



FACULTY HANDBOOK

2016-2017

TABLE OF CONTENTS

1.0. History, Purpose, Governance, Administrative Structure, Committee Structure	1
1.1. Historical Sketch.....	1
1.2. Institutional Vision, Mission, and Values	2
1.2.1 Nondiscrimination Policy	2
1.3. Governance	2
1.3.1. Administrative Structure.....	3
1.3.1.1. The President	3
1.3.1.2. Division of Academic Life	3
1.3.1.2.1. Chief Academic Officer.....	4
1.3.1.2.2. Registrar	4
1.3.1.2.3. Academic Division Chairs	4
1.3.1.2.2. Executive Directors	5
1.3.1.3. Director of Athletics	6
1.3.1.4. Division of Student Life	6
1.3.1.4.1. Vice President of Student Life.....	6
1.3.1.5. Division of Finance	6
1.3.1.5.1. Vice President of Finance.....	6
1.3.1.6. Division of Institutional Advancement.....	7
1.3.1.6.1. Vice President for Institutional Advancement.....	7
1.3.1.7. Vice President of Enrollment	7
1.3.1.8. Director of Financial Aid.....	8
1.3.2. President's Cabinet	8
1.3.3. Student Governance	8
1.3.4. Committee Governance	8

1.3.4.1. Committees of the Board of Trustees.....	8
1.3.4.2. Institutional Committees	8
1.3.4.2.1. Faculty Affairs Committee.....	8
1.3.4.2.1.1. Faculty Senate	9
1.3.4.2.1.1.1. Faculty Chair.....	9
1.3.4.2.2. Academic Life Committee (AKA Academic Affairs)	10
1.3.4.2.3. Student Life Committee	10
1.3.4.2.4. Faculty Review Board (Grievance Committee)	11
1.3.4.2.5. Faculty Evaluation and Professional Development Committee	11
1.3.4.2.6. Admissions and Retention Committee	12
1.3.4.2.7. Faculty Handbook Committee	12
1.3.4.2.8. Assessment Committee	13
1.3.4.2.9. Academic Council	13
1.3.4.2.10. Honors Program Committee	13
1.3.4.2.11. Athletics-Academics Committee.....	13
2.0. Faculty, Policies, Procedures, and Responsibilities.....	13
2.1. Definition of Faculty	13
2.2. Faculty Contracts.....	13
2.2.1. Initial Contracts	14
2.2.2. Reappointment Letters and Salary Letters	14
2.2.3. Intellectual Property Rights.....	14
2.2.3.1. Copyrights and Patents	14
2.2.3.2. Works for Hire	15
2.2.3.3. Fair Use.....	15
2.2.3.4. Substantial Use.....	15
2.2.3.5. Distribution of Funds.....	16

2.2.3.6. Resolution of Disputes	17
2.2.3.7. Voluntary Assignment	18
2.2.3.8. Length of Agreement	18
2.2.4. Criminal Background Checks	18
2.3. Faculty Status	20
2.3.1. Full-Time Faculty	20
2.3.1.1. Tenure Definition and Tenured Faculty Status	20
2.3.1.2. Tenure-track Faculty	20
2.3.1.3. Non-tenure-track Faculty	20
2.3.2. Part-Time Faculty	21
2.3.2.1. Emeriti Faculty and Emeriti as Part-time Faculty	21
2.3.2.2. Adjunct Faculty	21
2.3.2.3. Administrators and Staff Personnel as Part-time Faculty	22
2.3.3. Retreat Rights	22
2.4.0. Faculty Selection Procedures	22
2.4.1. Hiring of Relatives	22
2.5. Faculty Rank and Salary	23
2.5.1. Initial Salary Determinations	23
2.5.2. Annual Salary Determinations	23
2.5.3. Lumpkin Faculty Salary Endowment	23
2.5.4.1. Faculty Rank Criteria (for faculty hired before September, 1996)	23
2.5.4.2. Faculty Rank Criteria (for faculty hired after September 1996)	24
2.5.5. Faculty Credentials	25
2.5.6. Criteria for Faculty Evaluation and Merit Salary Increases	27
2.6. Procedures for Evaluation and Determination of Merit Raises for Academic Personnel	27
2.7 Multi-Year Appointments	29

2.7.1 Statement from the Faculty	29
2.7.2. Guidelines for Multiyear Appointments	29
2.7.3. Criteria for Determining Full-Time Service/Experience	30
2.8. Faculty Promotion and Tenure Procedures	31
2.9. Termination of Tenured Appointments	33
2.10. Resignation of Faculty	38
2.11. Faculty Development Fund Procedures	38
2.12. Faculty Travel Fund Procedures	39
2.13. Faculty Absence Policies	39
2.13.1. Professional Travel Absences	39
2.13.2. Emergency Absences	40
2.13.3. Leaves of Absence	40
2.14. Academic Freedom	40
2.15. Academic Advising	40
2.15.1. Advisee Assignments.....	40
2.15.2. Advisor Duties	41
2.16. Instructional Equipment.....	41
2.16.1. Procedures for Purchase of Instructional Equipment.....	41
2.16.2. Procedures for Repair of Instructional Equipment	42
2.17. Student Evaluation of Instruction	42
2.18. Examinations	42
2.19. Faculty Teaching Load	42
2.19.1. Calculation of Teaching Load	42
2.20. Maintenance of Academic Facilities and Equipment.....	43
2.21. Community Meetings.....	43
2.22. Faculty Office and Campus Hours	43

2.23. Faculty Outside Employment	44
2.24. Registration and Pre-Registration	44
2.26. Faculty-Sponsored Student Trips	44
2.27. Weather Policies	44
2.28. Faculty Enrollment in Louisburg College Courses	45
2.29. Policy Statement Concerning Sexual Harassment	45
2.30. Faculty Professional Conduct Guidelines	45
2.31. Summary of Faculty Responsibilities	47
2.32. Policy Concerning Illegal Drugs, etc.	48
2.33. Faculty Requests for Student Workers	48
3.0. Academic Policies, Procedures, and Services of Interest to Faculty	48
3.1. Student Class Absences	48
3.2. Academic Divisions	49
3.3. Academic Grievance Procedure	49
3.4. Academic Integrity Policy	50
3.5. Auditing Courses	51
3.6. Change of Grade	51
3.7. Classification of Students	52
3.8. Curriculum Establishment, Review, Evaluation, and Changes	52
3.9. Dean's List and Honor List	52
3.10. Dropping/Adding/Withdrawing from Courses	52
3.11. Financial Aid	53
3.12. Student Grade Reports	53
3.13. Grading System	54
3.14. Students with Disabilities	55
3.15. Student Course Load	55

3.16. Course Prerequisites	56
3.17. Student Readmissions	56
3.18. Privacy of Student Records	56
3.19. Repeating Courses.....	56
3.20. Class Schedule	57
3.21. Student Academic Standards	57
3.22. Course Syllabi	57
3.23. Textbook Orders.....	58
3.24. Transfer Credit Evaluation	58
3.25. Transportation	59
3.26. Withdrawal of Students from Enrollment.....	59
3.27. Application for Degree	59
3.28. Catalog in Effect	59
3.29. Duplicate Diploma.....	59
3.30. Incomplete Grades	59
3.31. Independent Study Courses	60
3.32. Participation in Commencement	60
3.33. Timely Warnings (Campus-Wide LC Alerts)	60
3.34. Student Retention, Early Warnings, and Interventions (The Advocate).....	60
3.35. Academic Support Services for Students	61
4.0. Student Life Policies and Services of Interest to the Faculty.....	61
4.1. Student Bookstore	61
4.2. Duke Dining Center	62
4.3. Hurricane Zone and Perks	62
4.5. Student Handbook	62
4.6. Lost and Found	62

