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graduate and continuing education programs. Claflin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the art technology, community service, and life-long personal and professional fulfillment.

Claflin is a diverse and inclusive community of students, faculty, staff and administrators who work to cultivate practical wisdom, judgment, knowledge, skills and character needed for

We uphold the highest standards of honesty, integrity, truthfulness, and trustworthiness and shall maintain the highest standards of professionalism in the performance of our duties.

We shall act in good faith, responsibly, with due care, competence, objectivity, and diligence.

We shall treat fellow employees in a fair and even-handed manner and foster a culture rich in diversity that is based on trust, mutual respect, teamwork, and integrity. We shall treat all people with civility, avoiding harassment and discrimination.

We shall treat all customers fairly, honestly, and objectively. We shall treat clients, colleagues, and competitors with respect regardless of factors such as race, religion, gender, disability, age, national origin or any other legally protected characteristic or status.

Employees who deal with issues and matters of a personal or sensitive nature shall be committed to maintaining the highest degree of integrity by not disclosing such information to disinterested parties except when authorized or otherwise legally obligated to disclose. Furthermore, except to the extent authorized to act otherwise by Title IX of the Education Amendments Act of 1972 and regulations issued thereunder (co
employee shall disclose the details of any Title IX investigation, grievance process or grievance procedure. Likewise, all employees shall comply with the confidentiality requirements of the Famil
the confidentiality of educational records.

We shall acquire and maintain the professional competence and skills important and relevant to delivering our programs and services to our students, faculty, staff, administration, and other stakeholders.

In communities of which we are members, we will act ethically and as responsible and responsive corporate citizens and comply with all applicable policies, statutes, regulations, and laws.

We shall be accountable to adhering to this code.

1.9 The Claflin University Policy Against Discrimination

workforce.

1.11.9 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. Employees with access to student records, including financial information, must remain in compliance with the FERPA privacy and security regulations.

1.12 The Claflin University Intellectual Property Agreement

Claflin University is an independent, liberal arts, coeducational, historically black institution that is affiliated with the United Methodist Church. At the undergraduate level, the University ensures that students receive a liberal education designed to produce graduates who understand

Title 17 and Title 35 of the United States Codes of Laws protect Claflin
of intellectual property. The South Carolina Ethics Act of the South Carolina Code, 8-13-100 and subsequent codes reinforce these guidelines.

This definition further assumes that any intellectual property created by an employee, agent, consultant, or third-party person will be used consistently and for the public good.

1.12.2 Policy and Procedure

A. Intellectual property products produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the employees, students and other stakeholders for the disclosure, evaluation and dissemination of such products. When University support makes the research effort possible or when the University provides support for the development of a patentable or copyrightable product, etc., reasonable reimbursement for its costs is expected. To this end, the University encourages the pursuit of patent and/or licensing for such products in the interest of the public, the inventor (researcher), and the University.

B. Unless otherwise designated by the President, the Vice Provost for Research is the executive officer responsible for the execution and administration of the policy on intellectual property. The Sponsored Programs Office shall make available reporting, disclosure, confidentiality, approval and other forms and administrative procedures necessary to carry out the provisions of this Intellectual Property Policy.

C. The President shall appoint three members and the faculty shall elect three members to the Intellectual Property Committee. This Committee shall have the responsibility of recommending to the President or his designee interpretations of the University policy herein stated, and changes needed.

D. As a condition of employment, all faculty members, University employees, and students performing research shall report to the Office of Vice Provost for Research any invention, discovery, product, etc., which they have conceived or developed or which was conceived or developed under their direction and/or work efforts during their employment or enrollment both while employed by the University and thereafter.

E. In the event of conflicts of interest that may involve the Sponsored Programs Office and/or other unusual conflicts of interest (or perceptions of conflict of interest), the President of the University shall create a standing Intellectual Property Conflict of Interest Committee. The Committee will be chaired by the Vice President for Fiscal Affairs who will then appoint two (2) members to the Committee; two (2) additional members will be elected by the faculty. This Committee will be vested with the responsibility of reviewing and recommending resolution of conflicts of interest issues that may not be appropriate for review by the Intellectual Property Committee because of actual or potential conflicts of interest that may prevent the Intellectual Property Committee from considering the matter.

F. Any such invention or discovery that meets any or all of the following criteria shall be assigned to the University: (1) the result of research engaged in, by or under the direction of any employee of the University and/or having the costs thereof paid from University funds or from funds under the control of or administered by the University, or (2) made by an employee

2.2 General Administrative Officers

Claflin University is governed by a corporate administrative structure. The basic duties are described below
Trustees or administration. In addition to these, each employee is expected to perform other related duties as assigned.

