these eight academic departments are responsible for the integrity and development of the College curriculum. In addition, the adult college completion program known as CLIMB ("Credential and Leadership in Management and Business") falls under the purview of the Department of Business Administration.

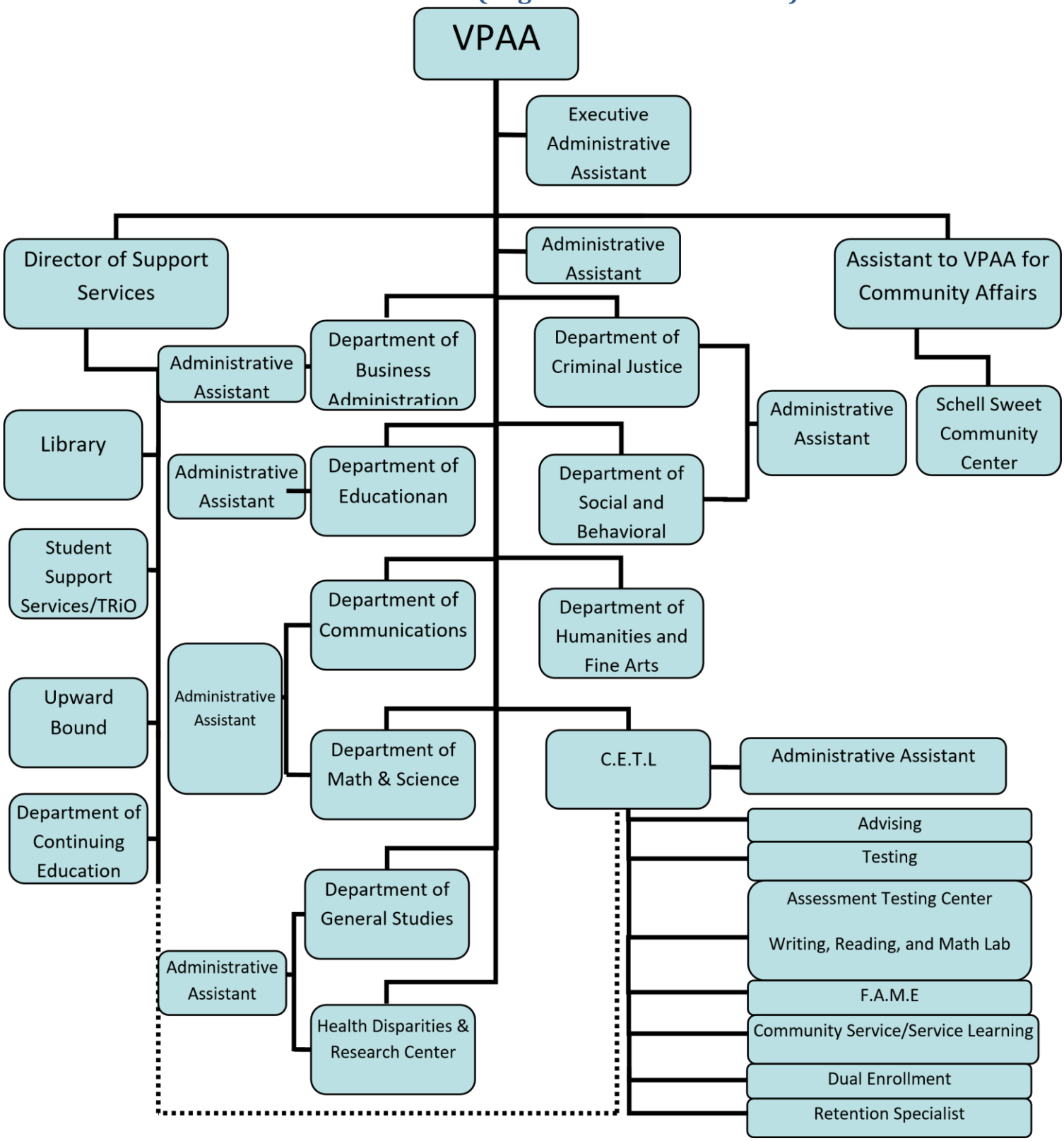
The Chair for each academic department is responsible for the daily operations of the department and reports directly to the Vice President of Academic Affairs (VPAA). They are actively involved in program delivery, growth, and when necessary, discontinuance; the identification of needed resources; faculty appointments, renewals, and promotions; outcomes assessment; and academic standards. The COA provides administrative guidance to faculty within the unit by conducting departmental meetings and working directly with department chairpersons.

Administrative programs such as the Library, Center for Excellence in Teaching and Learning (CETL), the Community Resource Center act as supportive resources for the division. The Center for Academic Support serves the College goal of helping students succeed academically. The Library provides resources and training in the research process. The director of the CRC and the head of the other administrative resouces report directly to the Vice President of Academic Affairs (VPAA).

Note: The Registrar's office under the Division of Student Affairs keeps all students' academic records and ensures that graduation requirements are met. This office works closely with the Division of Academic Affairs. The Registrar's Office oversees course registration, enforces academic policies, and analyzes transcripts for transfer students in accordance with college established guidelines.

[1] Other names for Vice President of Academic Affairs (VPAA) are Chief Academic Officer (CAO) and Provost.

DIVISION OF ACADEMIC AFFAIRS (Organizational Structure)



III. FACULTY RIGHTS AND ETHICAL RESPONSIBILITIES

Academic Freedom

Edward Waters College strongly supports the principles of academic freedom and responsibility and has reached an understanding with the local chapter of the American Association of University
Professors (AAUP), which is published in Chapter VII of the College's Collective Bargaining Agreement (CBA) under the title: "Academic Freedom and Responsibility". You may refer to this Chapter for information on academic freedom.

Statement of Professional Ethics

The faculty of Edward Waters College acknowledges and accepts the state of Professional Ethics of the Academic Affairs Committee and the AAUP as their fundamental guiding set of principles. The statement in its entirety is as follows:

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they know it. Professors devote their energies to developing and improving their scholarly competence and they accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. Professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic and scholarly assistance from them. They protect the student's academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution-

provided the regulations do not contravene academic freedom- they maintain their right to criticize and to seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations as other citizens. Professors measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When professors speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to enhance public understanding of academic freedom."[1][2]

IV. EMPLOYMENT POLICIES AND PROCEDURES

Edward Waters College does not discriminate against any person because of race, religion, color, national origin, sex, age, marital status, disability, or any other reason prohibited by law.

Appointment and Renewal of Faculty Members

1. New faculty members are appointed by the President upon recommendation of the Vice-President for Academic Affairs and a faculty search committee. Every effort will be made to bring quality and diversity to the faculty. In this regard, evidence of successful teaching experience is the foremost criterion. No person will be considered for full-time faculty employment unless that person holds at least a master's degree or its equivalent from a regionally accredited institution (see CBA VIII).

2. Current faculty members are reappointed by the President upon recommendation of the VicePresident for Academic Affairs. Evidence of successful teaching will be the foremost criterion for reappointment, but commitment to the College Mission will also be considered. The following procedures are used:

    a) During the first three years of service, full-time faculty members will receive probationary contracts annually, tendered by April 1. If a faculty member's contract is not renewed, the faculty member will be notified by March 1st as outlined in the CBA. After the third year a faculty member's contract will not be renewed for cause delineated on Chapter XII of the Collective Bargaining Agreement.

    b) When there is doubt about the competence and/or performance of a faculty member after the three-year probationary period, the faculty member will be so advised in

writing by the Vice-President for Academic Affairs (VPAA) no later than March 1 of the third year. The faculty member will have until the following November 1 to justify or correct his/her competence and/or performance. If the alleged deficiency is not corrected to the satisfaction of the Vice-President for Academic Affairs, the faculty member will be notified in writing by November 15 that the contract will not be renewed. This decision may be appealed in accordance with the Grievance Procedure outlined on Chapter XIII of the Collective Bargaining Agreement.

c) Contracts will be extended to faculty members if performance is satisfactory in accordance to the Faculty Evaluation System.

Appointment of Chairs

The Department Chairs are elected every three years by the majority full-time faculty members of the department. Each year, the renewal of a chair position is based upon a review of the administrator evaluations received by the faculty members of the unit in conjunction with the recommendations of the Vice President Academic Affairs to the President. The authority for the appointment and/or removal of a department chair is specifically delegated to the President.

Faculty members appointed as chairs will retain their faculty rights and privileges. On completion of the assignment, the faculty will return to their assigned department and position/tenure status held before the administrative appointment[2].

Appointment of Part-Time Faculty

Upon the recommendation of the department chair, VPAA may recommend the appointment of adjunct faculty. Such appointments are normally accorded to highly skilled professionals who are employed elsewhere and who are appointed to academic responsibilities on a part-time basis to enrich the College's offerings or competencies. Appointees should hold at least a master's degree or appropriate professional certification, and have earned eighteen graduate credit hours in their area of specialization.

Appointees should have taught in a college setting for at least three years, and have a record of excellence in teaching and/or service in a college. Adjunct faculty may be appointed with titles (e.g. Adjunct Instructor/Associate Professor). Termination of an adjunct appointment is processed through the Chair and the Human Resource Office.

Faculty Load

Instructional faculty workloads will, in general, address the following:

[2] See The Collective Bargaining Agreement (CBA) Between Edward Waters College and EWC Chapter of AAUP for faculty rights and priviledges.

(a) Course load

(b) Service expectations

(c) Research, scholarship and creative activity

(d) Professional development related to teaching, research and service

(e) Undergraduate advising

(f) Student contact and communication

Individual faculty needs should be considered when assigning workload. Factors to consider include, but are not limited to:

(a) New course preparations

(b) Balance of workload components based on faculty review, promotion and tenure, professional development expectations and agenda for research, scholarship and creative activity

(c) Administrative duties

(d) Timing of activities (e.g., publication and grant deadlines, course load in given terms, and promotion review dates)

(e) Job description

An individual's particular professional responsibilities shall be assigned in accordance with the departmental or unit policy. Assignments shall reflect:

(a) The instruction, research, and service needs of the college and its departments, institutes, centers and other academic units;

(b) The bargaining unit member’s qualifications and expertise and potential to acquire the appropriate expertise;

(c) The bargaining unit member’s evolving professional interests;

(d) Generally accepted practices in the field; and

(e) A realistic balance of duties consistent with the criteria for review.

The Vice President of Academic Affairs or designee shall be responsible for the scheduling and assignment of all bargaining unit faculty members’ professional responsibilities. A bargaining unit faculty member shall be afforded the opportunity to meet with his or her dean, department chair or designee at least annually, before responsibilities are assigned, to discuss the bargaining unit faculty member’s preferences regarding assignments for teaching, research, service and other professional responsibilities as set forth in this Article, and the member’s anticipated resource needs. The Vice President of Academic Affairs or designee may modify scheduled assignments,

provided that the department or unit head discusses changes with the faculty member before they are made and that changes are not made for arbitrary or capricious reasons..

Faculty members may request to adjust schedules or assignments. Each bargaining unit faculty member must be fully engaged in teaching, research, and service work for the college to the extent of his or her appointment, and must be engaged in work or reasonably available for work for the entirety of the term for which the bargaining unit member is employed unless on approved leave.

The Workload Policy[3]

The workload policy shall define a 1.0 Full Time Equivalency (FTE) workload for all academic instructional classifications and ranks employed by the department or program, and shall address how each of the following items contribute to the overall FTE. For non- instructional classifications or where tenure-related or non-tenure track faculty are not primarily instructional, specific job descriptions should be developed to address the particular workload of the bargaining unit faculty member.

Overload

An overload assignment is (1) an assignment that is in addition to the bargaining unit faculty member's regular assignment and FTE status; (2) a one time or limited assignment, made or approved by the Vice President of Academic Affairs or designee, that is in addition to or different from regular or usual assignments for the member's classification and rank; or (3) assignments unrelated to the bargaining unit member's primary job responsibilities.

Overload appointments will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly[4]. Faculty may request that overload compensation take the form of class release. No bargaining unit faculty member may be disciplined or terminated for refusing an overload assignment.

Appointments and Assignments

The Department Chair will determine the fall, spring and summer session teaching schedules, if any, in consultation with the faculty, and in consideration of faculty expertise; student demand; program and curricular needs of the academic unit; available resources; and school, college, and needs; and in accordance with approved procedures and criteria.

Summer appointments for those on academic year appointments are in addition to the academic year contract. Summer Session appointments may include Coordinator of Summer Session or other similar appointments. An offer of a Summer Session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. A bargaining unit faculty member on an academic year appointment is not required to accept a Summer Session appointment, and will not be subject to discrimination and/or retaliation for declining a Summer Session appointment. Faculty members with seniority in the departments have the first right of

[3] Definitions of Faculty workloads are outlined in the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP Article X.

[4] Compensation is outlined in the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP in Article XX.

refusal for acceptance of summer appointment unless the course load is specific to a particular member in the department.

The Department Chair may cancel a scheduled class or reassign a bargaining unit faculty member based on faculty expertise; student demand; unit, or college needs; and in accordance with approved policies. In the event that a course is cancelled, the department chair will attempt to appoint the bargaining unit faculty member to a new assignment.