4.7. Student Orientation	62
4.8. Campus Safety and Police	62
4.9. Parking.....	63
4.10. Student Computer Access	63
4.11. The Joel Porter Counseling Center (JPCC)	64
4.12. Louisburg College Health Services	64
5.0. Other Information of Interest to Faculty.....	64
5.1. Alumni Office.....	64
5.2. Budget	64
5.3. Fringe Benefits and Services	65
5.3.1. Retirement Plans.....	65
5.3.2. Medical Insurance	66
5.3.3. Life Insurance	66
5.3.4. Disability Insurance	66
5.3.5. Tuition Waiver.....	66
5.3.6. North Carolina Private College Tuition Exchange Program	66
5.3.7. Social Security	66
5.4. Commencement.....	66
5.5. Copyright Guidelines	67
5.6. Duplication Services	69
5.7. Emergency Information	69
5.7.1. Crisis Management Plan.....	69
5.8. Library Services	70
5.9. Mail Services	70
5.10. Payday	70
5.11. Personnel Files	70

5.12. Publications	70
5.13. Publicity	70
5.14. Public Relations	71
5.15. Recommendations for Students	71
5.16. Speakers	71
5.17. Telephone Service	71
5.18. Transcript of Records	71
6.0. Appendix	71

1.0. History, Purpose, Governance, Administrative Structure, Committee Structure

1.1. Historical Sketch

A coeducational junior college related by faith to the United Methodist Church, Louisburg College traces its roots to 1787 when a charter was issued by North Carolina Legislature for Franklin Academy, the first educational institution on the site of the College. In the early nineteenth century two private academies, for men and women respectively, flourished here. The female academy evolved directly into Louisburg Female College, which opened in 1857 and was housed in the building now known as Old Main. The College remained open during the Civil War, but it functioned intermittently in the difficult years of Reconstruction.

In the late nineteenth century, financial difficulties caused the College to be sold to Washington Duke, Durham tobacco tycoon and Methodist philanthropist. After his death, his son, Benjamin N. Duke, donated the property to the Methodist Episcopal Church South. This act made official a relationship between the College and the Methodist Church which had existed de facto throughout most of the history of the College.

The school, now known as Louisburg College, grew during the second and third decades of the twentieth century. Under economic pressures of the Great Depression, it became coeducational in 1931. By the end of the Second World War, an institutional debt had been paid, and in 1952 Louisburg College was accredited by the Southern Association of Colleges and Schools. The school experienced its greatest decade of growth in the sixties, but enrollment declined in the early seventies. The downward trend was reversed in the second half of the seventies and enrollment was maintained at an optimum level for more than a decade. In the nineties the College again faced reduced enrollment.

After a series of administrative turnovers and continuing financial difficulties, the College reemerged in the first decade of the new Millennium with near-record student enrollment and financial stability. Under the leadership of Dr. Mark D. La Branche, the College developed detailed strategic initiatives to ensure the growth and expansion of the College's mission well past the celebration of its 225th anniversary in 2012.

Presidents of Louisburg College since it became coeducational are the following:

1931-1937 Armour David Wilcox
1937-1939 D. E. Earnhardt
1939-1947 Walter Patten
1947-1955 Samuel M. Holton
1955-1974 Cecil W. Robbins
1975-1992 J. Allen Norris, Jr.
1993-1998 Ronald L. May
1998-2001 Rosemary Gillett-Karam
2001-2007 Reginald W. Ponder
2007-2008 J. Michael Clyburn
2009- Mark D. La Branche

1.2. Institutional Vision, Mission, and Values

Vision:

Louisburg College will be the model church-related college that prepares students for life and service.

Mission Statement:

Related by faith to The United Methodist Church, Louisburg College is committed to offering a supportive community which nurtures young men and women intellectually, culturally, socially, physically, and spiritually. As a two-year institution, we provide a bridge for students to make a successful transition from high school to senior colleges and universities.

Values:

We hold the following values:

- We approach our mission with integrity.
- We respect the dignity of each individual.
- We embrace diverse learning styles.
- We offer opportunities for all of our students to succeed.
- We provide a high quality, accessible education.
- We enable and challenge our students to reach their full potential.
- We value our Christian heritage and foster spiritual growth.

1.2.1 Nondiscrimination Policy

Louisburg College is committed to equal opportunity of education and employment and does not discriminate against students, employees, or applicants on the basis of race, color, sex, sexual orientation, national origin, age, or disability. Moreover, the College does not discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

Louisburg College supports the protection available to members of its community under all applicable Federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Any student, employee, or applicant who has a complaint or grievance should contact the Chief Academic Officer, Main Building, Louisburg College, Louisburg, North Carolina 27549, telephone (919) 497-3221.

1.3. Governance

The ultimate responsibility for the policy making and governance of the College rests with the Board of Trustees which governs directly or indirectly through the President and his/her administrative staff. Considerable responsibility is delegated to the President and his or her key staff members, but the Board is kept informed of all major activities. The principal governing document of the College is *The Bylaws of Louisburg College, Incorporated*, adopted by the Board on November 19, 1992, with subsequent revisions.

The Faculty actively participates in the governance of the College through various committees described later in this section. Most faculty members serve on at least one major committee each year.

A meeting of the faculty and staff (commonly called “The Community Meeting”) is held monthly during the academic year, called and conducted by the President or, in his or her absence, the Chief Academic Officer. Faculty, staff, and Admissions committees may report at this meeting. Recommendations or motions from these committees or from individuals may be voted upon, and any action taken becomes official policy if approved by the President and the Board of Trustees.

1.3.1. Administrative Structure

The administrative organization of Louisburg College is structured into five divisions: Academic Life, Student Life, Finance, Institutional Advancement, and Enrollment. Heads of divisions are directly responsible to the President, and various staff members serve under the division heads. This arrangement is illustrated in the organizational chart (see Appendix).

1.3.1.1. The President

(from “Powers and Duties of the President of the College,” Article XIII, Bylaws of Louisburg College, Incorporated: November 19, 1992, revised October 27, 1994)

The President of the College shall be the Chief Executive Officer of the College and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President shall, as educational and administrative head of the College, exercise a general superintendency over all the affairs of the institution, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities. Furthermore, the President shall have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee, and, except as otherwise determined by the Board of Trustees, shall be an ex-officio member of all committees of the Board without power to vote. The President of the College may call and preside at meetings of the faculty, may appoint all committees of the faculty and shall appoint new or continuing faculty. These duties may be delegated by the President but must remain under his or her control and responsibility.

1.3.1.2. Division of Academic Life

The Division of Academic Life is administered by the Chief Academic Officer, who is directly responsible to the President. The Chief Academic Officer has responsibility for all matters relating to the faculty's role in the academic program; management of all divisions of instruction is accomplished by direct supervision and by delegation of certain relevant duties to the various Division Chairs and Executive Directors who supervise the work of individual faculty members within their divisions.

Through delegation of authority to specific personnel who are ultimately responsible to him or her, the Chief Academic Officer supervises additional areas of the college organization. These persons include the Registrar, the Director of Institutional Effectiveness and Research, the Director of Learning Partners, the Director of Library Services, the Director of Information Technology, the Director of the First Year Experience Seminar, the Director of Developmental Reading and Writing, and the Dean of Faculty Development and Academic Support .

1.3.1.2.1. Chief Academic Officer

The duties of the Chief Academic Officer include the following:

- Serve as chief administrative officer when the President is absent from the campus.
- Represent the College on call of the President.
- Serve as vice-chair of Community Meetings and preside at these meetings in the absence of the President.
- Serve as member or chair of various committees.
- Chair the Academic Council.
- Oversee functions performed by the Academic Division Chairs and the Registrar.
- Make a continuous evaluation of the curriculum and all phases of the entire academic program of the College, including related facilities and equipment.
- Maintain general supervision of all academic functions, as listed in 1.3.1.2.
- Administer various budget funds and studies for grants.
- Maintain general supervision of the Faculty and academic supervision of students.
- Direct all planning and assessment activities of the Academic Life Division.
- Provide liaison on academic matters with other institutions or agencies.

1.3.1.2.2. Registrar

Under the direction of the Chief Academic Officer, the duties of the Registrar include the following:

- Plan and supervise maintenance of students' permanent academic records and of current students' information folders.
- Maintain a record of students' schedules and process revisions thereto.
- Supervise the preparation of all materials associated with mid-term and end-of-term grade reports and distribute such grade reports to students, parents (with permission under FERPA guidelines), and those personnel who, under restriction of law and college regulations, are entitled to receive them.
- Coordinate various graduation-related activities (ordering caps/gowns, diplomas, etc.).
- Supervise the processing of transcripts.
- Prepare semester master class schedule and assign classrooms.
- Make all arrangements for class registration of students.
- Maintain permanent records.