2.3 The Board of Trustees

The Board of Trustees of Claflin University, within the limits of the provisions of the University Charter and the By-Laws of the Claflin University Board of Trustees, has final authority for University policies and regulations, including:

Setting general policies for the operation of the University

Appointing the University president

Approving the annual budget and requests for capital improvements

Approving the basic University curriculum

Approving basic admission and graduation requirements

Regulating the length of the academic year

Approving faculty appointments, promotions, tenure and dismissal policies

2.4 The President

The President is the chief executive officer of the University and is responsible to the Board of Trustees for the proper execution of all policies, regulations, and the general direction of the University. He/she is responsible to the Board of Trustees for the following:

Establishing an administrative organization that assures a reasonably satisfactory and successful administration and proper supervision of all departments and areas of operation of the University

Providing an atmosphere of excellence in learning and high-quality performance through

2.5 The Vice President for Administration

School Deans and departments will devise, plan and implement, improve and enlarge program offerings for Continuing Education. Additionally, the Executive Director coordinates the recruitment and admission of students for Continuing Education. Each year, the Executive Director is recommended by the Provost to the President for reappointment or non-reappointment.

Specific duties and responsibilities include:

a. Initiating entrepreneurial approaches to target growth of programs offered through Continuing Education.

b. Exploring potential new markets through research and in collaboration with appropriate administrators, deans, and program managers.

c. Collaborating with deans, department chairs, and program managers to schedule semester course offerings.

d. Monitoring course offerings and enrollments and making recommendations0 g0 G[ )]TJETQq0.0000091

f. Facilitating orientation of freshmen to the library.

g. Presenting lectures on reference materials and use of library resources.

h. Arranging for inter-library loans.

i. Receiving senior theses from the Alice Carson Tisdale Honors College and adding them to the library collection.

3.8 Deans of Schools

At Claflin University, the Deans are considered to be major administrators and are members of the academic leadership team. Deans have responsibility for the implementation of well-constructed and high-quality educational policies. In addition, Deans have responsibility for the effective management of School personnel, programs and financial resources. The overall quality of the academic programs, and of the faculty, staff, students and graduates within the School are matters for which the Dean is accountable. Deans also have the responsibility for fundraising and for professional activities that support the budgetary/fiscal health of the School and serve to enhance the reputation of the School. Deans report directly to the Provost. All Deans should hold the rank of professor. Additionally, anyone hired as Dean is eligible to apply for tenure during the second year of the appointment. Each year the Dean is recommended by the Provost to the President for

The duties and responsibilities of the Dean include, but are not limited to, the following activities in three broad categories:

3.8.1 Administrative/Fiscal Management and Fund Raising

a. Receiving and reviewing of applications for promotion, tenure and sabbatical leave.
b. Conducting evaluations of department chairs and faculty including performance portfolios.
c. Coordinating the recruitment and selection of faculty and staff for the School.
d. Processing and recommending salary increment for chairs and faculty.
e. Monitoring the assessment of graduating undergraduate students and, where applicable, graduate students.
f. Reviewing departmental schedules to determine fairness to faculty and students and

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Monitoring the recommending

l. Securing an agreed upon percentage of the operational budget for the School.

3.8.2

o. Encouraging and monitoring faculty proposals for contracts and grants.

p. Completing inventories of departmental equipment annually or as required.

q. Preparing and submitting annual department reports and such other reports as may be required by the University.

r. Preparing and implementing the assessment plan of the department and submitting yearly updates.

s. Reviewing current offerings and syllabi, textbooks, and other instructional materials.

t. Seeing that regular office hours are kept and that administrative responsibilities are carried out.

u. Protecting the confidentiality of certain data entrusted to him/her.

v. Performing other duties as assigned by the Dean or by the Provost.

3.10 Academic Program Coordinators

Department chairs serve as the principal academic administrators for their academic units. In departments with major programs in multiple disciplines, academically qualified program Coordinators are appointed on an annual basis by the Department Chairperson with approvals of the Dean and the Provost. With written approval of the Dean and Provost, Coordinators may receive release time based on the number of faculty and number of majors.

Academic program coordinators assist department chairs with

a. keeping curricula updated in major programs,
b. ordering 0912 0 6riring 091c k(he)7(i)7(r)-20(a)7(c)7(6(c)7(i)7(pl)-13(i)7(ne)7(7r)6(s)]a)5(c)7ETQq0.00

General

Department Meetings, School Meetings, and Faculty Meetings

Committees

4.0 General

Claflin University embraces the concept of participatory governance as a process of providing meaningful access and input, consultation, and recommendations leading to decision-making in all major components of the University. Claflin University encourages a spirit of collegiality in decision making, enabling the University to be more inclusive and effective.

The individuals who participate in the governance of Claflin University are the faculty, students, staff, alumni, administrators, the President, and the Board of Trustees. Each group may have varying degrees of influence in the decision-making process, depending upon the issue under discussion.

The faculty has primary responsibility in areas of curriculum, determination of degree requirements, recommending students for degrees, methods of instruction and subject matter, research, faculty status and those areas of student life related to academics and educational processes.

4.1 Department Meetings

Department

All members of the full-time and administrative Faculty are expected to attend all formal academic exercises of the University. Academic exercises include, but are not necessarily limited to, Matriculation Day Convocation, Founders' Day Convocation, Spring Convocation, Honors Convocation, Baccalaureate Convocation and Commencement Convocation.

In addition, full attendance of and participation by the Faculty are expected at all departmental and School meetings. Faculty members on committees are also expected to attend committee meetings.