Contracts and Overloads[5]

Section 1. The Vice President of Academic Affairs or designee shall provide a bargaining unit faculty member to be appointed or reappointed to a position subject to the regulations within the CBA and with written notification of the appointment or reappointment through the use of HRTF form. Notice by any other means is not valid notice and does not cause the formation of an agreement between the college and the bargaining unit faculty member. Oral promises regarding terms and conditions of employment and representations made in writing by persons other than the Provost or those designated by the Provost are not binding upon the college. The notice of appointment or reappointment, which may be provided electronically such as by email or link to a website, shall include, but need not be limited to, the following:

(a) Effective date of appointment

(b) Classification and rank

(c) Department and title

(d) Duration of appointment and/or if appointment is contingent on funding

(e) Tenure status, including the nature of any restrictions on eligibility for tenure or any credit for prior service

(f) Salary

(g) Other requirements of employment.

Faculty Chair Roles and Responsibilities

A faculty chair is defined as the head of the department or unit and supervises the other faculty members in the department. The faculty chair is not covered under the collecting bargaining agreement[6]. The faculty chair is considered and designated as a dual position within the faculty handbook. The dual position is administrative and as a faculty member.

Section A. The faculty chair role and responsibilities as an administrator.

The faculty chair is appointed by the administration of the college for each department based on the college's policies and procedures. The faculty chair role as administrative is the following:

[5] Reference the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP in Article IX, X, XII, XX.

[6] See Collective Bargaining Agreement for complete definitions and descriptions of faculty positions Article I.

- Faculty chair supervises other personnel in the department (i.e. bargaining unit faculty members, secretaries, or administrative assistants, adjuncts, etc.).
- Faculty chair heads departmental meetings
- Exercising academic leadership in teaching, research, and other activities of the department.
- Organizing and administering the academic program of the Department.
- Recruiting and mentoring and maintaining faculty and other personnel.
- Developing a Department budget to be approved by the Vice President of Academic Affairs and also, administering the Department budget.
- Encouraging and monitoring the professional development of each faculty member.
- Evaluating the performance of faculty members within the department and making recommendations to the Dean concerning promotion, tenure, sabbatical leave, dismissal, or non-reappointment.
- Recruiting students and coordinating activities directed toward student retention.
- Providing a system of academic advising for students.
- Recommending students for graduation when they have met all program requirements.
- Constructing and recommending a schedule of classes to be offered in the Department each semester.
- Encouraging the attendance of faculty at University-sponsored functions.
- Calling and presiding over monthly meetings of the department during each academic year and submitting copies of minutes of these meetings to the Dean and the Vice President for Academic Affairs.
- Administering University policies and procedures.
- Recommending library books to be purchased to meet departmental needs.
- Encouraging and monitoring faculty proposals for contracts and grants.
- Completing inventories of departmental equipment annually or as required.
- Preparing and submitting annual Department reports and such other reports as may be required by the University.
- Preparing and implementing the assessment plan of the Department and submitting yearly updates.
- Reviewing current offerings and syllabi, textbooks, and other instructional materials.
- Seeing that regular office hours are kept and that administrative responsibilities are carried out.
- Protecting the confidentiality of entrusted data.
- Performing other duties as assigned by the Vice President of Academic Affairs.

Section B. Position of Faculty Chair

The college collective bargaining unit will decide in accordance with college policies and the CBA whether the chair's position will be a rotating position for the purpose of training and professional development leadership opportunities for faculty members. To be considered for the position of faculty chair, the criteria are following:

1. No member of the department can be supervised by a family member within the same department.
2. Minimum academic requirements in the following :

    Option A:

1) Minimum of a Master's Degree with 4 years' experience in teaching in the department.

2) Recommendations from the department members (2)

3) Letter of intent to V.P.

Option B:

1) Ph.D. with 2 years of experience teaching in the department.

3. Service requirement
4. Teaching Load: A faculty chair will have a course load of only 6 credit hours per semester and no more than 12 hours per academic year. Over 12 credit hours per year are considered an academic overload. The faculty chair is entitled to compensation for the overload credit hours. A faculty chair can refuse a summer school appointment without penalty or be subjected to discipline or termination. Additionally, if a faculty chair teaches in the summer, then they shall be compensated for the summer course. No more than 3 courses per summer term.

Independent Study

An independent study may be offered in the following situations.

1. A course is not listed on the schedule, but a faculty member agrees to offer it as an independent study to a student (See College Catalogue pg. 56)[7].
2. A course is not listed on the schedule, yet there is a need to offer the course to graduating seniors (if there are five or more students it should be offered as a regular course)
3. A course is listed in the schedule, but due to time conflict with other courses one or more (less than five) students may offer it as an independent study (by the same faculty member)
4. A course related to a hard-STEM discipline such as Math, Physics or Computer Science/Information Science is listed on the schedule, but the number of students in the course may be less than five and still the course need to be offered in order to benefit the potential students by continuing such STEM disciplines at EWC.

In all the above cases, if the independent study is an overload, a faculty should be compensated at a pro-rated basis. That is, if a faculty with a terminal degree is paid $3000[8] for a regular class, he/she will be paid at $400/student for an independent study.

Class Assignment

Edward Waters College is committed to providing the best educational opportunity to students enrolled in the college. As such, it is the policy of the college to hire the most qualified faculty to teach while ensuring program continuity by maintaining a qualified faculty pool.

[7] Catalog page 56 is included in the appendix of the document.

[8] Compensation is outlined in the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP.

In order to maintain a qualified, committed faculty pool, the college gives preferential treatment in the assignment of classes to faculty members who have a record of service and expertise in a particular division. This procedure ensures not only continuity but also in the program and provides an incentive for faculty to build seniority within the division. In the case of two faculty members with the same length of service, the faculty member with the highest rank will be offered the class.

Faculty Assignment Procedure

a) During each semester, the following semester's course offerings are developed. The chair develops a roster based on the following criteria and order of priority:

I. A faculty member has a recent history of teaching a course.

II. Considering faculty member's subject area.

III. The course was developed by a particular faculty member.

IV. The course is a sequence course.

V. .A faculty member has requested to teach the course.

b) Additional considerations in assigning a course to a faculty member are:

VI. Considering faculty member's experience and qualifications (do they have appropriate credentials?)

VII. Considering faculty member's teaching history (have they taught the course before?)

VIII. Considering faculty member's rank

Faculty Rank

1. The faculty of Edward Waters College is made up of two groups: ranked full- time faculty and ranked adjunct faculty. Edward Waters College uses the following academic ranks: Professor, Associate Professor, Assistant Professor, and Instructor. Minimum qualifications for the ranks of Instructor, Assistant Professor, Associate Professor, or Professor are found in Chapter VIII of the College's Collective Bargaining Agreement (CBA).

   The Specific minimum requirements for attainment of the ranks of Instructor, Assistant Professor, Associate Professor and Professor are as follows:

   a. Instructor: For Appointment to the rank of instructor, the individual must possess a master's degree from an accredited institution. He/She must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or

hold the minimum of a master's degree with a major in the teaching discipline. The individual must also show promise as an effective teacher, a potential scholar, and show intent to acquire a terminal degree in the teaching discipline within a reasonable period of time.

b. Assistant Professor: For appointment to the rank of Assistant Professor, the individual must have either (1) an earned doctorate or appropriate terminal degree in the teaching discipline from an accredited institution, or (II) a master's degree with at least 18 hours in the teaching discipline, or (III) a master's degree with a major in the teaching discipline. A candidate who does not possess a terminal degree in the discipline must have a minimum of three years of successful teaching service at the College or another accredited institution at the rank of Instructor. IF the individual does not possess a terminal degree, he/she must show intent to acquire such degree within a reasonable period of time. Finally, the individual must demonstrate acceptable professional performance as determined by the evaluation procedure, as reflected in the CBA Article XI.
c. Associate Professor: For appointment to the rank of Associate Professor, the individual must possess an earned doctorate in the teaching discipline or an equivalent related discipline from an accredited institution and have five years of teaching service at the College or another accredited institution. The individual must also have demonstrated acceptable professional performance as determined by the evaluation procedure, as reflected in the CBA Article XI.
d. Professor: For appointment to the rank of Professor, an individual must possess an earned doctorate (or appropriate terminal degree requiring an equivalent of no less than three years- of full-time graduate study) in the teaching discipline or an equivalent related discipline from an accredited institution of higher education. The individual must also have minimum of eight years teaching service at the College or another accredited institution of higher learning or equivalent professional service. The individual must also have a minimum of four years teaching service at the College or another accredited institution at the rank of Associate Professor or equivalent professional service. The individual must also have demonstrated acceptable professional service. The individual must also have demonstrated acceptable professional performance a determined by the evaluation procedure. These minimum requirements shall be automatically modified as appropriate to comply with the current criteria of the Southern Association of Colleges and Schools.

2. The ranking of the faculty member is stipulated in the faculty member's contract. Part-time and adjunct faculty members are appointed at the appropriate rank as determined by the Vice President of Academic Affairs in consultation with the Department Chairs.

3. For the purposes of experience, part-time faculty members receive pro-rated work-experience credit appropriate to their assignment. Full-time faculty members can only receive up to one year of work-experience credit for one calendar year of work.

Promotion and Tenure[9]

1. Tenure is the right of a teaching faculty member to continuous service or appointment at Edward Waters College, which may be terminated only for cause. After five years of

[9] Reference the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP Article XIV.

continuous service to the college by February 1st, a faculty member holding the rank of assistant professor or above is eligible to apply for tenure.

2. An eligible faculty member may submit an application for tenure with supporting information in accordance with the CBA Section 14.3 to the department chairperson by February 1st with a copy to the Vice President for Academic Affairs.

3. An instructor or assistant professor who has held his/her current rank for a minimum of three years may apply for promotion to the next higher academic rank. However, the required minimum for an associate professor to apply for a full professor is four years in accordance with the CBA Section 8.4. The minimum must be met by February 1st.

4. An application for promotion with supporting information in accordance with the CBA Section 14.3 will also be filed with department chairperson by February 1st with a copy to the Vice President for Academic Affairs.

5. Items to be considered in granting tenure and/or promotion in accordance with the CBA Section 14.3 include but not limited to the following:
    i. Teaching effectiveness
    ii. Contribution to the College Mission
    iii. Contribution to the College committees and activities
    iv. Professional growth and development
    v. Annual performance reviews

6. The Vice President of Academic Affairs will appoint a tenure and promotion committee which consists of one faculty member from each department selected by the department's faculty. All the members in the committee must hold the rank at least equivalent to the requested promotion. For a tenure application, all the members of the committee should hold the rank higher than the rank of the applicant in accordance with the CBA section 14.2.

7. The department chairperson will review the faculty member's application and forward his/her recommendation to the promotion and tenure committee no later than February 28th. The committee will forward its recommendation to the Vice-President for Academic Affairs by March 31st. The VPAA will make a recommendation to the President no later than April 30th. The president will forward his/her recommendation to the Board of Trustees within two months.

8. The Board may deny in accordance with the CBA Section 14.6 or grant promotion/tenure. The Board's decisions are final in accordance with the CBA Article XIV. A written decision and reason for the decision will be provided to the faculty member with a copy to the Vice-President for Academic Affairs.

9. Following the Board's decision changes in academic rank or tenure status (including salary increase, etc.) will become effective on September 1.

10. The President of the College may also grant tenure to a faculty member when the president considers to have exceptional qualifications in accordance with the CBA section 14.1. In cases of exceptional merit, the President of the College may appoint faculty to a higher academic rank, using criteria other than those outlined above.

Faculty Evaluation System

1. All faculty members are evaluated annually for the purpose of obtaining constructive and honest information designed to assist them in continually improving their academic performance. This annual evaluation will be one of the criteria used to determine financial compensation.

2. The evaluation process begins with a written self-evaluation report submitted by a faculty member in early February to the faculty member's Department Chair or direct supervisor.

3. The Department Chair and the faculty member will discuss the faculty member's self-evaluation report and other evaluation reports, including student evaluation, peer evaluation (when available) and administrative evaluation.

4. The Department Chair will subsequently prepare a written performance report on the faculty member and will give a copy to the faculty member, which the faculty member may endorse if in agreement with the Department Chair's evaluation. If there is agreement on the Department Chair's evaluation, the process continues as described below.

5. If the faculty member takes exception to the Department Chair's evaluation and the Department Chair refuses to alter his/her evaluation, the faculty member may submit, in writing, his/her exceptions which will be forwarded together with the self-evaluation and the Chair's evaluation- to the Vice-President for Academic Affairs. If a mutually agreeable evaluation still does not result, the faculty member may refuse to endorse the Department Chair's evaluation.

6. The Vice-President for Academic Affairs in consultation with the Department Chairs reviews the evaluation report of the Department Chair and makes a final decision regarding the faculty member's contract status. If dismissal or nonrenewal of contract is proposed, the faculty member may follow the Grievance Procedure outlined on Chapter XIII of the Collective Bargaining Agreement (CBA).

Outside Employment

A faculty member may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities at Edward Waters College. However, the faculty member must inform the College in writing through the chairperson of any outside employment. The College reserves the right to request in writing any and all information regarding a faculty member's outside employment.

All faculty members will be judged by the same performance standards and will be subject to Edward Waters College's scheduling demands, regardless of any existing outside work requirements. Outside employment which the administration believes interferes with the faculty member's obligations to the college is prohibited. Outside employment will present a conflict of interest if it has an adverse impact on Edward Waters College.