1.3.1.2.3. Academic Division Chairs

The Division Chair is responsible to the Chief Academic Officer and performs the following duties:

- Coordinates and supervises the activities of the disciplines within the division.
- Works cooperatively with other divisions and administrative personnel in all matters relating to the academic program of the College.
- Is responsible for academic/instructional matters of the division, including assistance with faculty/staff recruiting, in-service training, quality of instruction, academic guidance, and community service.
- Provides periodic reports to the Chief Academic Officer on faculty/staff performance and the quality of instruction/services of the division.

- Develops and submits to the Chief Academic Officer a proposed schedule of classes to be taught in the division each semester, being sure to coordinate all plans with the Registrar and other affected staff offices.
- Prepares an annual budget for the operation of the division and determines expenditure of allocated funds in accordance with College policy.
- Prepares and submits to the Chief Academic Officer an annual report of the division, including an evaluation of faculty/staff members, and assessment of the academic performance of students taking courses in the division.
- Is responsible for administering College policies applicable to personnel of the division, and recommends faculty for appointment, promotion, tenure, termination, and salary increases.
- Performs such other responsibilities as may be assigned by the Chief Academic Officer or President.

Division Chair annual appointments are for a 10-month period encompassing the academic year, normally extending from August 1 to May 31. Generally, chairs of academic divisions teach eight/nine contact hours per term in addition to carrying out administrative duties. Individual teaching loads may vary due to the peculiarities within disciplines.

1.3.1.2.2. Executive Directors

The Executive Director is responsible to the Chief Academic Officer and performs the following duties:

- Coordinates and supervises the activities of a specific discipline within the division.
- Works cooperatively with other divisions and administrative personnel in all matters relating to the academic program of the College.
- Is responsible for academic/instructional matters of the discipline within the division, including assistance with faculty/staff recruiting, in-service training, quality of instruction, academic guidance, and community service.
- Provides periodic reports to the Chief Academic Officer on faculty/staff performance and the quality of instruction/services of the division.
- Collaborates with the Division Chair to develop and submit to the Chief Academic Officer a proposed schedule of classes to be taught in the division each semester, being sure to coordinate all plans with the Registrar and other affected staff offices.
- Prepares an annual budget for the operation of the discipline within the division and determines expenditure of allocated funds in accordance with College policy.
- Is responsible for administering College policies applicable to personnel of the division, and recommends faculty for appointment, promotion, tenure, termination, and salary increases in collaboration with the Division Chair.
- Performs such other responsibilities as may be assigned by the Chief Academic Officer or President.

Executive Director annual appointments are for a 9-month period encompassing the academic year, normally extending from August 1 to May 31. Generally, Executive Directors of academic Disciplines teach twelve contact hours per term in addition to carrying out administrative duties. Individual teaching loads may vary due to the peculiarities within disciplines.

1.3.1.3. Director of Athletics

The duties of the Director of Athletics include the following:

- Manage all issues concerning intercollegiate athletics and report to the President.
- Coordinate the schedules of all intercollegiate athletic events.
- Supervise the athletic scholarship program.
- Represent the College in athletics affairs and at various meetings.
- Plan and monitor the athletics budget.
- Coordinate with coaches, Physical Education faculty, Director of Intramurals, Vice President of Student Life, and Sports Information Director concerning such matters as campus housing for athletes, athletic facilities, equipment, budget, and transportation.
- Appoint and supervise an Athletics Compliance Coordinator and ensure NJCAA compliance.
- Promote good sportsmanship.

1.3.1.4. Division of Student Life

The Division of Student Life is administered by the Vice President of Student Life, who is directly responsible to the President. The Vice President of Student Life has supervision over various areas of the college organization related to student life through personnel who are ultimately responsible to him or her. These include the Dean of Students, the Director of Housing and Residential Life, the Director of Student Engagement, the Coordinator for Student Advocacy and Accountability, the Director of Counseling Services, the Chaplain, and Campus Police.

1.3.1.4.1. Vice President of Student Life

The duties of the Vice President of Student Life (the Dean of Students) include the following: maintain general supervision of the planning, budgeting, assessment, and operation of campus safety, student housing, student activities including the Student Government Association, new-student orientation, student conduct, counseling, and general student welfare.

1.3.1.5. Division of Finance

The Division of Finance is administered by the Vice President of Finance, who is directly responsible to the President. The Vice President of Finance manages college business affairs (including purchases, collections, disbursements, financial assets and securities) and maintains related records. Additionally, the Vice President of Finance is responsible for matters relating to personnel services of employees.

Other major areas of the college organization are under the purview of the Vice President of Finance; the personnel directing these activities are ultimately responsible to him/her. These persons include the Comptroller (the Director of Internal Audit), the Director of Student Accounts, the Director of Payroll, the Director of the Budget, the Director of Accounting, the Director of Financial Aid, the Director of Human Resources, the Director of Facilities, The Director of Environmental Services, the Liaison to the de Hart Botanical Gardens, and the Bookstore/Post Office Manager.

1.3.1.5.1. Vice President of Finance

The duties of the Vice President of Finance include the following:

- Supervise the business of the College, including collections, disbursements, payroll, student accounts, and related record-keeping.
- Maintain financial assets and securities.
- Direct college purchasing and approve divisional purchases.
- Oversee major purchases.
- Provide personnel services.
- Furnish overall supervision of maintenance of buildings and grounds, custodial services, bookstore operation, postal service, printing services, and financial coordination for provision of food services.
- Present his or her books to certified public accountants for annual audits, as well as for special audits.
- Assist the President in the preparation of the annual operating budget and with five-year projections.

1.3.1.6. Division of Institutional Advancement

The Division of Institutional Advancement is administered by the Vice President for Institutional Advancement, who is directly responsible to the President. The principal activities of this division are to direct the alumni affairs and fund-raising activities of the College, and to coordinate college publicity through the media.

1.3.1.6.1. Vice President for Institutional Advancement

The Vice President for Institutional Advancement plans and executes a program to provide the academic enterprise with needed resources. This task is achieved by maintaining general supervision of institutional fund-raising, planned giving, and campaign direction; fostering activities and programs to enhance alumni, church and other constituencies' knowledge, support, and involvement with the College; and providing publications and media relations for keeping all constituencies informed.

The Vice President of Institutional Advancement oversees the Director of Alumni Giving, the Director of Publications, the Director of the Web Page, and the Director of the Seby B. Jones Performing Arts Center.

1.3.1.7. Vice President of Enrollment

Under the supervision of President, the duties of the Vice President of Enrollment include the following admissions responsibilities:

- Conduct interviews of prospective students, evaluate transcripts, and make admission decisions.
- Coordinate travel schedules of Admissions Office personnel.
- Train and supervise student workers used by the office.
- Supervise and coordinate direct mailings to prospective students and conduct appropriate follow-ups.
- Assist in preparation of admissions publications.
- Visit secondary schools to conduct presentations.
- Assist in planning and implementing programs for various groups visiting the campus (e.g. guidance counselors).

The Vice President of Enrollment Management's duties also include the following responsibilities: update office data base, assist in developing publications, assist in planning and implementing programs for various groups visiting the campus (e.g. guidance counselors), and interview prospective students.

1.3.1.8. Director of Financial Aid

The Director of Financial Aid is responsible for counseling financial aid applicants, verifying financial aid application information, verifying information on financial aid applications, packaging aid awards, and overseeing the Transfer Counselor and the Admissions Counselors.

1.3.2. President's Cabinet

The President's Cabinet is composed of individuals who report directly to the President, who are the five Vice Presidents and the Athletics Director. The Cabinet meets upon the call of the President. It serves as an advisory and coordination body and has no final institutional policy-making authority.

1.3.3. Student Governance

See the *Louisburg College Student Handbook* for information related to student governance.

1.3.4. Committee Governance

1.3.4.1. Committees of the Board of Trustees

(See Article X of the Bylaws.)

Standing committees of the Board of Trustees to which the President appoints faculty are the Advancement Committee, the Finance Committee, and the Learning Enterprise Committee. The President also appoints faculty to the Ad Hoc Committee on Strategic Planning. The administration encourages faculty participation and representation on Board of Trustee committees.