4.3.1 Procedures of the Faculty Meetings

The following procedures will govern the action of the Faculty Meeting as a deliberative body:

a. The Provost of the University or his/her designee will preside at all Faculty Meetings.

b. A quorum, defined as a simple majority of members of the faculty eligible to vote, is required to be in attendance at a meeting of the faculty in order for official action to be taken. A quorum, once established, cannot be defeated by the removal of members from a duly constituted meeting.

c. For action items, the faculty should normally have at least five calendar days prior notice. Such notice may be through distribution of an agenda or consideration of an itemttendantte0(n)-2h

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4.5 Faculty Standing Committees

4.5.1 Academic Affairs Committee

Personnel: Vice Provost for Academic Programs (Chair), Executive Director of Professional and Continuing Studies, Assistant Vice President for Academic Affairs, Vice Provost for Research, all Deans, Library Director, Director of Enrollment Management, Director of TRIO Programs, Director of the Alice Carson Tisdale Honors College, six members elected from the faculty, and three students appointed by the Student Government Association.

Duties: To consider and decide upon recommendations from the faculty and other appropriate sources relative to general academic policy, and other matters pertaining to the curriculum and concerns of the University, including requirements for admission and graduation, number and identification of departments and Schools, deletion or addition of courses, majors and minors, and matters of general academic interest to the faculty and the University. Actions of this committee may go to the general faculty, may be reviewed by the President, and may go to the Board of Trustees.

4.5.2 Admissions Committee

Personnel: Vice President of Enrollment Management (Chair), Director of Admissions, Director of the Alice Carson Tisdale Honors College, Director of Financial Aid, Director of TRIO Programs, three faculty members, and two students appointed by the Student Government Association.

Duties: To recommend and implement policies for the admission of students to the University within the framework established by the Board of Trustees; to readmit students previously suspended for academic deficiencies, or to deny such readmissions; and to assist the Office of Admissions and Records in other matters relative to policy. This committee shall report to the faculty or the Academic Affairs Committee through the Vice President for Student Development and Services in consultation with the Provost.

4.5.3 Athletics Committee

Personnel: Vice President for Student Development and Services, Director of Athletics, Faculty Athletic Representative (FAR), five members of the faculty excluding the FAR, Compliance Coordinator, Senior Women Administrator I, Athletics Department and two student-athletes appointed by the President. The FAR shall serve as the Committee Chair.

Duties: To provide advice and oversight of the intercollegiate athletic program for the University President and the Athletics Director. The committee will also work with the Athletics Director and staff in formulating an institutional strategic plan for the athletics department. The committee shall report directly to the President.

4.5.4 Employment Benefits Committee

Personnel: Vice President for Administration, Vice President for Fiscal Affairs, Vice Provost for Academic Programs, Associate Vice President of Human Resources, three faculty members and three staff members.

Duties: To consider and make recommendations regarding changes in employee benefits and the policies and procedures governing their delivery. This committee shall report to the President and others as needed.

4.5.5 Faculty Development Committee

Personnel: Director of the Center for Excellence in Teaching (Chair), Faculty Development Coordinator, and four faculty members appointed by the Provost and the Deans, two faculty members elected by the faculty, two staff members appointed by the Provost and two students appointed by the Student Government Association.

Duties: To provide oversight of faculty development activities at the Institution, including the Center for Excellence in Teaching; to make recommendations to the Provost for the allocation of funds for research and professional development and selection of faculty for inclusion in faculty development activities; to approve the annual report of the Center; and monitor the implementation of relevant grants.

4.5.6 Faculty Grievance Committee

Personnel: Five tenured members from the full-time faculty. Three members to be elected by

University Registrar will be members of the committee.

Duties: To conduct an ongoing review of the general education curriculum and assessment process. Findings from the assessment of the core curriculum will be used to make improvements to the curriculum.

4.5.9 Institutional Review Board

Personnel: A minimum of five members, one of whom must be a scientist, one of whom must be a non-scientist and one of whom must not be affiliated with the University or a member of the immediate family of anyone affiliated with the University. Members are selected by the Provost in compliance with the membership criteria in the

decision of the President or for any other reason, the vacancy shall be filled by appointment, as applicable, in accordance with the terms of this Section 4.5.16.

Duties: To sponsor programs to stimulate and reinforce the cultural and intellectual environment of the campus and community. In addition, the objective of programs presented

etc.) is to project a positive and favorable image of Claflin University. The Committee will implement its responsibilities through two sub-committees (a) Faculty Lecture Series Committee and (b) Lyceum Committee.

4.5.17 Religious Life Committee

Personnel: University Chaplain (Chair), Assistant Vice President for Student Development and Services, three students appointed by the Student Government Association, and three members of the faculty/staff.

Duties: To promote and implement programs designed to minister to the spiritual needs of the University community and to plan and implement activities for Religious Emphasis

4.7 Guidelines for Committee Activities

1. It is the duty of the committee Chair or convener to assume full responsibility for arranging an initial meeting of the committee at such time as will be mutually agreeable to the majority of the members in a timely manner after the committee is officially appointed.