Separation

From time to time, individual faculty members may find it necessary to sever their contractual relationship with Edward Waters College. In other instances, the College may identify a need to terminate a specific faculty member. To protect the interests of both parties, the following categories of separation are defined, as well as the related policies and procedures which apply. Categories of separation are:

a. Voluntary resignation
b. Retirement
c. Non-reappointment of faculty on one-year, probationary contract
d. Layoff
e. Dismissal for cause
f. Suspension

Voluntary Resignation

Voluntary resignation of employment is when an employee initates his or her termination of employment with the College. If a faculty member desires to terminate a contract, notification must be made to the Department Chairperson, who will forward it to the Vice President for Academic Affairs for appropriate administrative action. A faculty member who wishes to resign in the fall has the obligation to provide written notification to the College by March 15 and for spring by Sepember 1.

Retirement

Voluntary retirement is when the employee initates termination of employment. The normal retirement age is 65, although annuity income for those who terminate employment and have participated in the College's retirement plan may begin at any time, which may be either earlier or later than the normal retirement age. However, there are exceptions to this rule. (Please contact the Human Resources Director for further information.)

Any faculty member who chooses to retire should notify the Vice President of Academic Affairs in writing at least 30 days prior to the effective date of retirement and preferably by the end of the academic year, if the faculty member does not intend to return for the fall semester. The faculty member must complete any semester they have begun.

All College-paid benefits cease with retirement. COBRA benefits allow employees to continue their health insurance coverage. The life insurance and disability insurance policies may be converted under certain circumstances. Contact the Human Resource Director for coordination of conversion benefits and information on the options for distribution of retirement income for those who have participated in the College's retirement plan. Faculty members intending to retire are advised to secure an estimate of actual social security benefits at least a year prior to retirement.

Non-Reappointment of Faculty on Probationary Contract[10]

1. The College may decide not to reappoint a faculty member at the conclusion of a probationary contract term. The recommendation to not to reappoint a probationary faculty member is made by the Vice-President for Academic Affairs to the President.

2. Reasons for non-reappointment may include, but are not limited to:
    a. Unfavorable evaluation of the faculty member's performance.
    b. Cancellation of or change in a program.
    c. Inadequate enrollment.
    d. Overstaffing.

3. If the appointmen is not renewed notice of non-reappointment must be given in writing by March 1st of the academic year of service.

Layoff

Layoff is a severance action by which the College terminates the services of a ranked faculty member before the expiration of his or her current contract, without regard to his or her performance. Reasons for layoff are:

a. Prolonged Mental or Physical Illness
b. Changes in Curricular Requirements, Academic Programs, or Departments
c. Financial Exigency

a. Prolonged Mental or Physical Illness

In the matter of layoffs for prolonged mental or physical illness, the faculty of Edward Waters College adopts the following statement of the 1990 edition of the AAUP Policy Documents and Reports as their fundamental guiding set of principles. The statement in its entirety is as follows:

Termination of a faculty appointment before the end of the period of appointment, for medical reasons, will be based upon *bona fide* medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member, or the representative, is not satisfied with the decision, then the faculty member, or the representative has the option of filing a grievance as outline in Chapter XIII of the Collective Bargaining Agreement (CBA).

b. Changes in Curricular Requirements, Academic Programs, or Departments

[10] Refer to the Collective Bargaining Agreement between Edward Waters College and EWC Chapter of the AAUP for a complete description in Article XXV.

Termination of a ranked faculty member may occur as a result of a major change, including discontinuation of a curricular requirement, an academic program, or department in whole or in part. Decisions on such layoffs will be made by the President upon the recommendation of the Vice-President for Academic Affairs with the recommendation by the Faculty Senate Committee. Faculty laid off under a program change, will receive at least three months' notice from the time of a final decision and official notice to the faculty member to change or eliminate a program. At the end of an academic term the College will end such programs and the faculty member's relationship with the College.

c. Financial Exigency

In the matter of layoffs due to financial exigency, the faculty of Edward Waters College adopts the following statement of the 1990 edition of the AAUP Policy Documents and Reports fundamental guiding set of principles. The statement in its entirety is as follows:

Termination of an appointment with continuous tenure or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrated *bona fide* financial exigency, i.e., an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.

As a first step, there should be a faculty body (senate subcommittee) who decides in accordance with the CBA policies and procedures if a condition of financial exigency exists or is imminent and that all feasible alternatives to terminate paid appointments have been pursued.

The responsibility of identifying individuals whose appointments are to be terminated should be committed to a designated group or should be approved by the faculty (senate subcommittee).

If the administration issues notice to a particular faculty member of intent to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before a faculty committee (senate subcommittee).

If the institution- because of financial exigency-terminates appointments, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program exists. The appointment of a faculty member with a higher ranking will not be terminated in favor of retaining a lower ranking faculty member except in extraordinary circumstances where a serious distortion of the academic program exist.

Before terminating an appointment because of financial exigency, the institution- with faculty participation- will make every effort to place the concerned faculty member in another suitable position within the institution.

In all cases of termination of appointment because of financial exigency, the concerned faculty member will be given not only six months notice, but also severance of two-years salary[11].

In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

Dismissal for Cause

1. Dismissal for cause is a severance action by which Edward Waters College terminates its contract with the faculty member for just cause. Any teaching contract is subject to action under this section and any terms of such contract may be superseded. A faculty member dismissed for just cause may be required to leave the campus immediately. Just cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue his or her professional capacity as a teacher at Edward Waters College and must be determined in each instance by the Vice President of Academic Affairs in accordance with procedures outlined below and in accordance with the CBA Articles XII and Article XXV. Dismissal will not be used to restrain a faculty member's academic freedom.

2. Dismissal proceedings may be instituted on the basis of the following circumstances:
    a. Professional incompetence.
    b. Continued neglect of academic duties in spite of oral and written warnings.
    c. Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators, and students.
    d. Conviction of a crime directly related to the faculty member's fitness to practice his or her profession at Edward Waters College.
    e. Serious failure to follow the canons and professional ethics of one's discipline and the teaching profession as described in this handbook.
    f. Falsification of credentials and experience.
    g. Failure to follow standards of the institution in respect to guidelines within this handbook after oral and written warnings.
    h. Moral turpitude.

3. Dismissal Procedure

In every instance dismissal procedures will include the following:

    a. Written notice to the faculty member from the Vice-President for Academic Affairs stating that a recommendation for dismissal for cause will be made to the President. This notice will contain a written statement of the charge upon which the recommendation is to be made and a brief summary of the information supporting such charges.

[11] Reference the Collective Bargaining Agreement between Edward Waters College and the EWC Chapter of the AAUP Article XXV.

b. Reasonable opportunity must be offered to the faculty member to meet with the Vice-President for Academic Affairs to present his or her defense to the pending dismissal recommendation before the dismissal recommendation is made.
c. Faculty member may invoke the Grievance Procedure.
d. Faculty member may be forbidden on campus except for the sole purpose of making appeals.
e. Upon dismissal, salary and benefits will cease.

4. Suspension

a. Suspension may be the temporary separation of a faculty member from the College. Depending on the circumstances, the President may elect to impose a lesser disciplinary action, such as suspension without pay for a period of time. In unusual circumstances, the President may take disciplinary action without previous citation or warning.

b. When it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the College poses an immediate threat of harm to the College or to the individual members of the College community such suspension at the discretion of the College, will be with or without pay, and will last only so long as the threat of harm continues or until dismissal for cause occurs.

Progressive Discipline of Faculty Members

Discharge for cause arising from negligent or inadequate performance should be- under normal circumstances- preceded by a written warning from the Vice President of Academic Affairs describing the alleged problem and required behavioral changes. Also such a warning should stipulate a period of time for the correction to occur. In the event that the faculty member fails to correct the problem, dismissal procedures or a lesser sanction may be applied.

V. STANDARD OF CONDUCT IN OUR WORKPLACE POLICY

Edward Water College's goal for all employees is to promote a safe, orderly, efficient, and **effective** environment, with an ideal work climate.

a. Ideal Behaviors (Positive Role Model)

- Be dependable and accountable.
- Demonstrate respect toward others, through courtesy, patience, and acceptance of differences.
- Apply good judgment in your work.
- Maintain a high standard of truthfulness and honesty.
- Exhibit a strong and positive work ethic.
- Establish high standards of service and quality.

- Support the College's commitment to community service.
- Create an environment that promotes personal/professional learning.
- Encourage creativity, innovation, and risk taking.
- Develop trust among individuals.
- Seek opportunities to serve each other. • Encourage and contribute suggestions for improvement.

b. Prohibited Conduct and Behaviors

The following list identifies conduct and behaviors prohibited for all employees. There are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. Infractions may result in corrective action from the appropriate institution's authority. The list includes, but is not limited to:

- Behavior that is unlawful, abusive, violent, and/or in violation of College policies on or off the premises, that materially affects or damages working conditions or creates a hostile, intimidating, or unsafe workplace.
- Violation of College policies and procedures such as, but not limited to, Harassment, Non-Discrimination, Safety, Substance Abuse, Non-Smoking, Equipment, Parking, and Copyright. See College Catalogue and Employee Handbook for additional information.
- Misrepresentation or falsification of records.
- Knowingly making false and damaging statements about the College, its students, or employees.
- Deliberately refusing to follow a job related directive or order that is legal and does not violate safety rules or regulations.
- Neglect of duty or failing to perform work as required or assigned, within the limits of contractual agreements or labor laws.
- Use of work time for non-College fiduciary or were for financial gain, and/or create a conflict of interest. Unauthorized use, possession, or borrowing of property or services of the College.
- Failure to report misconduct by others that is unlawful and/or in violation of College policies. The College will not retaliate against employees who report such misconduct.

VI. PROFESSIONAL OBLIGATIONS AND EXPECTATIONS

As a community of scholars committed to the enhancement of scholarship and increasing the quality of professional standards for the development and dissemination of knowledge, all EWC faculties should subscribe to the following professional obligations and expectations of faculty.

In general terms, each faculty member is expected to:

1. Prepare and provide effective instruction.
2. Conduct appropriate intellectual inquiry to advance knowledge.

3. Participate in service to and governance of their respective academic unit at the College.
4. Represent their respective academic program and unit, and the College, in a respectful and professional manner to all constituencies, including students, other faculties and representatives of academic institutions, officers and officials of the college and the public.
5. Conduct any appropriate outside professional service and activities in a manner consistent with the professional and educational obligations of the institution.
6. Be reasonably available to those with whom he or she interacts in performing faculty duties.

The obligations and expectations identified herein should be consistent with any and all policies and procedures of the College. Other college and institutional policies, such as the selection of a faculty profile, the faculty activities/accomplishments reporting procedures, and specific standards for performance and merit may contain more specific standards and expectations for faculty performance and behavior. This policy is a general statement of obligations and expectations for all faculty members with full-time appointment and, as applicable with other than full-time appointment. This policy may form the basis for identifying minimum standards of performance but is not intended- in and of itself,- to establish measurable standards which faculty evaluates performance.

Curriculum Development Policy

It is each faculty member's responsibility to make sure that the College has a curriculum that is pertinent and updated to meet the needs of our students. Each faculty member is responsible to keep up with the demands of his or her particular field of study. When a curricular change is advisable, the faculty member is responsible to request that these changes be made. Changes may include the introduction of a particular course, changing the content of a course which is already offered by the College, the introduction of new program, or any other issue regarding curricular changes.

If the faculty member feels that a change is desirable, he or she must follow the following procedures:

1. Contact the Department Chair and discuss the proposed changes.
2. If the Chair concurs that the changes are desirable, the faculty member should prepare a written proposal, with the help of the Chair, to be submitted to the Curriculum Committee. If the Chair does not approve the changes, then the faculty member may request a meeting with the Dean and the Chair to further discuss the issue.
3. Once the proposal is put in writing, the faculty member should submit the proposal to the Chair of the Curriculum Committee to be discussed at the next meeting. The faculty member and/or the department chair may choose to attend the meeting to introduce the changes and to answer any questions that the Curriculum Committee may have.

4. After the Curriculum Committee has discussed the proposal and approved, the Curriculum Committee Chair will take it to the Faculty Senate President to present it to the senate body. Upon approval, the Senate President will send the documents with recommendations to the Vice President of Academic Affairs. In the event that the proposal fail, the Senate President will return ducuments to the Curriculum Committee chair.

5. The Vice President of Academic Affairs will make his or her recommendations to the President unless the changes require Board approval, then the President will make the final determination as to whether the changes should be made.

Student's Educational Records

Access to a student's educational records is limited to that student (if over 18), to the student's parents or legal guardians (if under 18), and to those persons who have a legitimate "need to know" (e.g. academic advisors), unless there is a signed Authorization of release in the Office of Registrar. The Family Educational Rights and Privacy Act explicitly guarantee these rights of privacy. Faculty should be aware that these rights could be infringed inadvertently, as well as intentionally. For example, allowing students to sort through stacks or piles of exams can violate these rights.

Teaching

Each faculty member is expected to perform instruction in his or her areas of expertise in accordance with current professional standards of the field. The academic unit provides specific teaching assignments and other instructional obligations. The academic unit with procedures and standards set forth by the Collective Bargaining Agreement (CBA) and the academic unit will also carry out evaluation of instructional performance.