1.3.4.2. Institutional Committees

Institutional committees described below are appointed by the President or elected by the faculty as noted in the committee descriptions. These committees perform a great variety of duties through recommendations made to the President. All committee recommendations are subject to the final approval of the President. The President seeks Board of Trustee approval for proposed significant actions. In making committee appointments, the President gives attention to the total workload of each appointee.

1.3.4.2.1. Faculty Affairs Committee

The purpose of the Faculty Affairs Committee is to discuss and make policy recommendations to the administration, relating to matters of concern to the faculty such as initial academic rank, criteria for promotion, salary and benefits, retirement, faculty development, working conditions, promotion of professional study and research, and all matters pertaining to academic courses and programs. Recommendations of academic matters requiring approval of the full Faculty will be brought to that body at its monthly meetings.

Membership consists of all full-time, adjunct, part-time, and emeriti faculty who teach a minimum average of six contact hours per semester and whose primary function is instruction, including librarians with faculty status working at least half-time, athletic coaches, and learning specialists.

1.3.4.2.1.1. Faculty Senate

The purpose of the Faculty Senate is to provide a leadership structure within the faculty for addressing faculty concerns, to promote liaison with the College administration, and to present to the administration the suggestions, recommendations, and needs of the faculty. It functions as the executive arm of the Faculty Affairs Committee to which it regularly reports. Matters to be considered by the Faculty Senate may originate with individual faculty members acting independently, the Faculty Affairs Committee, the administration, or the Senate itself. All recommendations presented by the Senate to the administration must have been approved by a majority vote of the Faculty Affairs Committee. However, minority reports may be submitted. Recommendations pertaining to matters that concern other faculty committees (such as Academic Life Committee, Student Life Committee, and others) must have been routed through the appropriate committee.

The Senate consists of eight members elected from the Faculty Affairs Committee. Election is for a two-year term, with four members and two alternates being elected each year. Election is by secret ballot at the April meeting of the Faculty Affairs Committee. A quorum (simple majority of committee members) is required for the election. The four nominees receiving the highest number of votes shall be elected; the two nominees receiving next highest votes shall serve a one-year term as alternates. A member is ineligible to serve again for a period of one year.

The Faculty Chair is elected every academic year at the last spring semester meeting of the newly-constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The Faculty Chair begins his or her 1-year term on May 15.

The Vice-Chair is elected every academic year at the last spring semester meeting of the newly-constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The Vice-Chair begins his or her 1-year term on May 15. If for any reason the Faculty Chair is unable to fulfill his or her responsibilities, the Vice-Chair assumes the responsibilities of the Faculty Chair.

Senate meetings are held monthly during the academic year, or more frequently at the call of the Chair. Special called meetings may be held with the President, Chief Academic Officer, and Chair of Board of Trustees at their request or that of the Senate.

1.3.4.2.1.1.1. Faculty Chair

The purpose of the Faculty Chair is to represent the faculty as a whole and individually to present the suggestions, recommendations, and needs of the faculty to the administration.

The Faculty Chair presides at meetings of the Faculty Senate and Faculty Affairs Committee and is an ex-officio member of all faculty committees with the exception of the Faculty Review Board.

The Faculty Chair is elected every academic year at the last spring semester meeting of the newly-constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The faculty chair begins his or her 1-year term on May 15.

The newly-elected Faculty Chair leads the faculty procession and recession carrying the College mace, directs the procession and recession of students receiving diplomas, and delivers a brief address as part of the Commencement ceremonies the year elected.

The faculty member serving as Faculty Chair receives release time from his or her regular teaching load equivalent to three to four contact hours per semester during the two-semester/one academic year term as Faculty Chair.

1.3.4.2.2. Academic Life Committee (AKA Academic Affairs)

The purpose of the Academic Life Committee is to study, evaluate, and formulate academic policies and procedures that will serve to implement the educational goals of the College as set forth in its Mission Statement, make recommendations concerning these matters to the Faculty for final consideration, and establish and monitor academic achievement evaluation procedures and results making recommendations where applicable for increasing the academic achievement of students. The Committee evaluates existing policies and practices, monitors academic procedures, receives and initiates proposals for curricular changes, and recommends action to the Faculty for approval.

Areas of concern include the following:

- Curricular matters, such as courses of study, proposals for new courses (including honors courses), transferability of courses, requirements for degrees.
- Academic standards, including course requirements, grading procedures, instructional methods, absence policies, testing methods, final examination scheduling, admissions and readmissions standards.
- Academic policies, including academic probation, participation in intercollegiate sports and student government, student evaluation of instruction, plagiarism and other forms of cheating, involuntary withdrawal.
- Placement testing and developmental courses.
- Learning labs.
- Students with learning disabilities.
- Recognition of academic achievement, honors work, and other related matters.

Committee members include the Chief Academic Officer, division chairpersons, Library Director, Learning Partners Director, and one faculty elected from each division. Resource persons (non-voting faculty/staff/students) may participate in meetings by invitation. The Committee meets at least twice per semester and elects its chair and secretary from the membership at the first meeting of each year. The Committee may appoint ad hoc committees constituted by members of the Faculty Affairs Committee and staff members to address specific tasks.

1.3.4.2.3. Student Life Committee

The purpose of the Student Life Committee is to discuss and recommend to the Vice President of Student Life policy concerning matters of student activities and to assist the Dean of Students by providing a hearing for students accused of major disciplinary violations. Its areas of concern include student organizations, student government, campus religious organizations and chapel services, residential life, intramural athletic programs, health and safety of students, and counseling services.

Committee members appointed annually by the President include the following: the Dean of Students, one faculty member from each division, and three students recommended by the Student

Government Association, and the Associate Dean of Students. Resource persons (non-voting faculty/staff members) may participate in meetings by invitation. All members except the Dean of Students shall constitute the Student Conduct Board.

The Committee meets at least twice each semester. It elects its chair and secretary from its membership at its first meeting of the year.

1.3.4.2.4. Faculty Review Board (Grievance Committee)

The purpose of the Faculty Review Board (FRB) is to act in an advisory capacity to the President of the College in matters that are in dispute pertaining to the faculty, including such matters as work assignments, reappointments, promotion in faculty rank, the granting of tenure and multi-year appointments, dismissals, and personnel conflicts. As such, the FRB constitutes a grievance committee to which any faculty or staff member may make appeal. The ultimate authority for carrying out judgments and recommendations of the FRB rests with the President and the Board of Trustees.

Membership consists of five tenured faculty members and/or faculty members with five-year multi-year appointments elected by the Faculty Affairs Committee for three-year staggered terms. Members are elected each year by secret ballot near the end of the academic year, to begin serving immediately following commencement relative to new matters. Any ongoing matter shall continue to be considered by the previously constituted FRB until resolution. The President provides the Faculty with a list of names of those eligible to serve on the FRB and appoints an election committee from the Faculty to administer the election. Persons who have completed a term on the FRB are ineligible for reelection for one year. The person receiving the highest number of votes of those not elected serves as the alternate. If a vacancy occurs, the alternate will fill the remainder of the unexpired term if needed to constitute a quorum.

The FRB elects from its membership a chair, vice chair, and secretary at a meeting held during the fall Faculty Workshop. The chair calls meetings of the FRB when requests are submitted to it. The secretary is responsible for recording minutes of each meeting and for informing the parties involved, in writing, of its recommendations. A simple majority vote is required for a recommendation. Four members constitute a quorum.

The President of the College or any faculty or staff member may refer disputed matters pertaining to faculty to the FRB for judgment and recommendation. Such requests must be made in writing and directed to the chair of the FRB. Recommendations of the FRB are made in writing to the President, the faculty member involved, and the person(s) who referred the matter to the FRB (if other than the President and faculty member).

1.3.4.2.5. Faculty Evaluation and Professional Development Committee

This Committee recommends faculty for promotion and/or tenure and multi-year appointments, evaluates and makes recommendations concerning proposals submitted by faculty for funding professional development activities, and assists the Chief Academic Officer in the planning of workshops and seminars. The committee is comprised of the Chief Academic Officer and one faculty member elected by each division for staggered three-year terms. The Committee's Chairperson is elected from the elected membership. Division chairs serving on the Committee shall recuse themselves from the Committee for promotion and/or tenure discussions and recommendations involving members of his/her division.