2. Each committee should choose a member as secretary and elect a Chair as required.

3. The secretary of every committee should furnish a written report within five working days after each committee meeting to the President, Provost, and any other administrative officer or group to whom the committee is responsible, and should keep written minutes of the proceedings of all meetings.

4. Written reports should contain any recommendations for change in policy where official action is needed.

5. At the end of academic year, the secretary of the committee shall turn in a summary of the

6. The President of the University is an ex-officio member of all committees.

7. Frequency and length of meetings should be governed by the quest for qualitative and expeditious outcomes, findings, actions, or recommendations.

8. It is the responsibility of the chair of a committee to give timely notification of meetings to faculty serving on that committee.

9. Members of the committee must be notified in writing of being appointed to a committee.

Chap

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Teaching, Research and Community Service Expectations

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5.1 Personnel Policies: Scope and Application

This chapter is the official statement of policies, obligations, responsibilities, rights, and privileges pertaining to faculty. Nothing, however, in this Faculty Handbook shall be construed to limit or impair the authority of members of the University administration. They must be familiar with and abide by the terms and provisions of this chapter as a condition of their employment with the University. All faculty members are required to meet the faculty credentials guidelines given below:

a. Faculty teaching general education courses at the undergraduate level: doctorate or

Examples of scholarly activity may include but are not limited to the following:

- Academic presentations (e.g., academic conferences, professional conferences, on-campus colloquia)
- Academic publications (e.g., academic journals, conference proceedings, scholarly books, textbooks)
- Application of scholarship that results in documented change (e.g., collaboration with local schools, work with community organizations in problem solving, new professional certifications resulting from significant exploration, design of assessment systems/reports that require synthesis of expertise and exploration of data)
- Creation of scholarly materials or models (e.g., significant study that leads to change in University processes, policies, or widely-used materials)
- Creative endeavors, performances, and literary or artistic works
- Grant submissions and awards
- Significant study to expand areas of scholarly expertise promoting cross-disciplinary experiences and/or student research
- Invitational or juried exhibitions
- Patent applications

5.2.7 Evaluation of the Performance Portfolio

Each faculty member will maintain an electronic portfolio containing supporting documents for the broad categories cited above. During the process of evaluation, faculty members will submit their portfolios to the appropriate Department Chair no later than February 15. The department Chair will, in turn, share this information with the Dean of the School for review and evaluation. The Department Chairs will submit their own portfolios to the Dean.

In extenuating circumstances, requests for time extensions for portfolios should be submitted in writing to the department Chair, the Dean and the Vice Provost for Academic Programs prior to February 15. The portfolios will be returned to the faculty members after they have been assessed according to their performance in the following areas,

Effective Teaching,
Research and Grantsmanship,
Service to the University and Community,
Faculty Development, and
Additional Achievements

Their respective Department Chair, Dean and Vice Provost for Academic Programs will append comments to the portfolios and make them available to the respective faculty members in a timely manner.

For more information, see Appendices: Claflin University Annual Faculty Performance Rating Form. Performance in each area will be rated numerically. The overall performance of the faculty member will be rated similarly. The evaluation will conclude with specific recommendations to include one or more of the following options:

a. Remain in Present Position
b. Probation*
c. Dismissal
d. Non-reappointment to position

For regulations governing these options, please consult the appropriate section of the Faculty Handbook.

*For faculty members placed on probation, a detailed Developmental Plan will be generated in consultation with the Department Chair and Dean. This Developmental Plan will specify objectives and expected outcomes for the following year to address areas deemed below expectations with regard to performance of faculty duties.

5.3 Qualifications for Appointment to Rank and Tenure Track

At the time of initial appointment, the President will approve tenure/non-tenure track and academic rank for academic and administrative faculty, based upon recommendations of the Provost. Satisfaction of degree/experiential requirements will be determined by the Provost.

Degrees and teaching experience must be from regionally accredited postsecondary institutions unless otherwise determined by the Provost. Faculty members with qualifications from

universities outside the United States must present evidence of equivalency before a contract will be issued. "Years," with respect to teaching experience, means the number of years spent in full-time teaching. Equivalencies or exceptions to any qualifications will be determined by the Provost, in consultation with the President, the appropriate Department Chair and the appropriate Dean.

Academic faculty appointed to tenure-track must display evidence of potential for promotion.

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

Unless otherwise specified, the earned doctorate, for the purposes of Chapter 5, is the appropriate terminal degree for initial appointment of tenure-track academic faculty in all program areas except those for which disciplinary or regional accrediting agencies make different provisions, or those for which doctoral programs are rarely or not at all available. The Provost will have the responsibility for determining the appropriateness of terminal degree requirements or the equivalent.

5.4 Non-tenure Track Faculty

Adjunct/Part-time Instructors, Instructors, Senior Lecturers, Professional/Practitioners-in-Residence, and Research Scientist.

5.4.1 Adjunct Instructors

When necessary, the University may elect to hire adjunct or part-time instructors to meet short-term needs.

These individuals will be held to the same qualifications and performance standards as full-time hires.