As part of the instructional obligation, each faculty member is expected to undertake the following:

1. Participate in curriculum development, assessment and revision as needed to carry out individual teaching assignments as well as development of programs, courses of study or other curriculum activities of the academic unit.

2. Prepare course syllabi and other course materials in accordance with current standards and requirements.

3. Meet and attend scheduled classes and other instructional assignments on a regular and timely basis in accordance with official schedules and institutional directives.

4. Accord all students respect and impartial treatment.

5. Maintain professional relationships with students and others in accordance with all relevant policies and requirements of the College.

6. Maintain appropriate academic standards to achieve learning objectives of instructional assignments and academic quality objectives of the academic unit and the college.

7. be reasonably available for consultation and advisement to students and others in a regular and timely manner.

8. Be reasonably available to guide, direct and mentor students in specific academic and professional activities as appropriate for fulfilling the strategic and instructional objectives of courses and programs.

9. be reasonably available to serve as chairman or committee member or to provide other assistance when appropriate requests for such service are made.

10. Take appropriate actions to maintain and improve pedagogical techniques and teaching abilities.

Course Syllabus

Each faculty member is expected to prepare a detailed syllabus for each course. Such syllabus shall be congruent with the College's master syllabus model. Referenced in the appendix is a model template of the master syllabus. The course syllabus should be distributed to all students within the first week of classes, with two copies submitted to the Department Chairperson as soon as they are distributed to the students. Each faculty member is expected to provide quality instruction for students and academic counseling to students as necessary. (See CBA 10.7)

College and Community Services

Each faculty member is also expected to attend college and community services as directed by the College Administration, including convocations, faculty planning meetings, Baccalaureate/Commencement exercises, Wednesday Chapel Services, (except for those employees whose religious affiliation specifically prohibits attendance), and other important ceremonies and activities,. The College will provide prior reasonable notice of required school functions to the faculty members. The college will provide reasonable notice at least 5 working days for required events not listed on the academic calendar. Attendance to the expected events is mandatory unless Vice President of Academic Affairs excused him/her.

Service Activity

Each faculty member is expected to engage in service activities that advance the mission and vision of the College. Service activities include:

1. By performing appropriate activities needed to carry out the administrative and faculty governance functions of the academic unit and the College.

2. By performing appropriate activities that achieve programmatic objectives as well as administrative and governance functions of academic, professional and other organizations related to the academic field or higher education in general.

3. To engage in professional and community service activities, especially activities that appropriately utilize a faculty member's academic and professional expertise.

4. To act as a representative of the institution by performing in a manner that upholds and enhances respect and public recognition for the institution when dealing with constituencies of the College or with the public.

5. To engage in appropriate activities to recruit students and to market the programs of the academic unit and the college that help to achieve enrollment and academic objectives.

6. To engage in appropriate activities to obtain grants, donations and other external funding for the academic unit**.**

Engaging in Outside Activities

While a faculty appointment is viewed as a full-time position, each faculty member is permitted and encouraged to engage in outside activities appropriate for the faculty member's academic and professional position. Such activities are expected to provide benefits to the faculty member and the institution, by maintaining or enhancing his or her academic or professional standing. While appropriate outside activities are permitted and encouraged, permission to engage in such activities must be requested in writing prior to each such engagement in accordance with relevant college policy. Such permission should be directed to the Department Chair.

Obligations Associated With Undertaking outside Activities

When a faculty member undertakes appropriate outside activity, the following conditions as part of the faculty member's professional obligations are expected to be observed:

1. To follow established policies and procedures to identify and gain prior approval to undertake any outside activity.
2. To engage only in outside activities that are in keeping with the faculty member's academic and professional position and that reflect positively on the academic unit of the College.
3. To avoid any outside activities that compete directly with previously established activities associated with the College.
4. To avoid using College resources (space, equipment, personnel or other university property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
5. To observe the guidelines and requirements in the College policies and procedures that limit the amount of total time that may be devoted to approved outside activities.
6. To be prepared to account for the actual amount of time devoted to approved-outside activities and their appropriateness.
7. To avoid any outside activity that detracts from or conflicts with faculty responsibilities.

Procedures for Obtaining Approval To Engage In Outside Activities

Prior to engaging in remunerative outside work or activity, a faculty member must file a description of the nature and extent of the outside work or activity with the Chair and the Division of Academic Affairs and shall not continue or undertake such employment if notified of the disapproval of such undertaking. A copy of the appropriate form for receiving approval may be available from the offices of Academic Affairs.

The faculty member (or any employee) seeking outside activity is responsible for initiating approval for such activity. The Chair must recommend approval, unless the employee is a Chair. If the recommendation is positive, the form is forwarded to the Division of Academic Affairs who, will indicate approval or disapproval of the activity on the form, with copies subsequently distributed to the requesting employee, and to the Department Chair.

Substitute Instruction

Normally, when outside activities conflict with scheduled classroom teaching responsibilities that will not be approved. If a faculty member and the Department Chair feel that an exception is justified, the reasons for the exception should be stated in a memorandum from the faculty member to the Academic Affairs office, stating the classes that will use substitute instruction, the description of the activity causing the classroom instruction, the benefits to the College, and the arrangements that have been made to use substitute instruction. Guidelines for Outside Activities

The following guidelines must be used to apply for outside activities:

- A form must be completed for each separate activity.

- At the beginning of each succeeding academic year (i.e., mid-September) the employee must again request approval applicable to the time period of the outside activity. Where approval relates to an activity that spans more than twelve months,. Each year, the VPAA will end a reminder memorandum to all faculty members prior to the start of the new semester.

- When the nature of an approved outside activity or the time committed to it changes significantly, subsequent to approval, an amended outside activity form must be filed.

Student Advising

Commensurate with the student-centered environment fostered by the faculty and staff, Edward Waters College strives to provide quality academic advisement to its students, transfer, majors, and minors students. These students are strongly encouraged to meet with advisors whenever they find it necessary. Group advising sessions focused on newly admitted majors and students interested in a particular program are periodically conducted. The objective of the group sessions is to inform students about available programs, course requirements, career opportunities, and other pertinent topics. Although, students are urged to make maximum use of the group sessions, faculty members are available during regular scheduled registration coordinators periods office hours and by appointment at other times for individual advising. See the College Catalogue and Departmental Degree Plan.

Changing Course Schedules

The Division of Academic Affairs is responsible for the final approval of course schedule. Once the semester begins, faculty should not deviate in day or time from what appears in the printed schedule. Faculty needing to change a class, day/time once the semester is under way, must first have unanimous approval of students in the class (preferably by secret ballot) and secondly, must prepare a written request to the Department Chair, noting a justification for the requested change. The chair must then approve the request. If there is a compelling reason for the change, the request will be approved. In general, however, any changes to the printed schedule will be discouraged. Students should be able to rely on the printed schedule of courses to plan their work schedule and other important time obligations.

Emergency Absences

In the event of emergencies or illness, faculty members are responsible for making arrangements to either reschedule their classes or have someone qualified to cover their classes when absent or late. In no event should the College be required to obtain and pay a substitute teacher. In the event of sudden illness, the faculty person or a member of his/her family should notify the Department Chair or the Office of Academic Affairs as soon as possible, at least 60 minutes before the scheduled class time so that arrangements can be made to cover the class or to reschedule the class as appropriate. The first unexcused class absence will result in a conference with the Department Chairperson. The Department Chair shall inform the Chief Academic Officer (CAO) the second time the faculty person is absent from a class without prior approval, in which event, the faculty person may be subject to discipline. Two or more consecutive unexcused absences shall justify discipline up to and including discharge. All faculty members must report to class on time and hold their classes for the allotted period.

Office Hours

1. Office-hours are part of the regular duties of faculty.
    - Faculty members will maintain not less than six hours per week. One hour with the Chair's permission, may be carried out remotely as an e-office hour (e.g. chat in Moodle).
    - Faculty members will be physically present posted in offices hours during office-hours to provide formal, convenient, and predictable access for their students.
    - In the few extraordinary circumstances, where a faculty member cannot be physically present for scheduled office-hours, he/she will, as a professional courtesy, communicate this to the Chair in advance, and make other reasonable arrangements to fulfill the missed advising obligation.
    - Faculty members will post scheduled office-hours on their office doors. Each course outline/syllabus will include a section on scheduled office-hours.
    - Faculty members are strongly encouraged to maintain the practice of seeing students by appointment, in addition to their scheduled office hours.

- Faculty members are encouraged to maintain a log. Referenced in the appendix of this document is a standard log document to identify student's attendance and time spent in the office hour appointment. See CBA Section10.6 for additional information.

2. The College may create a questionnaire or evaluation instrument to address level of satisfaction or dissatisfaction of office hours from the perspective of students. The Chair will consider student responses to those questions to identify and assess whether students have convenient and predictable access to faculty. Responses to these questions will also provide the Chair with information to identify instances where students are not satisfied with access to their instructors.

Note that office hours for student advising must be maintained, and cannot be by appointment only.

Exams and Grades

Mid-term Grade Request

- All full and part-time faculty members are asked to submit mid-term grades for those students receiving grades of "D" or "F" submitted as a hard copy or via Self-Service. Instructions and grade sheets for this reporting process are provided by the Registrar's Office.
- Mid-term grades are NOT reported on a student's permanent record.
- Mid-term grades are used to give students a "wake-up" call and alert Academic Advisers about students who need assistance. Timely reporting of mid-term grades can help students accurately assess their current performance and take necessary steps for improvement.
- Midterm grades should be reported as a summative grade for the student at the time of midterm examination period (inclusive of the midterm exam if applicable for the class).

Grading System

Grades which give an estimate of the student's proficiency in a course are given and recorded in this manner:

A **Excellent**: This denotes work of an exceptional nature as demonstrated by synthesis and evaluation of material on the part of the student.

B **Better than Average**: This indicates a superior quality of work resulting from consistent application and analysis of material presented.

C **Average**: This represents a satisfactory level of work.

D **Below Average**: This designates work, which barely meets the minimum requirements of a course. If this is a required course, it must be repeated until a passing grade is obtained.

F **Failure**: This shows that the student has failed to achieve minimum requirements of the course. If this is a require course, it must be repeated until a passing grade is obtained.

I **Incomplete**: This indicates that the student has done satisfactory work, but for reasons(s) beyond his or her control, some specific performance such as an examination, a report, a notebook, or experiments, is yet to be completed. A student is given an "I" grade only for a justifiable reason, such as:

a. When a student is ill and cannot take the final examination for the course.
b. When a student has been too ill during the semester to complete all course ssignment.
c. When a student can present satisfactory evidence to substantiate any other valid reason for not completing all course requirements.
d. When a faculty member cannot complete the grading due to illness or any other valid reason (such as …)
d. Incomplete grade must be made up by the end of the next regular semester of attendance, or the "I" becomes and "F".

W **Withdrawal**: This indicates that a student has officially withdrawn from a course as permitted in the catalog. A faculty member may not assign a "W" grade.

WP **Withdrawal Passing**: This indicates that a student has officially withdrawn from a course permitted in the catalog and were passing the course at the time of withdrawal.

WF **Withdrawal Failing:** This indicates that a student has officially withdrawn from a course permitted in the catalog and was failing the course at the time of withdrawal.

AU **Audit**: This denotes that a student has registered to audit course. Only the Office of Admissions and Record assign this grade.

Misuse of "Incomplete" Grades

"Incomplete" grade system must not be misused. Incompletes are appropriate in situations where the student, has a legitimate documented need to be awarded a grade of incomplete. (Legitimate needs include but not limited to legal requirements, medical documentation, or at the discretion of faculty member with approval from the department chair and vice president of academic affairs). The student can complete the course (remove the incomplete grade) by making up the missed project or assignment within the deadline set by the institution's Incomplete Grade policy. Referenced in the Appendix is the Incomplete Grade Policy from the College Catalogue.

It is inappropriate to use an **incomplete** grade in lieu of "D" or "F" grade. No faculty member should give an **incomplete** grade, and then have the student sit in another class or a class of another professor. If the student missed 60% or more of instructional time, the student is require to retake the course and a grade of "D" or "F" is assigned for the original course. Assigning an **Incomplete**, and permitting a sit-in arrangement avoids enrollment and payment of tuition. Such avoidance of tuition violates the institution's tuition policy.

Final Examinations

Final examinations are to be administered only during the official time set forth by the Office of Academic Affairs. Alterations to the schedule cause problems for students and faculty, as well as room allocations. Students should be advised not to plan for travel or other arrangements to occur during the official examination period. Only college approved activities (i.e. sport and choral performances) will be considered for changes during final examination period.

If the nature of the course or unforeseen circumstances makes a final examination inappropriate (take-home examinations, case courses, etc.) the final examination period should be used for exam results review, summarizing course objectives, or other meaningful educational purposes. It is recommended that these situations be few and approved in advance by the Department Chair.

Grade Review

Students have the right to review their grade for each course with the faculty member by appointment. See Appendix for grading policy in College Catalogue.

Posting of Grades

Grades are posted via Self-Service to the Registrar's office.