The Committee also resolves intellectual property rights disputes (see Section 2.2.3.).

The Committee makes its promotion and/or tenure and multi-year appointment recommendations to the President and Chief Academic Officer, and the Committee evaluates and recommends faculty proposals for funding professional development activities to the Chief Academic Officer (see Section 2.8.).

1.3.4.2.6. Admissions and Retention Committee

The purposes of the Admissions and Retention Committee are the following:

- To assist the Director of Enrollment in developing and maintaining admissions policies that are consistent with the educational purposes of Louisburg College and with accreditation agency criteria (such policies are submitted to the Board of Trustees through the Faculty and the administration. The Board establishes general admissions policies, size, and composition of the student body. Implementation of specific admissions policies is the responsibility of the administration and the Faculty, with recommendations from the Admissions and Retention Committee).
- To perform annual evaluation of admissions policies to ensure compliance with accreditation agency criteria and to ensure consistency with the College's current academic programs and planning goals.
- To perform annual examination of student performance and retention of the students admitted for preceding academic years to determine need for changes in admissions policies and standards
- To monitor and evaluate the implementation of the College Retention Plan making recommendations where applicable.

Committee members appointed annually by the President include the following: the Director of Enrollment (ex-officio chair) and the Vice President of Student Life. One faculty member is elected by each division.

1.3.4.2.7. Faculty Handbook Committee

The purpose of the Faculty Handbook Committee is to assist the President and Chief Academic Officer in conducting periodic reviews of the *Faculty Handbook* and in drafting materials for inclusion in that book. It receives proposals for changes in policies and procedures from other committees and administrative offices and formulates or edits them, forwarding their recommendations to the Faculty Affairs Committee. Matters pertaining to College Governance (in Section 1) and Faculty Policies, Procedures, and Responsibilities (in Section 2) require approval by the Board of Trustees to become effective. Matters pertaining to the faculty included in these sections must additionally be considered by the Faculty with a recommendation forwarded to the Board of Trustees.

Committee members include the following: the Chief Academic Officer (ex-officio chair) and three faculty members elected at the last spring semester meeting of and from the membership of the Faculty Affairs Committee for staggered three-year terms.

The Board of Trustees determines the date of effectiveness for all changes. Should a date not be included in the adoption action by the Board of Trustees, approved *Faculty Handbook* revisions become effective at the beginning of the following academic year.

1.3.4.2.8. Assessment Committee

The Assessment Committee works with the Chief Academic Officer to plan assessment day in the spring. The Committee also examines evaluation tools for appraising faculty members in terms of continuing employment and preparing a report on these instruments.

1.3.4.2.9. Academic Council

The Academic Council consists of the group that reports directly to the Chief Academic Officer and serves as a communication channel to the Chief Academic Officer. Membership consists of the Division Chairs, the Executive Directors, the Director of Learning Partners, the Registrar, the Athletic Director, the Director of Information Technology, the Director of the First Year Experience Seminar, the Director of Theatre, the Director of Developmental Reading & Writing, the Library Director, the Dean for Faculty Development and Academic Support, the Director of Professional Development, the Administrative Assistant to the Chief Academic Officer, and the Faculty Senate Chair. The Council is an advisory and coordination body and has no final institutional policy-making authority.

1.3.4.2.10. Honors Program Committee

The Honors Program Committee consists of the Honors Program Director and volunteer faculty and staff. Committee members work with the Director on the Honors Program recruitment, admission, curriculum, and activities.

1.3.4.2.11. Athletics-Academics Committee

The Athletics-Academic Committee is composed of the Athletic Director, two head coaches, and one faculty member each from the Humanities Division, the Math and Science Division, and the Business Studies and Social Sciences Division. The committee serves to evaluate and make recommendations to the appropriate committees concerning the intersection between athletics and academics and to foster communication and understanding between the two.

2.0. Faculty, Policies, Procedures, and Responsibilities

2.1. Definition of Faculty

As stated in Article XIX of *The Bylaws*, the College Faculty shall be composed of (a) the President of the College and such other officers designated by the President as are primarily responsible for instruction and research; (b) all persons of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded; and (c) members of the faculty emeriti.

2.2. Faculty Contracts

Contract or appointment letters are issued by the President for all full-time faculty. Contracts for full-time faculty usually cover a specified nine-month period which encompasses the academic year. The period includes a few days before classes begin in August and a few days after Commencement in May. Instead of requiring that all these pre- and post-days be work days on campus, faculty work several partial days in the summer to assist with pre-registration and orientation of students or on weekend special event days specified by the President (student registration, open house, etc.).

2.2.1. Initial Contracts

At the time of hiring, the initial contract letter from the President states terms of faculty status and conditions of employment such as a brief description of duties and responsibilities, faculty rank, tenure status, evaluation requirements, credit for previous experience, salary, teaching load, coordination requirements with specific supervisors, and inclusive dates of employment.

2.2.2. Reappointment Letters and Salary Letters

Letters of notification of non-reappointment of full-time non-tenure track faculty members shall be in writing by March 1. (Also see Section 2.3.1)

2.2.3. Intellectual Property Rights

It is the policy of Louisburg College to encourage and support the long-standing and traditional rights of students, faculty, and staff on their own initiative to write, create, produce, or otherwise generate works or products which are copyrightable, patentable, or of commercial value.

2.2.3.1. Copyrights and Patents

In order to encourage pedagogical innovation and a richness and depth in the learning experience, any such materials written, created, produced, or otherwise generated by a member of the student body, faculty, or staff shall remain the exclusive property of the student, faculty member, or staff member, and that person shall have the sole right of ownership and disposition under the Copyright Act except as limited herein (see Sections 2.2.3.2. "Works for Hire" and 2.2.3.4. "Substantial Use" below). In the case of faculty teaching materials, the faculty member will be the sole copyright owner of works that are created independently and at the faculty member's own initiative for teaching classes (examples include, but are not limited to, class notes, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, teaching modules, exams, class presentations, Websites, and educational software, commonly known as "courseware," regardless of the medium in which such works appear, that is, whether in physical representation, on paper, or in audiovisual or electronic form). The College shall be guaranteed reasonable and appropriate access to these faculty materials for use with College students, faculty, and administration for instructional and administrative uses.

Patented materials that are developed by an employee of the College on the employee's own initiative and time and using the employee's resources are the sole property of the employee. As noted below in Section 2.3.3.2., Works for Hire, patents that are produced by an employee of the College at the express request of or under the direct supervision of the College are the joint property of the patent's creator and the College as noted in 2.2.3.5.

Such works and inventions may qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines inventions and discoveries, establishes conditions for patentability, and summarizes the process for applying for, review of, and obtaining a patent in the United States of America.

Copyrightable materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, videos, or audio tapes; computer programs or computer-based instructional materials; musical compositions, dramatic productions, and works of art; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations, and any and all things

patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value

2.2.3.2. Works for Hire

“Works for hire” shall be defined as works that are expressly and specifically commissioned by, developed at the express request of, or under the direct supervision of the College.

“Works for hire” may be either specific requirements for employment or an assigned institutional duty included in a written job description or an employment agreement (see section 2.30. of the *Faculty Handbook*). For works that go beyond what is traditionally required of faculty or staff, there should be a separate contractual arrangement agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the employee and the College if produced by an employee of the College at the express request of or under the direct supervision of the College. The President or his or her designated agent reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the College. To secure the copyright or patent for an item covered under U.S. Code and created on the College’s time or with the College’s funds, resources, or as delineated later in this document, a written request must be submitted to the President or his or her designated agent and its permission received. Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the creator if produced outside a College employee’s work schedule, and if produced by the employee or anyone with funds, resources, and facilities that are not owned or controlled by the College.

2.2.3.3. Fair Use

At times it may enhance instruction to distribute or otherwise use materials copyrighted by persons not associated with the College. Any person wishing to use such copyrighted materials under conditions not permitted by Title 17, Chapter 1, Section 107—Fair Use of the United States Code must first gain the permission from the author or appropriate owner prior to using such material. The employee who intends to use copyrighted materials must file all correspondence and documentation securing permission with his or her dean or area vice president. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article or materials to be copied.