5.4.2 Instructor

Instructors are non-tenure track faculty members. Individuals in this position receive annual appointments. The minimum qualifications for appointment of a faculty member to the rank of Instructor are

in the appropriate discipline. Their primary responsibility is to provide classroom instruction in their area of expertise. If they subsequently earned the terminal degree in the teaching discipline, they may apply for tenure-track positions. They will undergo annual evaluations by their Department Chairs to determine whether or not they should be recommended for reappointment. This is an appointment that may be renewable annually based upon institutional need and annual evaluations.

5.4.3 Senior Lecturer

The normal minimum requirement for this rank is the Ph.D. or its equivalent in the

appropriate discipline. Special consideration will be given to work and other relevant

a. they must be employed by the University on a full-time basis;

b. they must be employed to perform responsibilities that are at least 50% teaching and research; and

c. ranked faculty who subsequently become full-time administrators will retain their academic ranks.

5.5.1 Instructor

Instructors are non-tenure track faculty members. Individuals in this position receive annual

terminal degree. Their primary responsibility is to provide classroom instruction in their area of expertise. If they subsequently become eligible for a tenure-track position, they may apply for it. They undergo annual evaluations by their department chair to determine whether or not they should be recommended for reappointment. This is an appointment that may be renewable (based upon institutional need and annual evaluations).

5.5.2 Assistant Professor

The minimum qualifications for appointment of a faculty membe5(r)-2(9T(o)5(i)-18000009t23s)-27(e)7(

Claflin University

5.7.3 Policy Against Disability Discrimination

Claflin University is an equal opportunity employer. The University complies fully with the Americans with Disabilities Act and will make reasonable accommodations for employees with disabilities in a manner consistent with applicable law.

5.7.4 Immigration Status Policy

All employees hired by the University must present documentation establishing their identity and employment authorization in accordance with the immigration laws of the United States and the mandate from the United States Citizenship and Immigration Services at the time of hire and upon request of the University at any time after hire, as allowed or required by federal law.

5.8 Evaluation

5.8.1 Faculty Evaluation

Faculty evaluation is an ongoing process carried out throughout all academic Schools of the University. It is grounded in the Institution's philosophy of excellence by design. The purpose of faculty evaluation is to improve instruction, as well as to provide information that can be used in making personnel decisions (re-appointment, promotion, tenure, non-reappointment, etc.). Approved guidelines can be found in the Office of the Provost.

Faculty evaluation is (a) based upon established criteria; (b) multifaceted and includes information from several resource areas; (c) seeks to identify strengths and encourages the faculty member to build upon these; and (d) seeks to identify weaknesses and provides assistance for remediation. Every faculty member will maintain an electronic performance portfolio that will contain documentation to support his/her performance in the following areas:

a. Effective Teaching

b. Research and Grantsmanship

c. Service to the University and Community

d. Faculty Development

ion no later than August 1.

5.9.1 Eligibility for Promotion and Tenure

The minimum qualifications for advancement to ranks of Assistant Professor, Associate Professor and Professor are set forth in Sections 5.5.1 through 5.5.3 of the Faculty Handbook. However, it must be noted that while meeting the minimum requirements is a necessary condition for eligibility for promotion, it may not be sufficient. These requirements follow:

a. Time in Rank. Candidates for promotion to the rank of Associate Professor must have held the rank of Assistant Professor at Claflin University or another accredited institution, or a combination of these, for at least five years. Faculty members, who request permission to use college teaching experience from another institution must submit evaluations of teaching performance at that institution.

b. Candidates for promotion to the rank of Professor must have held the rank of associate professor at Claflin University or another accredited institution, or a combination of these, for at least five years. Faculty members, who wish to use college teaching experience from another institution, when requested, must submit evaluations of teaching performance from the previous institution(s). Additionally, candidates for promotion to the rank of Professor will have the scholarship/research portion of their portfolios reviewed by two extramural evaluators. Both the candidate and the Dean of the School will submit two names each to the Peer Review Committee for persons to serve as suggested external evaluators. The Peer Review Committee will make a recommendation to the Provost with regard to the selection of the outside evaluator. The Provost will make the final selection.

c. Service time will not include time spent on sabbatical, leave of absence, or assignment to administrative duties while holding teaching rank.

submit an approved electronic portfolio for promotion and/or tenure. This portfolio will provide information selected from performance portfolios covering the years spent in the present rank (see Faculty Expectations section 5.2).

The following criteria will be used by faculty in organizing the application for promotion. In each area, additional evidence of support is encouraged.

a. Current curriculum vita

b. Effective Teaching

c. Research and Grantsmanship

d. Service to the University and Community

e. Faculty Development

f. Additional Achievements

5.9.3 Timeline and Procedures for Pre-tenure, Promotion and Tenure and Post Tenure

a. Completed electronic portfolio must be uploaded and submitted to the Department Chair by September 1.

Department Chair reads the portfolio and submits his/her recommendation in the form of a confidential letter to the Dean by September 15.