Student Organizations

Faculty members are encouraged to participate in advising student organizations and clubs. Student organizations are among the most important elements of the total collegiate experience available to students. Many of these student organizations may be affiliated with national organizations in chapters, around the country, and sometimes around the world. These competitions require that students perform activities that enhance their skills, and expose them to aspects of good decision- making. Further, they encourage involvement with business and various community groups. These activities provide opportunities for the development of leadership and interpersonal skills not usually found in the classroom. (See Appendix for Student Club and Registration Activity Packet)

The student organizations also offer opportunities for students to visit plant and work sites, plan conferences and workshops, sponsor speakers, attend regional and national conventions, become involved with area professional organizations, and work on business and community projects.

The student's organizations should have constitutions containing policies and procedures the members of the organization will follow. Policies to include in the student organization's constitutions may include the following:

Serving Alcoholic Beverages at Student Related Events

The College strongly discourages and, within the limits of its authority, prohibits the availability and consumption of alcoholic beverages at all events or activities which are sponsored by the

student organizations or related units. The policy is intended to communicate the understanding that not only "open bar" but also "cash bar" activities are not acceptable at student-related events.

Other Student Conduct Policies

To ensure that every student, current and future has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, EWC's behavioral policies has adopted the following policies:

Eating

Eating and drinking are prohibited in all classrooms. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the appropriate authority.

Cell Phones

Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the appropriate authority. Also, any and all other electronic devices that will create disturbance or distraction in the classroom are prohibited. Faculty members have the discretion to allow or not allow the use of cellphones or other electronic devices for academic purposes only during instruction.

Dress Code

Students must dress in a manner that will not constitute a disruption or a safety hazard or exhibit impropriety in the College. Refer to the College Catalogue for the complete list. Referenced in the appendix of this document is the college catalogue dress code policy.

Computer Use in Classrooms

In the classroom, faculty will allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the appropriate authority for disrupting the course. Social Media websites are prohibited unless otherwise directed by the faculty member. See College Catalogue for entire policy on computer use in classrooms. Such behavior may be subject to college disciplinary actions.

Academic Dishonesty

All college faculty members will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty members will provide additional information about other unacceptable procedures in class work and examinations. If the faculty is in doubt of the actions leading to academic dishonesty the following definition and guidelines may be of assistance:

What is academic dishonesty?

You are guilty of cheating whenever you present as your own work something that you did not do. You are also guilty of cheating if you help someone else to cheat.

Plagiarism

One of the most common forms of cheating is *plagiarism,* using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation.
2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with footnotes or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).
    - **Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*
    - **Unacceptable borrowing of words:** *An ape who knew sign language unsettled linguists and startled animal behaviorists.*
    - **Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*
    - **Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*
5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
6. *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.
7. *In computer programming classes, borrowing computer code from another student and presenting it as your own.* When original computer code is a requirement for a class, it is a violation of the University's policy if students submit work they themselves did not create.

Note: *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found. Additional sources are available at www.plagiarism.org.*

What happens in a case of suspected misconduct?

Instructors who believe they have discovered cheating will advise the Chair of the Department. The Chair and the instructor may then meet with the student to address the situation. If a satisfactory resolution is not made, then the student will be referred to the Counseling Office and the grievance procedure against the student, as outlined in the Student Handbook, will then be implemented. Students have the right to appear before the Judicial Committee as outlined in the Student Handbook. If the student is found guilty by the Judicial Committee, the instructor has the right to give the student a failing grade for the particular examination in question according to the guidelines in the Student Handbook and College Catalogue.

Tips to Helping Students Avoid Academic Dishonesty

The temptation to cheat can be eliminated by developing effective time and stress management skills and practicing sound study habits, by making good use of the academic support resources at the College, and by engaging in educational planning with the help of academic advisors.

Certain common patterns in student behavior increase the temptation to cheat: falling behind in coursework or leaving large projects until the last minute; working too many hours to keep up with courses; taking too many difficult courses at once and encountering emotional or health problems that distract from studies and interfere with concentration. Here are some tips for preventing or coping with these situations.

- *Get in the habit of planning your education.* Academic counselors can help you determine your educational goals, plan your classes, keep your quarterly load manageable, and find a reasonable balance between work and school. Advising sessions are confidential and the privacy of your student record is guaranteed by federal law.

- *Adjust your study habits to the demands of college.* This means studying more. While many students report that they had no homework in high school, most college professors expect you to study two hours for each hour you spend in their class. In other words, it's a full-time job. The pace of college coursework demands that you don't fall behind in your classes. Learn to schedule your weekly assignments, and learn to break large projects down into manageable pieces and schedule intermediate deadlines for yourself. Learn not only a good array of study techniques, but also practice them.

- *Learn to manage your time.* There is enough time to study hard, work, and play too if you handle your day in the right way.

Research and Publication

The activities of scholarly research and its publication are necessary conditions for promotion for tenure track faculty. Research is defined as inquiry undertaken that establishes facts, develops

principles, or illuminates or answers questions posed within an area of intellectual pursuit through the systematic collection of evidence that can be subjected to replication, verification, or critical evaluation by persons other than the original researcher. Research will be evaluated primarily by the quality of the faculty member's work that has been published or formally accepted for publication.

It is not possible to quantify the number of publications or the type of publications necessary for promotion. However, the following guidelines will apply to the various parties involved in conducting a review for promotion:

- Some indication of capability of independent scholarship is desirable.
- A continuous history of research and publications is more important than a short period of intensive activity.

Some of the candidate's research must be published (or accepted for publication) in referred journals of significant quality. A "quality" journal means, as a minimum, that it is contained in an index appropriate to the discipline. Regardless of an article's quality, it is unlikely to have any impact on the profession, if published in a journal that is not indexed. Further, a "quality" journal would be one, which- in the opinion of the faculty member's peers, should be available in a library of most institutions having a graduate program in a discipline pertaining to the publication.

Each faculty member is expected to conduct research and publish or otherwise distribute results to further knowledge in the field. The academic unit and the College determine specific types, amount and quality of research needed to meet standards for tenure, promotion, and merit. As part of the research obligation, the faculty member is expected to undertake the following research-related activities:

1. Engage in a program of research on a continuing basis appropriate for the individual's faculty position and other faculty duties.

2. Distribute results of meaningful research and to publish results in outlets appropriate for academic research.

3. Be available to collaborate with faculty and others when appropriate.

4. Seek funding from appropriate sources to support the faculty member's research activities.

5. Participate in research seminars and other organized research activities undertaken by the academic unit, College and other recognized academic and professional organizations promoting research in the field.

6. Observe acceptable professional and ethical standards in conducting research and in undertaking appropriate publication and distribution in outlets for research.

Institutional Review Board

Any and all research conducted by Edward Waters College faculty members and others are required to submit an application to the Institutional Review Board (IRB). See appendix for more information concerning the IRB process.

Intellectual Property Policy

Faculty, Staff, and/or Students who utilize their own time to develop new software, technologically delivered courses or other media products that can be copyrighted and that can generate royalties shall retain full ownership of such properties and shall retain all royalty payments. Faculty, Staff, and/or Students who are authorized to develop such intellectual property as part of an official Edward Waters College job assignment shall be asked to sign a preliminary agreement authorizing Edward Waters College to retain the copyright to any such property and to receive the full amount of royalties that may result. However, if the Faculty, Staff, and/or Student believes that the nature of the property to be developed justifies a joint ownership or joint copyright agreement with the college and/or a designated sharing of any resulting royalties, that matter must be negotiated between the Faculty, Staff and/or Student and officials of the college before any work on the project starts. See the CBA for clarification of intellectual property policy.

Academic and Professional Organizations

Service to the Academic Organizations

Service activity in academic organizations includes serving as an officer or local arrangements Chair/member, Chair of program committee, chair of a program session, or discussant. With respect to journals sponsored by the organization, it includes serving as a referee or in any type of editorial capacity. In other words, service includes involvement in an academic organization other than presentation of a paper, which is classified as research and publications activity. It is expected that the involvement of faculty in professional (as opposed to academic) organizations will be a function of the faculty member's disciplinary area. For example, those academic units that have industry affiliations often have faculty who "work their way through the chairs" of local chapters, or state/regional/national/international professional organizations.

Faculty Accessibility

A faculty member is expected to be available to those with whom he or she interacts in performing faculty activities. Although most faculty members may maintain irregular schedules and perform many activities away from the university, each faculty member is expected to conduct faculty activities where others may have reasonable access to the faculty member, as well as to be available on campus as needed or via electronic communication (i.e. electronic media).

As part of the professional obligations of faculty, each faculty member is expected to observe the following:

1. Keep the academic unit and others affected by the faculty member's academic and professional activities informed with respect to the faculty member's schedule, planned periods of absence, and the manner and place where the faculty member can be contacted.
2. Respond in a timely manner to communications and requests for information from students, other faculty, university administrators or staff, and others who contact the faculty member regarding university-related matters.

Professional leave and absences in reasonable amounts for full time faculty members, as determined by the Administration, may, at the College's discretion, be granted for attendance at professional meetings and activities.

The College may at its discretion grant release time to faculty members to complete graduate study. Faculty members must submit applications for release time before the pre-registration period in the semester preceding that for which release time is requested. See Employment Handbook for forms (Office of Human Resources).

College Meetings

Faculty members are expected to attend all faculty meetings. Such meetings are normally held on a monthly basis and are convened and chaired by the Vice President of Academic Affairs. The President or the Vice President of Academic Affairs may call additional meetings. Whenever possible, the College will provide faculty members reasonable prior notice of all meetings. If a faculty member must be absent from a meeting because of College business, or illness, he/she must provide reasonable prior request to the Department Chairperson unless the business or illness is an emergency.

Each faculty member is to be in attendance beginning the first day of registration each term and will be available for a pre-announced orientation and/or faculty pre-planning up to three working days before fall term registration. Duties are considered to be complete after the later of three days after commencement or after all required class related duties have been performed. Prior to intersession periods, faculty with ongoing responsibilities will provide the Vice President of Academic Affairs with a program update and develop in consultation with and the approval of the Chief Administrative Officer, a schedule of intersession availability.

Notification

All members of the college should be notified 10 business days prior to the date of regular meeting. Agenda items and announcements should be submitted to the office of the Academic Affairs no later than seven business days prior to the next meeting date. The completed agenda will then be distributed to the members of the college. Exceptions to these rules may be made for emergency reasons as approved by the Vice President of Academic Affairs.

Conduct of Meetings

A) Quorum - All full-time faculty members should be present to transact the business of the college.

B) Voting - all votes to affect business of the college will be by show of hands with a plurality vote prevailing, unless other action is agreed upon by the body.

C) Committee Report - the presentation of a committee report requiring action of the body will constitute a motion, and ultimately passage or denial by the body.

D) Minutes - a record of all regular and special meetings will be maintained and distributed to all members no later than 10 business days following the meeting.

E) Nomination and Election to College Committees - notice of the need to nominate should be sent to all full-time members of the faculty. Nominations, with approval of the nominee, shall be submitted to the office of the dean during the next five business days. A ballot containing the names of the nominees shall be sent to all full-time members of the faculty. Voting will be done during the ensuing five business days using the double envelope process with the vote returns being recorded at the department level and the ballots turned into the office of the dean by the departmental secretary.

Committees and Councils of the Faculty

Overview

Faculty governance depends upon the active participation of all faculty members in the committee system. The committee system is the mechanism for determining and monitoring educational policies and for faculty involvement in certain aspects of undergraduate life and college administration. This system provides for an active mechanism for faculty to participate in settings standards for program development and program review thereby laying a foundation for academic excellence.

The pursuit of academic excellence is viewed as an overarching goal for all committees and councils who serve in the Division of Academic Affairs. Each faculty member serves with diligence and pride as he/she sets the course for standards for scholarship, student, and professional development and institutional advancement.

PURPOSE AND THE GOVERNING POLICY

The purpose and governing policy in support of the existence of the Standing Committee is to ensure that the responsibilities, authority and jurisdiction of faculty in matters relating to acaemics and governance is clearly stated:

The authorithy, responsibilities and jurisdiction of the standing Committees shall be to exercise jurisdiction over the following:

i)Faculty appointment ii)Retention and development iii)Academic programs, organization and standard iv)Academic services and continuing education v)Faculty advancement vi)other such matters as pertain directly to the college'sinstruction and service programs.

Convening Committees

The Chief of Academic Officer will convene the initial meeting of the committee with either the full committee or simply the chairperson or co-chairpersons. The purpose of this meeting is to review the committee's charge/task assigned and answer any questions needed for clarification. In addition, various benchmarks/timelines will also be discussed for completing specific tasks and/or making specific reports. If necessary, meetings thereafter will be held at the call of the committee chairperson/co-chairpersons, or higher authority.

Standing Committees of the Senate

The Standing Committees of the Senate shall be listed in the Constitution and these bylaws. Standing committees other than those specified in the Constitution may be added, deleted, oraltered through amendment to these bylaws. Standing Committees shall each contain no more than twelve members. All Senate members may vote for all standing committee vacancies. In addition to the Chief Academic Officer or a designee, who shall be an ex officio non-voting member of all Senate standing committees. All Standing Committees shall initiate proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. No standing committee of the Faculty Senate shall assume responsibility beyond those designed in the Responsibility paragraphs, or be reconstituted on an ad hoc basis, without prior approval from the Executive Committee.