Materials written, created, produced, or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent, and exploitation terms and conditions of said grant, contract, or agreement. If no such terms and conditions are stated, then the materials produced by the student, faculty member, or staff member shall be subject to the terms of this policy.

2.2.3.4. Substantial Use

Students, faculty members, or staff members who write, create, produce, or otherwise generate copyrightable, patentable or other commercially-valuable materials using College resources shall be governed by the principles below in terms of what constitutes substantial use of College resources.

The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally-authorized levels without accounting for “substantial use” under this policy:

- Personal office space.
- Local telephone calls.
- Computers (but not secretarial service).
- Library services.
- Other students, faculty members, or staff members as consultants.

The following College resources, when used by students, faculty members, or staff members for the writing, creation, production, or generation of copyrightable, patentable, or commercially-valuable materials, shall constitute “substantial use” of College resources, and the student, faculty member, or staff member is encouraged to keep accurate and detailed records reflecting his or her use of the resources:

- College clerical services.
- Plant and animal specimens.
- College supplies including but not limited to paper, copying costs, etc.
- Laboratory equipment and supplies, chemical supplies.
- Telecommunication transmission by means of long-distance telephone services.
- Audio/visual equipment.
- TV studio (personnel and supplies).
- Paid mail or package delivery, postage, etc.
- Computer peripherals equipment.
- Blank media storage materials, blank film, blank video/audio tapes.
- Special program equipment such as music synthesizers, audiology synthesizers, etc.
- College facilities including but not limited to auditorium, theater, gymnasium, athletic fields, and music and art studios.
- Any other College resource not included in Section 1 above or any resource used at greater than institutionally-authorized levels.

The College’s claim to ownership shall be proportional to the substantial use of College resources as determined by the Faculty Evaluation and Professional Development Committee.

The President may grant an exception to any item(s) listed in number two above. The student, faculty member, or staff member seeking an exception shall submit a written petition to the President specifying the item to be exempted, the length of time of exemption, the intended need for utilization of the College resource(s), and the anticipated value of the material(s) generated using the item(s) specified. The President shall, within thirty (30) calendar days following the submission of the written petition, make a decision and notify in writing the student, faculty member, or staff member of the decision, granting or denying the petition.

2.2.3.5. Distribution of Funds

Funds received by the student, faculty, or staff member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty author or inventor.

Funds received by the College from the sale of intellectual property owned by the College shall be allocated and expended as determined solely by the College.

Funds received by the faculty member and the College from the sale of intellectual property owned jointly by the faculty member and the College shall be allocated and expended in accordance with the specific contractual agreement negotiated for that joint project or “work for hire.” If no contract were previously negotiated, then the student, faculty, or staff member shall be entitled to receive 50% of the net profits (any monies received by the employee, as well as the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the jointly owned materials.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken, as previously delineated in Section 2.2.3.2., “Works for Hire.”

2.2.3.6. Resolution of Disputes

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Faculty Evaluation and Professional Development Committee. If there is substantive debate about whether or not a work was “for hire” or created through substantial use of the College’s resources, the administration or the faculty member may petition the Faculty Evaluation and Professional Development Committee describing the circumstances under which the materials were or will be generated and the circumstances under which the College resources have been or will be utilized, the extent of the utilization and the necessity for the utilization of College resources, and an accurate accounting of the costs of the resources used in the writing, creation, production, or generation of the copyrightable, patentable, or commercially-valuable materials. That committee shall, within thirty (30) calendar days following the submission of the written description, make a decision and notify in writing all involved parties. If the materials are deemed not to have been written, created, produced, or otherwise generated “for hire,” the College shall have no rights as to the materials. In such a case, the College shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the College or his or her designated agent.

If, however, the Committee finds that the materials were written, created, produced, or otherwise generated as “works for hire,” the materials shall then become the property of the College according to the terms and conditions of this policy (see section 2.2.3.2.). The student, faculty member, or staff member shall assign appropriate portions of his or her rights to the College by a written assignment, and in the case of refusal to sign, does, as a condition of employment, appoint the President of the College as his or her attorney in fact, to execute an assignment on the behalf of the student, faculty member, or staff member in accordance with the terms of this policy. The student, faculty, or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits (the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials.

If the Faculty Evaluation and Professional Development Committee determines that the work was generated through the substantial use of College resources but that there are mitigating circumstances which the Committee believes should cause a reduction in the College’s share of revenues, the Committee shall make such recommendation to the President, who shall make the final decision within thirty (30) calendar days.

In addition to making an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights, the Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

Finally, if the inventors/creators disagree with the determination of the committee he or she may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the College and the creator(s).

The Committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

The Committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

2.2.3.7. Voluntary Assignment

A student, faculty member, or staff member may voluntarily offer or dedicate materials to the College for the securing of a copyright or patent and/or the subsequent exploitation of the materials under College aegis. If such an offer or dedication is accepted by the College through the recommendation of the Faculty Evaluation and Professional Development Committee, the student, faculty member, or staff member shall assign all of his or her rights to the materials to the College and shall thereafter be entitled to receive a negotiated percent of the net profits, as defined hereinabove, if any, derived from the commercial exploitation or dissemination of the materials.

2.2.3.8. Length of Agreement

The faculty creator(s) of any work assigned to the College hereunder shall receive appropriate attribution in any commercial exploitation of the work.

The College has determined that, for its purposes only, when the College has obtained rights of whatsoever kind or nature in the copyrightable, patentable, or commercially-valuable materials which have been written, created, produced, or otherwise generated by a student, faculty member, or staff member, the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercially-valuable materials for the following duration:

- For a minimum of seven (7) calendar years from the date of assignment;
- Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation, and/or exploitation of the materials;
- For so long as the student, faculty member, or staff member is a student or an employee of the College plus an additional seven (7) calendar years from the calendar date of cessation of student status or employment for whatever reason; and
- For the life of the copyright or patent.

2.2.4. Criminal Background Checks

Louisburg College is committed to protecting the security and safety of all members of the campus community as well as being a good steward of the assets and resources of the College. For these purposes, Louisburg College shall initiate a criminal records check on any new student or employee of

the College to determine institutional fit of the student or employee and the veracity of the subject individual.

A criminal records check means the process used by Louisburg College to conduct criminal records background checks to verify that the prospective employee did not have any undisclosed criminal convictions or pending criminal charges and accurately states the disposition of criminal charges. A conviction includes a plea of no contest, plea of guilty, or any court determination of guilt. The criminal records check will be performed before the institution offers employment to any individual. Criminal records checks will not be initiated on current employees who are transferred to a new position, unless the position is designated as a critical or security-sensitive position. Such positions include all employment situations in the business office, campus security and safety, institutional technology, residence hall mentors, and positions where the individual will have access to employee information, the disclosure of which is prohibited by state or federal laws, rules, or regulations.

Application forms must give notice to any prospective employee that a criminal records check will be performed. Information obtained in the criminal records check is confidential. Any potential employee of the College who refuses to consent to a criminal records check shall be denied employment at the College.

In making the fitness determination for employment at the College, the institution must consider:

- The nature of the crime.
- The facts that support the conviction or pending indictment or that indicate the making of the false statement.
- The relevancy, if any, of the crime or false statement to the specific requirements of the potential employee proposed employment.
- The intervening circumstances relevant to the responsibilities and circumstances of employment. Intervening circumstances include but are not limited to the following:
 - The passage of time since the commission of the crime.
 - The age of the subject individual at the time of the crime.
 - The likelihood of a repetition of offenses or of the commission of another crime.
 - The subsequent commission of another relevant crime.
 - The ultimate disposition of the conviction and what was the legal effect of setting aside the conviction.
 - A recommendation of an employer.

Any potential new employee receiving an adverse fitness determination shall receive notification from the College. The notice will indicate that the potential employee

- Has a right to inspect and challenge criminal records information.
- May challenge the accuracy or completeness of criminal records information.
- May appeal the determination of fitness.

A potential new employee may dispute an adverse fitness determination and appeal the determination by requesting a contested case hearing.