Dean reads the portfolio and submits his/her recommendation in the form of a confidential letter to the Provost by October 15, which portfoliot be

In tenure reviews, decisions made by the University are of extreme importance in the Institution's pursuit of academic excellence. Achievement of tenure should never be

Prior to December 1 of the third year, any tenure-track faculty member in a tenure-track (probationary) appointment shall be formally reviewed by a committee composed of the appropriate Department Chair and/or Dean and a tenured faculty member from the Department/School. The results of those reviews shall be communicated to the faculty member and to the Provost. Faculty members whose performance is judged not to be making satisfactory progress towards tenure shall be recommended to the Provost to receive a terminal contract.

Non-submission of Pre-Tenure portfolios on the due date by faculty is a violation of the Faculty Handbook and Faculty Contract and is subject to disciplinary actions up to and including termination of employment.

Tenure Review

In addition to demonstrating an acceptable level of achievement in teaching and scholarly activities, a candidate for tenure must show a discernib

a. Overview--a 50-word summary of the proposal

Background (related research or other past projects)

b. Purpose

1. General goal (overall purpose of leave activities)

2. Specific objectives (answerable questions and measurable outcomes)

c. Need - Rationale

1. Justification

2. Significance

d. Plan of Action/Research Methodology (Procedures)

1. Brief outline of activities or research design to be utilized to achieve indicated outcomes and anticipated results

2. Timeline

a. Semester/Semesters of leave requested

b. Identification of major dates and deadlines.

e. Resource Needs

f. Evaluation -- Results expected and how applicant and institution can evaluate the leave (e.g., criteria, benchmarks, recommendations, etc.).

g. Anticipated value in relation to self, program, institution.

h. Statement affirming that the applicant will return to the University upon completion of leave and will provide a detailed written report of professional activities and accomplishments to the Provost within 30 days of return to service.

5.12.4 Review Time Frame

The following time frame governs the submission and consideration of sabbatical proposals:

Applications for sabbatical leave should be submitted to the Provost no later than October 15 of the academic year preceding the anticipated sabbatical. The application will be forwarded by the Provost to the Peer Review Committee by November 1. The application should include a description of the proposed sabbatical, indicating scholarly projects or travel itinerary. Under extraordinary circumstances (to be determined by the President) exceptions to this may be granted.

The applicant must request the Department Chair and the Dean to submit supporting statements ments /1R1a 9ef* EMC /P /MCID 46m0 g0 G[r)-20(t)-13(m)-137mse TJET13(n2-137m)bmse TJET

Upon review of the sabbatical leave request and the recommendation from the Faculty Peer Review Committee, the Provost forwards recommendations to the President for his/her comments and transmittal to the Board of Trustees. The final decision about sabbatical leave will be made by the Board of Trustees.

The candidate for leave will be notified of the decision of the Board by the Provost on or before May 1 of the academic year preceding the anticipated sabbatical leave.

5.12.5 Conditions

Sabbatical leave is subject to the following conditions:

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his/her leave until the next fiscal year, he/she must reapply and his/her application will be considered along with others received at the time.

j. A faculty member receiving a sabbatical leave must return to active duty as a member of the faculty for a period of one year or, upon default, repay the University for the amount of salary and other benefits received during the leave.

k. Upon
on the sabbatical must be filed with the Department Chair, the Dean, and the Office of the Provost.

5.13 Faculty Leave of Absence

Tenure portfolios on the due date by tenured faculty is a violation of the Faculty Handbook and Faculty Contract and is subject to disciplinary actions up to and including termination of employment.
accountability, ensures that senior instructors at the University are making the expected contribution towards elevating the teaching and learning process. The process involves the following:

a) A performance portfolio encompassing the period since the award of tenure for the first Post-Tenure Review and the period since the most recent Post-Tenure Review for subsequent Post-Tenure Reviews

b) A detailed plan of action for the next five years

5.14.1 Post-Tenure Process

All Post-Tenure Review portfolios will be submitted by September 1 to the concerned Department Chair, who will review the portfolio and submit her/his confidential letter to the Dean with the appropriate comments/endorsement by September 15. The Dean will review the portfolio and submit her/his confidential letter to the Provost by October 15 for onward
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Chapter Six: Terms of Employment

Effect of Contract

Non-Reappointment of Faculty

Disciplinary Period for Faculty

Teaching Responsibility and Load

Grants and Contracts

Advisement

Involvement in Curricular Issues

6.1 General

a. The specific terms and conditions of every appointment of academic personnel shall be in the form of a written contract, which shall be signed by the President and the faculty member.

b. Each contract shall set forth terms of employment such as the beginning and ending dates of employment and major services to be rendered.

c. The written contract shall constitute the whole agreement between the instructor and Claflin University. All such contracts shall be issued upon the undertaking of the parties thereto to be bound by the regulations found in the most current Faculty Handbook and such amendments as may have been, and may be, made, in writing, thereto.

d. An initial appointment to a teaching position shall be made on a probationary basis for a period of one academic year or until the end of the academic term for which the appointment was made. Subject to the provisions of 6.1.E the probationary status will continue until the faculty member receives tenure.

e. A tenure-track faculty member may serve in a probationary status for six years. Should his/her application for tenure be rejected within that time, the next year of employment shall be the terminal one.