Terms of Service

All standing committee terms shall be for two years, unless otherwise provided for by the Constitution or these bylaws. The Senate may approve one year terms if necessary to establish and/or maintain a pattern of staggered membership for, committees requiring a two-year term; or one or two year staggered terms for committees requiring a three-year membership term. Terms of membership for all committees except the Selected Nomination and Elections shall begin and end on the date of the first regularly scheduled meeting of the Faculty Senate in the fall term. Terms for members of the Selected Nominations and Elections Committee shall begin and end on the date of January meeting.The At- Large member who is in the second year of his/her term shall serve as Chairperson of the Selected Nomination and Election Committee.

No Senate member may serve on more than two standing committees (excluding the Executive Committee) at one time or as chairperson or vice-chairperson of more than one standing committee at one time. A Senate member may serve no more than two consecutive terms on any one standing committee. In determining eligibility for re-election, a member elected to fill an incomplete term shall be established to have the entire term.

Election of Chairperson and Vice Chairperson

With the exception of the Selected Nomination and Elections Committee and the Executive Committee, each committee shall elect a chairperson, vice-chairperson, and secretary from among its Faculty Senate members.

Committee Meeting Dates

With the exception of the Promotion and Tenure Committee, Selected Nomination and Elections Committees, all standing committees shall meet at least once per calendar month during the academic year, if there are matters to be considered. Notice of all regularly scheduled meetings shall be communicated to the Secretary at the beginning of each academic term. The secretary shall notify the Senate membership of the committee-meeting calendar in the term. Standing

committees may schedule additional meeting by notifying the Secretary at least three days in advance. The Secretary shall post notices of such meetings in the Senate Office.

he Promotion and Tenure Committee and the Nomination and Election Committee shall meet as they deem necessary but at least once per term. Except in unusual-circumstances –notice of meetings shall be communicated to the Secretary at least fifteen days in advance. The Secretary shall post notice of meeting in the Senate Office.

Formation of Subcommittees

All standing committees may form subcommittees. Any subcommittee except those reporting to the Promotion and Tenure Committee may include non-committee members from the Senate. Subcommittees shall have at least one member from the parent committee and this member shall be the chairperson. Minutes of subcommittee's activities and recommendations are to be reported to the committee as a whole for action and for inclusion in the committee as a whole and for inclusion in the committee's report to the Senate.

Minutes of the Standing Committee Meeting

The Minutes of each standing committee meeting shall be placed in the Senate office within five working days after the meeting. Minutes shall include:

1) items submitted for the committee's consideration, 2) items considered by the committee, and;
3) a count of the Committee's final vote on each item.

Committee's Report to the Senate

The Committee's report at each Senate meeting shall include a summary of deliberations on each action item.

Execution of Duties as a Committee Member

Committee members who fail to execute faithfully the duties to their position may be removed by the consensus of that committee. A vacancy in any committee position of less than one year's time shall be filled promptly by appointment by the Faculty Senate President, in consultation with the Selected Nominations and Elections Committee. Vacancies of one year or more shall be filled by appointment, as described above, and subsequently filled at the next regularly scheduled spring election.

Promotion and Tenure Committee's Report to the Senate

In view of the Promotion and Tenure Committee special responsibilities, the reporting requirements of this committee shall be as follows:

The minutes of meetings at which promotion and tenure cases are discussed shall include:

1) meeting date
2) names of committee members present
3) names of any other presents present
4) description of any evidence considered other than that in the candidate's dossier
5) the committee's recommendation on each candidate 6) a rationale for each negative recommendation.

By April 15, or as soon thereafter as possible, these minutes shall be placed for safekeeping in the office of the Academic Vice-President where any candidate receiving a negative recommendation for promotion and/or tenure by the College President or his delegate may inspect all minutes for the current year and for the two previous years.

During the committee reporting period at Senate meetings, the Promotion and Tenure Committee shall not report any information regarding its deliberations on individual candidates for tenure and/or promotion. However, the committee shall report any interpretations it makes regarding existing promotion and tenure guidelines and any precedents it may establish,

The Standing Committees

The Standing Committees shall be:

A) Faculty Development Committee
B) Institutional Review Board Committee
C) Promotion and Tenure Committee
D) Curriculum Committee
E) Faculty Affairs/Policy Committee.

The chart below describes membership, responsibilities, and the members of the committee.

Committee	Membership	Responsibilities	Chair	Members
Faculty Development Committee	Each department shall have at least one representative selected by each department's faculty . Additionally, one representative must be from library services and one from academic support services.	The Faculty Development Committee shall coordinate the dissemination of information concerning faculty development opportunities. The Committee also shall review and devise strategies and programs enabling faculty to pursue mid-career adjustments in either professional areas or field of interest, as beneficial to the overall program of the College. International travel, research opportunities, grant writing, scholarship, honors and awards, and other faculty strengthening activities will be publicized and fostered by this Committee	Dr. Anita Mandal	Dr. P. Mandal Dr. P. Kwizera Mr. D. Ross Dr. R. Tedeschi Mr. D Henrich Ms. M. Mack Ms. J. Scott Ms. Mathews Dr. V. Landrum Mr. B. Hill Ms. L Ellis Dr. M. Snow Mr. P. Brown Ms. B. Bouie Ms. A. Derban Dr. ArmstrongWest
Institutional Review Board Committee	Committee shall consist of faculty member, selected by each department's faculty	The Committee responsibilities shall be to ensure that human and animal subjects used in research are protected. The Institutional Review Board Committee (IRB) is responsible for reviewing and approving all research with human subjects conducted	Dr. Prabir Mandal	Mr. D Henrich Dr. B. Okafor Dr. A. Mandal Ms. F Cohen Dr. P. Tahsoh Dr. S. Yoon

		faculty, staff, and students of EWC, when performed as part of their work study at EWC. IRB reviews proposed studies to ensure that the dignity, rights, privacy, safety, and welfare of all actual and potential research participants are protected; provides reassurances to others that appropriate research activity is being carried out; and examines the method in which informed consent is to be sought.		Ms. C. Camardo Ms. Betton Dr. B. Seymour Dr. J. Pradhan Mr. M. Graham Ms. C. Clark-Rowe Dr. P. Merritt Dr.N. Sundaralingam Ms. S. Betton Ms. V. Milton
Promotion and Tenure Committee	Committee shall consist of one member, selected by each department's faculty. No one who is under consideration for promotion or tenure may serve on the committee.	The Promotion and Tenure Committee shall consist of one member, selected by each department's faculty. No one who is under consideration for promotion or tenure may serve on the committee.		Dr. M'Mworia Dr. S. Edwards Mr. D. Henrich Dr. B. Frazier Ms. J. Scott Dr. P. Panchal Dr. Fulmer Dr. N. Islam Dr. N. Walker Ms. F. Wider-Lewis Ms. E. Ehrlich Dr. L. Chen Dr. B. Mims Ms. C. Camardo Dr. T. Anthony Dr. P. Kwizera Ms. L. Ellis
Curriculum Committee	Committee shall consist of one member, selected by each department's faculty including one from library and one from academic support services.	This committee decides on recommendations from the faculty and other appropriate sources relative to general academic policy pertaining to the curriculum and concerns of the College. Further, the committee recommends the requirements for admissions and graduations from academic programs, deletion or addition of courses, majors, and minors, and matters of general academic interest to the faculty and the College. An action of this Committee goes Faculty Senate, full faculty body, Chief Academic Officer of the College, the President and may go to the Board of Trustees. Inclusive of this committee is general education and quality enhance plan (QEP) and any other special curriculum needs	Dr.Francis Ikeokwu	Ms. A. Jenkins Dr. R. Perechi Ms. V. Milton Ms. A. Derban Ms. C. DiGennaro Dr. Fulmer Dr. T. Anthony Dr. E. Shakespeare Ms. J. Scott Dr. E. Murage Dr. M'Mworia Dr. N. Walker Mr. A. Gallon Dr. R. Tedeschi Dr. L. Chen

Faculty Affairs/Policy Committee	Members selected from the Faculty Senate at large, one from each department, one from the Library	The Faculty Affairs/Policy Committee shall review and recommend policies regarding evaluation, promotion and tenure, professional development, release time, ethics, affirmative action, faculty social welfare, academic standards, academic freedom, teaching methods, honorary degrees and such other	Dr. Noor Islam	Dr. T. Anthony Dr. M'Mworia Dr. B. Okafor Dr. N. Walker Ms. S. Betton Ms. A. Derban
	and the immediate past president of the Senate.	matters that customarily concern the faculty such as academic programs reviews and college policies related to academic affairs.		Ms. J. Arnold Ms. F. Wider-Lewis Ms. E. Ehrlich Ms. C. DiGennaro Ms. Mathews Mr. C. Bowers Dr. K. Davis Dr. T. Root Ms. B. Bouie Ms. S. Briley

Nominations and Election of Standing Committees

At the March meeting, the Selected Nominations and Elections Committee shall submit such nominations as are necessary for all vacancies scheduled to occur on the following committees:

A) Faculty Development Committee
B) Institutional Review Board Committee
C) Promotion and Tenure Committee
D) Curriculum Committee
E) Faculty Affairs/Policy Committee

These nominations shall be in accord with the representative appointment described in Article VI. Procedures for these committee elections shall be as follows:

1)The Chairperson of the Selected Nomination and Elections Committee shall advise Division/At-Large Representatives of the committee vacancies occurring.
2 Division/At-Large Representatives shall canvas (preferably by memo) their particular groups for nominees who consent to run.
3 Representatives shall forward names to the Selected Nomination-and Elections Chairperson, who will have the slate prepared in time for the Executive meeting immediately preceding the Faculty Senate meeting. 4) Additional nominations for positions on these committees may be made from the floor at the March meetings.
5) Elections will be held after the April Faculty Senate meeting on the following Friday from 9:00 AM to 1:30 PM.
6) Ballots will be counted by two Selected Nomination and Elections Committee members as soon as possible after the election.
7) The list of successful candidates shall be sent to the Faculty Senate secretary.to be typed and forwarded to Faculty Senate members.

Selected Nominations and Elections Committee

The Selected Nomination and Elections Committee shall be nominated from the floor and elected at the meeting in January. This committee shall convene as needed.

Any Other Faculty Senate Election

Any nomination and election required by the Senate and not specified herein shall be conducted by the Selected Nomination and Elections Committee

Voting Privilege

Faculty Senate members unable to vote at the scheduled times for any Senate election may exercise their votes during the week before the election day. For this purpose they may obtain ballots from the Chair of the Selected Nomination and Elections Committee.

College Appeals Committee (if applicable)

One Faculty Senate member from each department and one from Faculty Senate member not affiliated with one of the departments (such as library services or academic support services).

Constitution Jurisdiction Committee

The President of the Senate and two (2) Faculty Senate members.

Removal from Delegate Position

Delegates who fail to execute faithfully the duties of their position may be removed by consensus of the Faculty Senate Officers. A vacancy in any delegate position shall be filled promptly through appointment by the Senate President.

FINANCE

Proposed Budget

Each May the President shall submit to the Senate a proposed budget request for funds to support the Senate's activities for the following year. Upon approval by the Senate, the President shall submit the budget to the Chief Academic Officer of the College prior to June 1.

Funds for Faculty Senate

Any funds allocated to the Senate shall be from the College's Instruction and Research Budget and shall be included in the College's Annual Operating Budget. The Senate President shall be the accountable officer.

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Senate by two-thirds of the votes cast, provided that the amendment has been submitted in writing to the membership at the previous regular meeting.

VII. MENTORING OF NEW FACULTY

Introduction

New faculty faces several issues as they begin their academic careers. Within days of their arrival, new faculty find themselves teaching new classes, developing research projects,

deciphering the department and college culture, and confronting tenure and promotion expectations.

In order to assist new faculty members through this transitional time, each Department should establish a mentor program to accommodate new faculty. The mentor program should pair each new faculty member with a senior faculty member to assist with the transition at the College. The mentor program will be evaluated yearly.

Duties of the Mentor

A mentor shall serve for one academic year. The mentor is encouraged to attend, with the new faculty member, the various orientation sessions scheduled throughout the academic year. The mentor is encouraged to meet at least monthly with the new faculty member to discuss issues or concerns. During these meetings, the mentor will offer guidance concerning teaching, scholarship, and tenure and promotion processes. The mentor is encouraged to assist the new faculty member with becoming assimilated into the College by inviting the new faculty member to department or college events.

Mentor Selection

The Department Chair is responsible for mentor selection. The Department Chair should consult with the new faculty member concerning those areas the new faculty member considers most important for assistance, such as the tenure and promotion processes, research in specialty areas, or teaching. Following the conversation, the Department Chair shall appoint the faculty member who will best serve the needs of the new faculty member. The Department Chair shall monitor the mentor's activities and prepare an annual evaluation report for the CAO.

VIII. FACULTY DEVELOPMENT

The College recognizes not only the essential value of its faculty, but also recognizes the value of the faculty to the community. The community seeks to utilize faculty through many types of consulting and other external employment experiences. Such activities also enhance the professional competency of the faculty member and bring credit, not only to the employee, but also to the college as well. Therefore, those activities that may render valuable service to business, industry, professional groups, local, state, and federal government, as well as providing an important ongoing link between the college and the surrounding community are permitted in accordance with certain restrictions.

The College encourages the professional development of its faculty. However, individual faculty members are to take the initiative in promoting their own growth as teachers, scholars, and especially in professional and occupational fields, practitioners.