- The subject individual must submit a written appeal to the human resource officer of the College not later than fourteen (14) calendar days from the date of the denial notice that the subject individual intends to challenge the fitness determination and request a hearing.
- The College has no jurisdiction over allegations that the criminal records information received is inaccurate, incomplete, or maintained in violation of any federal or state law.

- The College is entitled to rely on the criminal records information supplied until it is notified that the information has been changed or corrected.
- The case hearing proceedings are confidential.
- The case hearing shall be limited to whether the College considers the relationship of the facts that support the conviction and all intervening circumstances to the position in determining the fitness of the subject individual to hold the position of employment.
- The Human Resource Office shall conduct the hearing and report the findings to the College President.
- The College President shall notify the subject individual of the findings of the hearing and the final determination of the fitness of the subject individual to hold the position of employment.

2.3. Faculty Status

2.3.1. Full-Time Faculty

Full-time faculty, including librarians and Learning Partners learning specialists, are defined as persons who have been accorded faculty status and ranks (instructor or higher) by the President and have been designated as having full-time status. The specific terms of the individual faculty member's employment, including duties, rank, and salary are contained in the annual employment contract sent to faculty on May 15 (see Section 2.2.2.).

2.3.1.1. Tenure Definition and Tenured Faculty Status

Tenure is defined as the right of a full-time teaching faculty member to reappointment each year until retirement. This right to reappointment may be withdrawn only for adequate cause through due process (see Section 2.9.).

Tenured faculty are defined as faculty members who, upon recommendation of the President, have been approved for tenured status by the Board of Trustees.

The Board of Trustees eliminated tenure for any non-tenured faculty and any faculty hired after January 25, 2001.

2.3.1.2. Tenure-track Faculty

Tenure-track faculty are persons appointed on an annual basis by the President to full-time, tenure-track positions, approved as such by the Board of Trustees. Such faculty are selected according to procedures outlined in Section 2.8. and are assigned faculty rank and salary according to the Faculty Rank and Salary Scale described in Sections 2.5.3. and 2.5.4. They are subject to the faculty evaluation process described in Section 2.6. and they qualify for full benefits set forth in Sections 2.5.5. and 2.5.6.).

The Board of Trustees eliminated tenure for any non-tenured faculty and any faculty hired after January 25, 2001.

2.3.1.3. Non-tenure-track Faculty

Non-tenure-track faculty are persons appointed by the President to temporary or new faculty positions without attachment of tenure provisions. Such persons are subject to the same selection, evaluation, rank, salary, and benefits processes and considerations as those in tenure-track appointments.

Experience acquired in such positions may be applied to tenure considerations if such persons are subsequently appointed to tenure-track status (see Section 2.8.). Continued employment of non-tenure-track faculty is contingent on the teaching needs of the College and evaluation of performance (also see Section 2.9. for termination priorities).

2.3.2. Part-Time Faculty

Part-time faculty are persons employed by the College to teach one or more courses on a per-course basis, with salary, duties, benefits, and other terms of employment negotiated and contracted individually. Whenever possible, part-time faculty are selected by the same process as full-time faculty (see Section 2.4.). When circumstances do not permit such a thorough search and selection process, maximum coordination will be attempted between the Chief Academic Officer and the relevant division members and division chairs. Most part-time faculty do not qualify for most of the benefits listed in Section 5.3. Part-time faculty are subject to evaluation as described in Section 2.6.

Any part-time faculty member planning to not return to the College shall submit written notification to the Human Resource Office.

2.3.2.1. Emeriti Faculty and Emeriti as Part-time Faculty

Faculty Emeriti status is an honor and distinction reserved for retiring faculty. Deserving faculty are chosen for Emeriti status by one of the following criteria which are determined by the Board of Trustees:

- Retirement from the Louisburg College Faculty with twenty years or more of full-time, distinguished service;
- Retirement from the Louisburg College Faculty with fifteen years of full-time, distinguished service when intended as final retirement from the profession; or
- The discretion and recommendation of the President.

The mechanism by which Emeritus status is awarded begins with the Chief Academic Officer who, upon receiving notice of retirement from an Emeritus-candidate faculty member, informs the Faculty Evaluation and Professional Development Committee, which then would request a recommendation from the chair of the involved division. The FEPDC would then send that recommendation, along with its own endorsement, to the Chief Academic Officer, who, after examining personnel records, would confirm the candidate's desire to accept Emeritus status. The Chief Academic Officer would then forward the matter to the President for recommendation and, in a manner similar to any other Faculty appointment or promotion, to convey it to the Board of Trustees for approval.

2.3.2.2. Adjunct Faculty

Adjunct faculty status is assigned by the President to certain part-time faculty, usually those with considerable College service over a long period. Adjunct status is given special consideration in salary determinations, in assignment of College duties and responsibilities, and in issuing invitations to College events. Such persons are voting members of the Faculty and the Faculty Affairs Committee. Should they subsequently become full-time faculty, their experience will be taken into account in consideration for rank and attachment of tenure.

2.3.2.3. Administrators and Staff Personnel as Part-time Faculty

Persons whose primary appointment at the College is to an administrative or professional staff position and who possess the requisite credentials may be appointed, by mutual agreement between the individual and the President, to part-time instructional duties. Terms of such appointments are negotiated on an individual basis between the President and the persons involved.

2.3.3. Retreat Rights

A faculty member who accepts appointment to an administrative or professional staff position retains his or her faculty status, including rank and tenure, unless otherwise specified in the faculty member's contract at the time of appointment to the new position.

2.4.0. Faculty Selection Procedures

When a new faculty position is to be created or a faculty vacancy occurs, the President appoints a Selection Committee composed of respective division chair(s), division members, and other faculty and staff members as appropriate. The President and Chief Academic Officer are ex-officio members of all faculty selection committees. The President has final selection authority and contract responsibility.

The Selection Committee assists the administration in developing a job description, determining advertising needs for the position, reviewing applications, selecting interview choices, conducting interviews, and making recommendations for Presidential appointment. The President establishes the level of the appointment after study of position needs (presented by the division chair[s] and the Chief Academic Officer) and budget considerations. The Chief Academic Officer handles the administrative process including advertising, correspondence, establishment and circulation of personnel files and selection records, candidate and reference contacts, interview arrangements, contract drafting, etc.

If a new appointment must be made during a vacation period and members of the division cannot be consulted or a Selection Committee cannot be formed, the division chair may make an independent recommendation. If an appointment is made under such conditions, the other members of the division may subsequently submit evaluation remarks and recommendations when the new faculty member is evaluated for reappointment.

2.4.1. Hiring of Relatives

The basic criteria for the appointment and promotion of faculty and staff of Louisburg College shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any one of the foregoing.

This section shall not apply to the following:

- Temporary or part-time employment of children under the age of twenty-five.

- Any individual employed by Louisburg College prior to the date of this handbook.
- Exceptions shall be approved by the Board of Trustees upon the recommendation of the President as being clearly in the best interest of the institution.

2.5. Faculty Rank and Salary

The Faculty Rank and Salary Scale, listing salary ranges for each rank, is furnished by the Division Chair to a faculty member during the hiring process when the initial salary letter is issued. The scale applies to all full-time faculty, including librarians and Learning Partners learning specialists, who have been granted faculty status.

2.5.1. Initial Salary Determinations

Initial faculty salaries are determined by the President based upon the advertised limits of the position, the Faculty Rank and Salary Scale, evaluation of the potential employee's qualifications, and negotiations with the individual.

2.5.2. Annual Salary Determinations

Each year the Board of Trustees determines general salary modifications to be effective in the subsequent academic year. Specific individual salaries are determined by the President, in consultation with the Chief Academic Officer, prior to contract preparation. Many factors influence changes in individual salaries, i.e., changes in faculty rank and training, workload modifications, and merit considerations (see Section 2.6.).

2.5.3. Lumpkin Faculty Salary Endowment

In 1985, Mrs. Edith Lumpkin, a former Louisburg College Trustee, initiated an endowment which provides an annual salary supplement for all full-time and part-time faculty. The supplements are usually distributed to the faculty in February.