6.2 Notification of Non-Reappointment (Tenure-Track and Non-Tenure-Track)

6.2.1 Effect of Contract

The contract entered into between Claflin University and a faculty member shall be binding on both parties. Should just cause for termination occur, however, the University shall have the right to unilaterally terminate the contract. For the purposes of this paragraph "just cause" is defined as set forth in section 6.2.3.D. No faculty member shall have the right to refuse to perform according to the tenor and the terms of his/her contract and cannot acquire such right by giving notice to Claflin University of intent not to perform. The University reserves the right to all legal and equitable remedies usually available to parties injured by breach of contract.

6.2.2 Disciplinary Period for Faculty whose Performance is Unsatisfactory

If, on the basis of student, peer, and/or supervisory evaluations, the Provost should find the performance of a faculty member to be unsatisfactory, the Provost will send the faculty member a letter with a copy to the Department Chair, Dean and the President. Such persons shall be placed on a professional development plan for a period of time determined by the Provost. However, such time shall not exceed two academic years, and the faculty member shall be assisted and observed by the Department Chair and the Dean throughout the probationary period. Written critiques of the individu
conducted during the probationary period. If these problems persist, such individuals will

comes later. For reasons of health or other personal emergencies, faculty members with official approval may leave the institution during the contract year.

Persons resigning before the termination of the contractual period without the approval of the appropriate administrative officer shall be released with prejudice, and such shall be stated in a letter that is made a pa

6. Each faculty member shall monitor his/her official registration class list(s) and actual student attendance and report discrepancies as required.

7. Each faculty member shall submit a course syllabus for each course that clearly defines expectations and results (including student learning objectives and assessments).

8. Each faculty member shall submit grades, records and other reports on or before the date and time that such are required.

9. Each faculty member shall support University sanctioned programs including lecture series, cultural activities, seminars and other University functions.

10. Each faculty member shall fulfill all contractual obligations such as attending University

11. Each faculty member shall receive approval for and order textbooks throu
bookstore contractor and acquire other materials and resources.

With written approval of the Dean and Provost, reductions may be made in the teaching load of Program Coordinators (3 credit hours) and faculty members with release time for funded research (3 credit hours per 25 percent release time).

Among other factors that may be taken into consideration by the Department Chair, with the

a. The number of class/lab sessions assigned to the instructor per week,

b. The number of students enrolled in all of the instructor's courses,

c. The number of different preparations,

d. The number of writing intensive courses,

e. The number of student contact hours, including those from all class/lab sessions.

6.4 Grants and Contracts

Faculty are encouraged and expected to conduct research and to write grant proposals. (See the section on Faculty Expectations.) All institutional release time and institutional compensation matters must be approved by the President, upon recommendation from the Provost. Additional compensation requests will be considered in light of existing federal guidelines and University policy. Any exceptions to these guidelines must be approved by the President, upon recommendation from the Provost.

6.7 Involvement in Curricular Issues

All departments mu

7.1

subject matter. Institutions that limit academic freedom because of religious or other aims of the institution should clearly state those limits in writing at the time of the appointment of the teacher.

3. A college or university teacher is a citizen as well as a member of a learned profession and an officer of an institution of higher education. When a college or university teacher speaks as a citizen, he/she should be free from either institutional censorship or discipline. However, the college or university teacher should also bear in mind that his/her special position in the community itself imposes special obligations. As a scholar as well as an officer of education, the teacher should always remember y

When a holiday falls on a Saturday, it will be observed on the preceding Friday, except when the holiday is federally prescribed. When it falls on Sunday, it will be observed on the following Monday. In all other cases, holidays will be observed on the days on which they normally fall.

Administrators and faculty with twelve-month contracts of employment are entitled to two calendar weeks of vacation time each year after they have been employed at Claflin University for one year. Preferably, vacations should be taken in the fiscal year earned. (Please refer to the Office of Human Resources)

7.3.7 Absence from Campus for Personal Reasons

Faculty members are required to be present at all classes as scheduled. The burden falls upon University employees to notify the Institution of impending absences on their part. Where the employee is aware ah

Chapter

Grievance Procedure
For Faculty
For Students

Conflicts of Interest

Policy on Harassment

Academic Dishonesty

8.1 Grievance Procedure--Faculty

When a member of the faculty has a grievance, a problem requiring administrative advice or decision, the matter should be discussed first with the relevant Department Chair and then the Dean.

In the event that the grievance is against the Department Chair, the matter should be brought to the Dean, in writing, and a copy of the grievance letter should be sent to the Vice Provost for Academic Affairs. In the event that the grievance is against the Dean, the matter should be brought to the Vice Provost for Academic Affairs, in writing, and a copy of the grievance letter should be sent to the Provost.

If the problem is not resolved within a reasonable period of time or if the faculty member regards the decision as unsatisfactory, the matter should be brought to the Provost, in writing, and a copy of the communication should be sent to the Dean. The Provost should provide a ruling within a reasonable period of time.

However, if no such ruling is, or can be, made by the Provost or if his/her decision is regarded as unsatisfactory by the faculty member, the matter should be brought to the Faculty Grievance Committee, in writing, with a copy to the Provost. The Faculty Committee should render a ruling within ten working days of its first meeting on the case.