Faculty development support may at the College's discretion be made available to faculty who have been accepted or are enrolled in a terminal degree program, or are taking courses, seminars or workshops to update or improve capabilities in their teaching fields. Funds received may be used to pay tuition, fees, or research expenses, transportation, living expenses, books or major typing expenses.

Deadlines for submission are March 1, for the fall semester and September 1 for the spring semester. Applications will be forwarded to the Chief Academic Officer (CAO), who will forward his/her recommendations to the President. The President will be responsible for making the final determination (whether approval or denial of such request).

In making his/her recommendations, the CAO may consider any previous grants made to such faculty member, the faculty member's service to the College, the faculty member's satisfactory performance on previous work paid for by the College, costs to the college, other budget matters, and any other relevant considerations.

Restrictions

- All paid consulting and non-credit instruction must adhere to regulations specified in the EWC Faculty Handbook. For example, faculty who are on improvement leave may not receive any additional compensation from the college for college-sponsored consulting or instruction in non-credit programming (e.g. executive training). However, faculty may receive compensation from such activities when they are NOT on faculty improvement leave.

- Nine-month faculty may consult on average one day per week. Consulting ranging from 12 to 20 working days during the semester, or when the faculty member is teaching during summer sessions, must receive prior approval from the Academic Affairs. Faculty members may consult freely when classes are not in session or the faculty member is not teaching during summer sessions. Administrators are allowed one consulting day per month for a total of 12 days per year without prior approval.

- Twelve-month contract faculty administrators are permitted to participate in individual consulting programs for compensation subject to the CAO's approval and provided that the frequency is reasonable. Vacation days must be taken for consulting days that occur when classes are in session.

- Outside activities must be reported as part of the normal reporting process for annual merit review. Those activities directly related to the faculty member's professional competence will be counted as merit.

The consulting or supplemental professional activities must not interfere with the regular work of the employee (i.e., classes, office hours, committees, etc.). The Department Chair or Chief Academic Officer must first approve any non-compliance with this policy.

IX. DUTIES AND RESPONSIBLITIES OF THE PROGRAM COORDINATORS

General Overview

The Program Coordinator heading an academic/professional area at EWC is the designated leader and faculty administrative officer responsible for the effective and efficient operation of an academic unit. The Program Coordinator is appointed by the Vice President of Academic Affairs and functions within the overall policies, directions, and plans of the campus as a whole, and within the Department specifically. A Program Coordinator may report the Department Chair and/or the respective offical.

The Coordinator is expected to establish and maintain a collegial, productive work climate, which ensures the academic integrity and curricular coherence of his/her area. The Coordinator assists the Department Chair and Vice President of Academic Affairs. Job duties may be modified by the Chair to fit the situation accordingly.

Leadership and General Administrative Duties

1. To provide the general leadership for the area which results in a productive and positive work climate, enhanced intellectual vitality, and collegial relations among faculty, staff, and faculty and students.

2. To develop and implement area goals, objectives, and plans (tactical and strategic linked to those of the larger academic unit and campus.

3. To recommend course schedules and faculty assignments to the Chair which is designed to meet student needs, and which result in maximum utilization of existing resources.

4. To plan and schedule area meetings and events.

5. To organize area office schedules and the work of the administrative and office staff, ensuring that faculty office hours are posted.

6. To attend area functions and activities.

7. To represent the area to the administration, and the administration to the area.

8. To prepare reports, inventories, and surveys providing such information as requested by the Chair or other college officials.

9. To chair all meetings of the area and to serve as its advocate and liaison to system wide like units if applicable.

10. To ensure that area classrooms, labs and other instructional/storage spaces are safe.

11. To initiate where applicable, develop, coordinate and maintain the currency of contracts with agencies where students have clinical/co-op experiences.

12. To ensure that all required area correspondence is completed in a responsible and timely manner.

13. To create and maintain area databases.

Instructional Duties

14. To assist where applicable in the development of grants that will benefit the faculty, college departments and its students.

15. To be active in local, regional and/or national associations.

16. To recommend to the Chair and other appropriate groups/bodies, courses, academic degrees and/or curricula which will enhance and improve the area instructional program. Be active in program review activities.

17. To plan and coordinate appropriate and timely responses through the Chair for the preparation and publication of required accreditation and/or college data and reports.

18. To monitor and coordinate requests for texts, supplies, films, and other instructional resources, and where applicable, any off-campus extensions.

19. To prepare area brochures and newsletters as requested/directed by the Chair.

20. To monitor program quality and integrity and bring any issues regarding same to the attention of the Chair.

21. To coordinate where applicable the implementation of special exams and independent study for students, and to report the results as requested or required by the Chair.

22. To provide where applicable, peer observation of faculty and adjuncts when requested by them or by the Chair.

23. To manage the assessment processes which include curriculum, advising, placement, cooperative education, and internships.

Personnel Duties

24. To recruit, supervise and schedule adjuncts.

25 . To process where applicable grievances regarding faculty, students and staff

26. To lead the department/area in the implementation of affirmative action goals and objectives, especially in recruiting minority faculty and adjuncts.

27. To negotiate with Chairs for faculty time, and to encourage faculty to develop courses for cross-listing purposes.

28. To encourage the professional growth of all faculty, adjuncts, and staff.

29. To coordinate the search and screen process for new faculty/adjuncts with the Chair and other college personnel offices.

Students Related

30. To actively search the opportunities to improve student diversity.

31. To establish and supervise a system of effective academic student advisement by the faculty.

32. To receive, hear and process student queries, criticisms and grievances regarding faculty and adjuncts, informing the Chair of them.

33. To monitor and audit student progress towards program matriculation/graduation, ensuring all requirements have been met.

34. To establish procedures to provide such letters of recommendation, referral, and recognition as are required by student admittance, transfer, financial aid, and employment opportunities.

35. To assist where applicable, faculty and campus agencies with student placement.

36. To establish where applicable, procedures which assist students in preparing for state or national exams.

37. To assist and coordinate where applicable, alumni functions and publications with academic unit/campus wide efforts.

Community Relations

39. To coordinate and direct the program area linkage/liaison to external agencies/constituencies in cooperation with the Office of the Vice President of AcademicAffairs.

40. To coordinate fund raising activities as directed by the VPAA.

41. To serve as the official spokesperson for the program area within the campus and in the community.

Other Duties

42. To perform such other duties as assigned by the Chair or other appropriate campus officials.

X. FRINGE BENEFITS

Health Insurance

The College shall provide all full-time permanent employees with group medical insurance after the first thirty days of employment. The College shall pay the full premium (not including deductibles and co-payments) for full-time employees for basic coverage. The employee, at

his/her expense and discretion, may purchase family coverage by paying the additional premium. Further, the employee may upgrade his/her individual coverage by paying the difference between the basic and the upgraded plan.

Group Life Insurance

The College currently does not offer life insurance coverage for its employees. Negotiations are currently under way to identify a plan, that is cost effective.

Pension Plan

Beginning July 1, 2001, the College will implement a retirement program for all permanent employees under which the College will match unit member contributions up to 5% of each member's salary.

Worker's Compensation

The College maintains workers' compensation insurance as required by law. Each bargaining member is responsible for reporting all accidents to the Director of Human Resources as soon as possible.

Jury Duty

When an employee is called for jury duty, he/she will be excused from work during such duty. The jury fee shall be deducted from the regular salary.

Holidays

The following are the designated official holidays for the College employees: New Year's Eve, New Year's Day, Birthday of Martin Luther King, Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. When an official holiday falls on a Saturday or Sunday, the following Monday will be considered the holiday, unless otherwise changed by the College.

Continuation of Benefits

While a unit member is on professional leave, the College will continue to make insurance payments as though the member were in pay status. However, the unit member must pay any individual payments required to keep coverage in effect to the College, or the bargaining unit member will be dropped from the program.

All full-time unit members, their husband or wives or dependent children under the age of 23, are eligible for full tuition credit and fees, up to six hours per semester.

XI. EMPLOYEE LEAVE

Sick Leave

An employee, who by reason of sickness or bodily injury is incapable of performing his/her regular employment duties, shall be entitled to a paid sick leave, as hereinafter provided. An

employee shall be eligible to accumulate sick leave earned at the rate of one day per full month of service.

Sick leave may be accumulated from year to year up to a maximum of 48 days. Sick leave will be paid only as used, and accumulated sick leave is not paid on resignation or termination of employment.

In instances of major illness or subject to the Family Leave provisions, up to 24 additional days of sick leave will be granted, as long as the employee provides a written statement from the attending physician verifying the disability and the need for additional days or time for recuperation.

A unit member must notify the Department Chairperson, or the immediate supervisor for staff, and the Vice President of Academic Affairs as soon as is reasonably practicable of the illness or injury and of the projected period of absence. Employees on medical leave must notify their Department Chair or immediate supervisor for staff, and the Vice President of Academic Affairs at least two weeks in advance of their desire to return from leave.

An employee who seeks a sick leave of more than one calendar week is required to submit a medical statement certified from his/her attending physician advising of the extent of the medical condition and of when the employee may return to work. This certificate must be presented to the Office of the Vice President of Academic Affairs. Absence of more than one calendar week without an attending physician's excuse shall be considered an unexcused absence.

A unit member on sick leave and in pay status shall participate in any general faculty increase in salary or fringe benefits, which shall be granted to the faculty as a whole.

An employee's failure to return from medical leave or failure to contact his/her Department Chairperson or the Vice President of Academic Affairs within two working days after the scheduled date of return constitutes a voluntary resignation.

Maternity and Family Leave

The College will provide twelve weeks (including workers compensation time and sick leave) of unpaid leave to eligible employees in the following circumstances :

- The birth of a child
- The adoption or foster care of a child;
- Where a child, spouse, parent or other family member living in the same household has a serious health condition and the employee must care for that person; and
- Where the employee has a serious health condition that makes him/her unable to perform his/her job.

The employee must begin the leave (and count as part of the leave) any accrued sick, vacation or other paid leave. Following the use of such paid leave, the remaining part of the Family Leave will be unpaid. For purposes of Family Leave, eligible employees are those full time employees who have worked for the College or at least one academic year during the year preceding the

start of leave. A person on family leave will continue to receive insurance benefits as provided under the Family and Medical Leave Act (FMLA). Upon expiration of such leave, the employee will be re-employed in the same or in equivalent positions. The employee must provide at least 30 days' notice of the leave where the leave is reasonably foreseeable, and in any event shall provide written documentation of the basis for the leave. To the extent not otherwise provided herein, the provisions of the FMLA shall apply.

An employee's failure to return from Family Leave or failure to contact his/her Department Chairperson or the Vice President of Academic Affairs within two days after the scheduled date of return constitutes a voluntary resignation.

Sabbatical Leave

The College recognizes that under appropriate circumstances, a sabbatical leave for the purpose of study, research or other educational pursuit (except remunerative employment), can benefit both the faculty member and the College. A faculty member becomes eligible for sabbatical leave upon receiving the rank of Professor, Associate Professor or Assistant Professor, and having completed seven years as a full-time faculty member at the College (either since his/her original appointment, or since the termination of his/her last sabbatical leave). During the sabbatical leave, the College pays the faculty member his/her full salary for one semester or one-half salary for two consecutive semesters.

A person who has satisfied the conditions of eligibility, must apply by March 15, for the Fall semester, and September 1, for the Spring semester to the Vice President of Academic Affairs. This application must include a detailed statement of the objective and plans for the sabbatical. The sabbatical request must receive approval from the Vice President of Academic Affairs and the President.

The College reserves the right to deny within its discretion a faculty member a sabbatical leave for documented reasons. In this case, the College may grant the faculty person leave of absence without pay and assist the faculty person in obtaining funds from other sources.

A member to whom a sabbatical leave has been granted shall agree to return to the College upon the expiration of the leave and to remain in full-time service for at least one full year thereafter. The College agrees to reinstate the individual to the same or similar position. If a member does not return to the College alter the Sabbatical period, then the College may demand repayment of all salary paid during the sabbatical period.

A person on sabbatical leave will continue to receive insurance benefits as provided in this document or the Collective Bargaining Agreement (CBA).

A written report of the professional activities of the faculty member during the sabbatical leave shall be submitted to the Vice President of Academic Affairs no later than the end of the first semester following the return to service at the College.

Professional Leave

Up to one year of leave without pay may be granted to full-time faculty members after three years of College service for the purpose of exchange teaching, externally funded research, public service employment, graduate study, educational travel, or other activities that will improve professional competence. Upon request, such professional leave may in the College's discretion be renewed for a second year.

Applications for professional leave require the recommendation of the Department Chairperson and approval of the Vice President of Academic Affairs and an application shall be filed with the President and Vice President of Academic Affairs not later than March 15, preceding the Fall semester, or September
1 preceding the Spring semester for which the leave is to commence.

An employee's failure to return from a sabbatical or professional leave, or failure to contact his/her Department Chairperson or the Vice President of Academic Affairs within two days after the scheduled date of return constitutes a voluntary resignation. *****Except as otherwise provided, the following leave policies apply to all bargaining unit members. As used in this article XVII, "employees" or "employee" shall refer to bargaining unit members.

Other Leave

Funeral Leave

If a death occurs among members of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements, without loss of pay, not to exceed five working days during any calendar year. The College may require proof, satisfactory to it, of such death, and employee's attendance at the funeral, as a condition of payment of funeral leave.

Vacation Leave

Twelve-month unit members will be eligible for vacation upon one year's service with the College. Vacation shall be earned in accordance with the amount of service with the College (calculated from the employee's anniversary date) as follows:

- Twelve-month unit members with up to five years of service: 10 days of vacation.
- Twelve-month unit members with over five years and up to ten years of service: 15 days of vacation.
- Over 10 years of service: 20 days of vacation.

It is the policy of the College that vacation must be taken in the year it is earned. All vacation requests will be processed with the Vice President of Academic Affairs in accordance with the College's rules and regulations.

Vacation leave will only be paid when used and must be taken in the year earned, and accumulated sick leave is not paid on termination or resignation of employment.

Personal Leave

All bargaining unit members shall be given three days personal leave annually with a minimum of 15 days' notice given to the Division Chairperson and College approved arrangements made for class coverage, which approval shall not unreasonably be withheld. There shall be no accrual from year to year of unused personal leave days. Long-term personal leave without pay may be awarded at the discretion of the administration.

An employee's failure to return from vacation leave or failure to contact his/her Department Chairperson or the Vice President of Academic Affairs within three working days after the scheduled date of return constitutes a voluntary resignation.

XII. ABSENCE FROM PROPER DUTIES AND LEAVE

All EWC staff administration, faculty members must account for their absences from work. All exempt employees (faculty and contract professionals) must request permission from the Chair, when they are going to be, or were absent from their proper duties. The initial process should include completing a leave form from the Human Resource office. *(Refer to EWC leave policy-for questions, contact the Human Resource office).*

Nine-Month Faculty

For nine-month faculty, the College may have regularly scheduled class periods, department, divisional, or other work-related meetings, and office hours.

Examples of legitimate reasons to be absent from one's proper duties are: attendance at professional meetings, professional development, other university-related activities, and sick leave. For detailed information on this, contact the Human Resource office.

Faculty who assign class time to working on class projects, and therefore do not require students to attend class on a given day, must be available in his or her office for consultation. Otherwise, he or she will be considered to be absent from proper duties, unless a request for leave was granted.

If the Chair becomes aware that a faculty member is absent from proper duties, the Chair is responsible to ensure that a Request/Certification of Leave form is completed and submitted to the Vice President of Academic Affairs. If the faculty member does not complete the form, the Chair is responsible for completing the form in a timely manner after review and signature. The Vice President of Academic Affairs will send a copy of the completed form to the faculty member

Ten-Month Faculty

For ten-month faculty administrators, ‘proper duties’ is defined per the Faculty Handbook for Chairs. If a ten-month faculty administrator is going to be absent from his/her proper duties, he/she must request permission from the Academic Affairs office. Examples of legitimate reasons to be absent from one’s proper duties are:

- Attendance at professional meetings
- Professional development
- Other college-related activities • Sick leave, and
- Vacation.

Chairs are required to fill out the Request/Certification of Leave form, if they were not able to execute their ‘proper duties’, or if they choose to take a vacation. The form should be submitted to the Academic Affairs office, where it will be forwarded to the Human Resources. The Chair will keep track of sick leave, vacation, and other absences.

Absence from proper duties will not result in an automatic assignment of sick leave to the absence period. Sick leave must be factually based. Approved sick leave will be assigned in hourly increments. Sick leave commences with the first day of an absence and includes all days in which proper duties were missed. All absences due to illness or health care are to be counted against sick leave or vacation. For more information, contact the Human Resources.

EDWARD WATERS COLLEGE

Appendix Pages

College Catalogue Pages

Incomplete (I) Grades

An "I" is the provisional grade given pending fulfillment of an outstanding course requirement. The "I" indicates that the student previously demonstrated satisfactory academic performance in the class, but for exceptional reason(s) beyond his/her control, was unable to complete a specific requirement such as an assignment, a report, an examination, or experiment. The "I" is issued only for specific purposes:

1. illness prevented the student from taking the final examination for the course;
2. illness throughout the semester prevented the student from completing more than one requirement for the course;
3. the student can provide documented evidence to substantiate other valid extenuating circumstances, beyond the student's control, that prevented his/her completion of required work.

A student must prove that failure to complete all course requirements was due to extenuating circumstances beyond his/her control and not due to his/her negligence.

A faculty member may only assign an "I" grade if the student were passing the course at the time the "I" is given. The faculty member who assigns an "I" grade to a student must submit to the Registrar with the grade book a completed "I" Assignment/Removal of Incomplete Request Form that indicates the outstanding requirement *and* the default grade, and is signed by the student and the faculty member.

An Incomplete (I) grade must be removed in the succeeding regular semester, by the date designated in the Academic Calendar or the "I" becomes the default grade indicated on the "I" Assignment/Removal of Incomplete Request Form.

Independent Study

EWC recognizes a student's option for obtaining academic credit through Independent Study. The student must be a Senior, have a minimum Grade Point Average of 2.5, and must work independently under the direction of a full-time EWC faculty member on a mutually agreed upon Independent Study project. Students are limited to two independent study classes during their tenure at EWC. Activity courses and courses that require a lab are not available through Independent Study. The Independent Study must be for a course listed in the college catalog.

Undertaking an Independent Study course requires the agreement of the student, the faculty advisor, the faculty member, the relevant department chairperson and the Vice President. The approval process begins with the faculty advisor. Once the advisor reviews the student's degree plan or course of study and assesses appropriateness, the student must then gain approval from the instructor. The instructor will outline with the student the requirements for completion of the Independent Study and indicate approval.

Upon approval from the Chair of the Department in which the course is taught and the Vice President for Academic Affairs, the student may enroll for Independent Study. Under no circumstance will Independent Study be approved after two weeks of the start of a semester or after the first week of a summer session.

Course Repeat Policy

In order to graduate, a student must receive a passing grade of "C" or better in all required and elective courses which comprise their degree program. In the event that a student fails to earn the required grade for a course in their first attempt, the student can repeat the course in a subsequent semester. Excluding the student's last 30 credit hours prior to matriculation, a course may be repeated at EWC or another accredited college or university (see Residency Policy for details). When repeated at EWC, only the final passing course grade is computed in the student's institutional grade point average. When repeated elsewhere, the course requirement will be satisfied, however, the institutional grade point average will remain unaffected. The original grade will remain on the transcript in all cases. In most cases, courses completed with a grade of "C" or better cannot be repeated. Keep in mind, a repeated course can delay a student's matriculation and a course is not discounted or reduced in cost when repeated. Repeated courses are also governed by college policies on maximum transfer credits accepted and residency requirements.

Academic Bankruptcy

Students may petition for the forgiveness of one academic semester of work because of extenuating personal or financial problems. Petitions are not automatically approved. However, if approved, the transcript will note "Academic Bankruptcy" and the courses taken in that semester will be treated as though the student had received an "AW" in every course. The original grades will not count toward graduation. If required for graduation, a student must repeat and earn a grade of "C" or better for all courses taken during the semester for which a student petitioned and was granted Academic Bankruptcy.

Petitions are available only to current students and will never be approved for the current or immediately preceding terms. All petitions must be approved prior to graduation and no more than one petition will be granted for any student at EWC. Once a bankruptcy has been processed, it will not be restored.

Petition forms are available through the Office of the Registrar, however, the petition can only be approved by the Vice President for Academic Affairs or designee.

Academic Standing

Classification Class designation is based upon the number of total credit hours earned in college and reflected on transcripts:

Name	Semester Credit Hours Completed
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

Electronic Equipment
All electronic equipment including **CELL PHONES, BEEPERS, IPODS AND MP3 PLAYERS** must be turned off **BEFORE** class time and kept out of sight. **DO NOT HAVE THESE ITEMS ON YOUR DESK OR ATTACHED TO YOUR BODY.** They serve as a clear distraction for both your fellow students who are in classes at EWC to learn, as well as the professors who are at EWC to teach.

EWC Dress Code
EWC is committed to Sustaining the Principles of Excellence and Ethics with unity of purpose, integrity and effectiveness practices. This includes a commitment to Christian principles and values, moral and ethical behavior. In accordance with its affiliation with the African Methodist Episcopal Church, the College expects faculty, staff and students to model and uphold high standards of conduct and behavior both on and off campus, conducting themselves with pride and respect. EWC adheres to a business casual dress code.

Every student registered at EWC must be in compliance and adhere to the dress code. Students who continually dress in a manner not consistent with the dress code policy as stated will be subject to disciplinary measures as follows:

First Offense - Documented written and verbal warning
Second Offense - Final warning issued to student. Student must attend a session on "Dress Code Intervention"
Third Offense - Student is suspended from college for the remainder of semester and/or next semester **(NO APPEALS)**.

APPROPRIATE DRESS (Acceptable)
Every student registered at EWC must wear the appropriate dress attire outside the Residence Halls between the hours of 7:00 a.m.-5:00 p.m., except on Wednesday, which is Professional Dress Day.

Attire for males: Collared or polo shirts, sweaters, casual shoes or sneakers, khaki pants or jeans (with no graphics or writing on them).
Attire for females: Casual blouse, pants, Capri/cropped pants, jeans, sweaters, jackets or blazers, dresses and skirts (must be finger length when standing).

INAPPROPRIATE DRESS (Unacceptable)
In order to be in compliance with the dress code, students cannot wear:
Hats or caps inside buildings
Hats or caps worn backwards
Wave caps, doo rags, bandanas, or stocking caps outside of the residence halls
Decorative orthodontic appliances (grills; permanent or removable)
Oversized clothing (baggy pants, baggy shirts)
Pants below the waistline
Sleeveless undershirts

Student Clubs & Organizations
Registration Packet

Institutional Review Board

Mission:

The mission of the Institutional Review Board (IRB) is to ensure that human and animal subjects used in research are protected. The IRB is responsible for reviewing and approving all research with human and animal subjects conducted by faculty, staff, and students of Edward Waters College, when performed as part of their work or study at EWC. The IRB reviews proposed studies to ensure that the dignity, rights, privacy, safety, and welfare of all actual and potential research participants are protected; provides reassurance to others that appropriate research activity is being carried out; and examines the method in which informed consent is to be sought.

Meeting Times:

The IRB meets at least twice a semester on or near these dates: Oct 1 and March 1.
The review board may meet in November and May. These meetings will serve as "wrap up" meetings for final approval of applications.

Application Deadlines:

Fall: Applications that need to be approved before January 1 should be submitted no later than October 1. Applications submitted less than ten days prior to this meeting date cannot be guaranteed consideration the same semester. Full committee review shall take no less than two weeks. Expedited review may be granted at the discretion of the committee.

Spring: Applications that need to be approved before May 1 should be submitted no later than March 1. Applications submitted less than ten days prior to this meeting date cannot be guaranteed consideration the same semester. Full committee review shall take no less than two weeks. Expedited review may be granted at the discretion of the committee.

IRB Members and Contact Information:

Dr. Prabir K. Mandal, Biology, IRB Chair
Dr. Suzan Armstrong-West, Psychology
Dr. Anita Mandal, Biology
Ms. Bernice Parker-Bell, OIPRE
Title III & Sponsored Programs
Mr. Steward Washington, Community Representative

EDWARD WATERS COLLEGE

Request Form For Approval To Engage In Outside Activities

Name (print): _____ Academic Unit::_____

Name and Address of Organization:_____

Description of Outside Activity (be as complete and specific as possible; avoid abbreviations; attach sheet if additional space is required)

---

1. Would this outside activity involve **compensation** over and above out-of-pocket expenses? (Circle One) **Yes No**

2. Classroom Substitution (Circle One):
   a. No classes would require substitute instruction.
   b. Substitute instruction would be required in the following classes (list course number, hour and location along with substitute instructor's last name).

   The alternative arrangements for covering these classes have been approved by the Department Chairperson in a memorandum on file in the department **Yes No.**

---

3. Time Period and Amount of Time Required for Outside Activity:

   This activity would begin on (date)_and end on (date) and involve the following amount of time (hours or days): _____

   My engagement in this outside activity will not interfere with the regular and punctual discharge of my official University duties and responsibilities **Yes No.**

_____

*Signature of Faculty Member Requesting Approva*l Date

I recommend approval of this activity as described and presented herein.

_____

Signature of Head of Academic Unit Date

APPROVED **NOT APPROVED**

Exhibit A

EDWARD WATERS COLLEGE

SYLLABUS TEMPLATE

PRE-REQUISITES:	
COURSE TITLE: **COURSE PREFIX:** **SECTION NUMBER:** **CREDIT HOURS:**	

Division **ARTS AND SCIENCE**

Department

SEMESTER AND YEAR:	
COURSE MEETING TIMES:	
COURSE LOCATION:	
INSTRUCTOR: **OFFICE HOURS:** **OFFICE LOCATION:** **OFFICE PHONE:** **EMAIL:**	

COURSE DESCRIPTION:	

COURSE OBJECTIVES:	

METHODS OF INSTRUCTIO	

	. **SYLLABUS IS SUBJECT TO INSTRUCTOR CHANGES**
ASSESSMENT/EVALUATIC Grading Scale Tests and Assignments	
DISABILITY CONCERNS:	
TOPICAL OUTLINE:	
REQUIRED TEXTBOOK:	
RECOMMENDED READING	
IMPORTANT DATES:	
CLASS POLICIES: **Academic Dishonesty** **Attendance** **Class Expectations**	

I have received, read and understand the information provided in the syllabus for the course_____

Name _____ Date_____Signature_____