If no ruling is made by the Faculty Grievance Committee, or the result is regarded as unsatisfactory by the faculty member, the faculty member may appeal to the President of the University. The decision of the President shall be final.

8.2 Grievance Procedure--Student

, a student may file a grievance if he or she believes that a member of the Claflin University faculty, staff, or administration has violated his or her rights.
Title IX, the Student Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, sex, age, national origin, disability or any other legally protected characteristic or status as well as relevant issues that are not governed by other specific grievance policies and procedures such as harassment, academic dishonesty, and grade appeals. When filing a student grievance under these procedures, the student is expected to provide clear and convincing evidence for the alleged discriminatory act. In contrast, however, the preponderance of evidence The person filing the grievance must be the alleged victim of the discriminatory act. A grievance filed under the Student Grievance Procedure may not be filed on behalf of another person.

8.2.1Informal Resolution

A student may elect to resolve the grievance informally by requesting a conference either verbally or in writing with the person alleged to have violated his or her rights. The discussion is expected to be held within fourteen calendar days of the alleged violation. The accused party must respond to the student in writing within seven calendar days indicating the resolution of the grievance.

8.2.2Formal Resolution

If the student declines the option of an informal resolution or in cases when a satisfactory resolution is not reached, he or she may file a formal grievance in writing to the appropriate Department Chair in immediate supervision of the person alleged to have committed the violation. If the grievance is against the Department Chair or Program Director, then the student should address the grievance to the Dean or appropriate next-level administrator; if the grievance is against the Dean, then the student should address the grievance to the Vice Provost for Academic Affairs. The written document must include a detailed description of the alleged act, all facts relevant to the violation, and a description of the requested resolution.

The administrator to whom the grievance was addressed will conduct a formal investigation to resolve the issue within fourteen calendar days. Based upon the results of the investigation, the administrator shall make a determination and submit his or her decision in writing within seven calendar days to the student and the person alleged to have caused the grievance. The written determination shall include the rationale for the decision and, if necessary, the subsequent actions to be taken.

8.2.3Appeal Procedures

In the event that a grievance remains unresolved after the formal resolution process, a student may appeal the grievance to the Provost. The Provost shall then appoint an impartial committee of three to five individuals to conduct a formal investigation to seek additional facts relevant to the issue within fourteen calendar days. The committee shall prepare a detailed written report of the facts and based upon the report, the Provost shall make a determination and submit within seven calendar days his or her decision in writing to the student and the person alleged to have caused the grievance. The written determination shall include the rationale for the decision and, if necessary, the subsequent actions to be taken. The Provost may choose to appoint another administrator to act on his or her behalf.

8.3 Conflicts of Interest in Personnel Decisions

A potential conflict of interest exists whenever any person performing in an official institutional capacity has the ability to choose among options and the choice may affect the welfare of a member of his or her family or partner.

Potential conflicts of interest are likely to arise in hiring decisions, funding of grant proposals, reappointment, tenure and promotion decisions, and supervision and evaluation situations.

Because it is impossible to anticipate every circumstance in which a potential conflict of interest may arise, no list of remedies can be definitive. However, certain remedies are generally applicable:

1. No employee shall directly supervise another employee who is a spouse, partner, or family member. The Provost, in consultation with the President, will determine how to avoid a conflict of interest in such situations, in the case of faculty members. The President will make the determination for other employees.

2. In circumstances in which an employee has a potential conflict of interest, the employee shall withdraw from the decision-making process until the potential conflict no longer exists. Should the employee disagree that a conflict of interest exists or decline to withdraw from the decision-making process, the Provost, in consultation with the President, may remove the employee (if a faculty member) from further involvement with the decision. The President shall make this determination in the case of other employees. In each case, the adverse consequences to the University of having a person withdraw from the decision-making process shall be weighed against the benefits of reducing potential conflicts of interest.

8.4 Policy Against Harassment, Including Prohibition of Sexual Harassment

It is the policy of Claflin University that all employees and students have a right to work and/or study in an environment free of discrimination on the basis of race, color, creed, religion, national origin, age, sex, disability or any other legally protected characteristic or status.

Any form of harassment, including sexual harassment of employees or students, is a serious matter. All faculty and other employees must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work and will be held responsible for ensuring that the workplace is free from sexual or other harassment.

Specifically, Claflin prohibits the following:

Unwelcome sexual advances of any kind. Individuals must understand that "No" means "No"!

Requests for sexual favors, whether or not accompanied by promises or threats, with regard to employment or academic relationship.

Verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either that any employee's or stude
sexual advances will in any way influence any personnel or academic decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career or academic development.

Any verbal or physical conduct that has the purpose or effect of substantially interfering with the employee's or student's ability to do his or her job.

Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also prohibited. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading

1. A written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated must be provided to the student within five business days.
2. Prompt and confidential investigation of all charges of academic dishonesty will be conducted within two days, in so far as possible, in a manner that prevents public

3. Reasonable time, not to exceed two weeks, may be requested to prepare a written response to the charge.
4. A hearing or meeting will be held at which the student involved may be heard and the accuracy of the charge determined.