2.5.4.1. Faculty Rank Criteria (for faculty hired before September, 1996)

Minimum standards for full-time faculty (including librarians with faculty appointments)

- Instructor: the Master's degree or its equivalent.
- Assistant Professor: Master's degree plus twelve semester hours beyond with four years of service OR earned Doctorate.
- Associate Professor: Master's degree plus eighteen semester hours with eight years service OR an earned Doctorate with four years of service.
- Professor: Earned Doctorate plus eight years of service OR the Master's degree plus thirty-six semester hours beyond with twelve years of service.

"Service" is defined as follows:

- Full-time undergraduate teaching in any college or university full credit up to twelve years. Teaching assistantships prior to completion of a graduate degree cannot be counted.
- One-half credit for public school teaching, with a maximum twelve years OR six years service credit.

Evaluations of faculty academic records and semester hour equivalents will be performed by the Chief Academic Officer and the Faculty Evaluation Committee using the following criteria:

- Only degrees and credits from regionally- accredited institutions will be considered for rank and salary determinations.
- Quarter hours credit: three Q.H. will be equated to two S.H.
- Published Research: up to six S.H. maximum.*
- Creative Arts: up to six S.H. maximum.*
- Workshop participation: one S.H. per ten days participation up to six S.H. maximum.*
- Professional organizational participation and travel: to be individually evaluated. Up to six S.H. maximum.*
- Two-year college credits (including Louisburg College): up to six S.H. maximum.*
- Maximum credit to be accrued from the above asterixed bullets is twelve S.H. maximum*
- The conversion formula for continuing education units is 4.5 CEU = 3SH.

*No more than one-half credit may be applied from the above asterixed bullets toward any rank, with twelve semester hours being the maximum applied toward rank of professor.

In recognition that the MFA degree is a terminal degree, evaluation for promotion will be made based on additional related coursework and continued creative endeavors and performances.

2.5.4.2. Faculty Rank Criteria (for faculty hired after September 1996)

INSTRUCTOR:

- Education*: Master's degree: must include concentration in one's field (i.e., 18 graduate semester hours or 27 quarter hours in each discipline taught).
- Experience*: 0-5 years full-time teaching at college level.*

ASSISTANT PROFESSOR:

- Education*: Master's (as above) plus 9 graduate semester hours in subjects related to field taught, including general education courses or equivalent*
- Experience*: 4 years full-time teaching at college level.*
- OR: earned Doctorate with 0-4 years of full time teaching at college level.

ASSOCIATE PROFESSOR:

- Education*: Master's (as above) plus 18 graduate semester hours in subjects related to field taught, including general education courses or equivalent.
- Experience*: 8 years full-time, including 4 at assistant professor level.
- OR: Earned Doctorate with 6 years full-time, including 4 at assistant professor level.

PROFESSOR:

- Education*: Master's (as above) plus 27 graduate semester hours in subjects related to field taught, including general education courses or equivalent
- Experience*: 12 years full-time, including 4 years at associate professor level.
- OR: Earned Doctorate with 8 years full-time, including 4 years at associate professor level.

*Both credits and experience must have been acquired in regionally-accredited institutions. Applications for promotion may include requests for consideration of equivalent professional training or experience (such as part-time teaching, public school teaching, professional organizational participation, and workshop participation). Such requests will be evaluated by the Faculty Evaluation Committee, which makes recommendations to the President. In no case will the Committee's recommendation for equivalent credit be greater than one-half the amount required for promotion. Final granting of

equivalent credit toward promotion is at the discretion of the President. Should the President override the Committee's recommendation, then he or she will give the reasons to the Committee and candidate in writing.

*In recognition that the MFA degree is a terminal degree, evaluation for promotion will be made based on additional related coursework and continued creative endeavors and performances.

2.5.5. Faculty Credentials

The Faculty Teaching Credentials for each of the three major academic divisions were revised in spring 2014 and are described below.

Humanities Division:

According to the *Louisburg College Catalog*, "The humanities study human experience and how people interact with each other and the world." To this end, courses in a variety of disciplines are offered: ART, DRA, ENG, HUM*, MUS, REL/PHI, and SPA. All full-time and part-time faculty teaching these courses must hold at minimum a master's degree with a major in the teaching discipline or must hold a master's degree with a minimum of 18 graduate-level semester hours in the teaching discipline. In rare instances, extensive professional experience and/or strong identifiable contributions to the teaching discipline may be considered and substituted for academic requirements. Justification for these substitutions must be thoroughly vetted and documented.

* Sometimes, HUM courses are offered that are interdisciplinary in nature and may be taught by one or more faculty members from the three degree programs offered at Louisburg College. In these instances, each faculty member must meet the faculty credential requirements in place for his/her division.

Mathematics and Science Division:

As stated in the *Louisburg College Catalog*, "The Division of Mathematics and Science is ... to provide a strong foundation in basic scientific and mathematical principles."

Mathematics Faculty:

In accordance with the *Faculty Handbook*, all full-time and part-time faculty members in the Division should have the following minimum qualifications for teaching a mathematics-related course in any degree program at Louisburg College:

Academic Credentials:

- A master's degree or beyond with a minimum of 18 graduate semester hours of credit in mathematics, all appropriate to courses taught, in order to instruct 100-level or 200-level courses of MAT (algebra, trigonometry, statistics, calculus, analytic geometry, linear algebra, differential equations, etc).

- A bachelor's degree or beyond in mathematics or mathematics education or in an area requiring extensive study of mathematics (such as engineering, chemistry or physics) in order to instruct developmental courses in mathematics numbered below 100.

Science Faculty:

In accordance with the *Faculty Handbook*, all full-time and part-time faculty members in the Division should have the following minimum qualifications for teaching any science-related course in any degree program at Louisburg College:

Academic Credentials:

- A master's degree or beyond with a minimum of 18 graduate semester hours of credit in science, all appropriate to courses taught, in order to instruct courses of AST, BIO (general biology, botany, zoology, microbiology, anatomy, physiology, molecular biology, genetics, environmental science, etc.), CHM (general chemistry, organic chemistry, biochemistry, etc.), or PHY.

Business Studies and Social Science Division:

As stated in the *Louisburg College Catalog*, "The Division of Business Studies and Social Science supports a broad course of studies including business, economics, computer technology, history, government, psychology, sociology, and education."

Business Studies and Computer Information Studies Faculty

In accordance with the *Faculty Handbook*, all full-time and part-time faculty in the Division should have the following minimum qualifications for teaching any business-related course or any computer information systems course in any degree program at Louisburg College:

Academic Credentials:

- A master's degree or beyond with a minimum of 18 graduate semester hours of credit in business, business education, economics, leadership, digital technology, or other majors, all appropriate to courses taught, to instruct courses of ACC, BUS (international business, business law, marketing, management, personal finance, entrepreneurship, etc.), CIS, ECO, or LDR.
- Further consideration can be given to other qualifications as appropriate.

Social Science and Education Faculty

In accordance with the *Faculty Handbook*, all full-time and part-time faculty in the Division should have the following minimum qualifications for teaching any social-science-related course or any education course in any degree program at Louisburg College:

Academic Credentials:

- A master's degree or beyond with a minimum of 18 graduate semester hours of credit in history, government, psychology, sociology, education, or other majors, all appropriate to courses taught, to instruct courses of HIS, POL, PSY, SOC, or EDU.
- Further consideration can be given to other qualifications as appropriate.

2.5.6. Criteria for Faculty Evaluation and Merit Salary Increases

(Also see Faculty Evaluation Instrument in Appendix)

The concept of merit pay for faculty was reinstated for the 2013-2014 academic year.

Salary increases shall be awarded on the basis of merit and are in addition to any other salary increases approved by the Board of Trustees. Criteria for annual evaluation purposes and for determining the extent of salary increases include (See Faculty Evaluation Instrument in Appendix for detailed criteria list and weights assigned to each category of criteria):

- Teaching effectiveness.
- Academic advising.
- Professional growth and development.
- College and community services.
- Professional behavior.

2.6. Procedures for Evaluation and Determination of Merit Raises for Academic Personnel

It is the policy of the Board of Trustees that the College establish criteria against which the performance of each faculty member is evaluated. The evaluation, to be done at least annually, must follow procedures prescribed by the institution, and must include a written evaluation by students. The improvement of teaching effectiveness is the main focus of student evaluations.

Louisburg College's procedures for performance evaluation are designed to aid in individual faculty development and improvement of instruction, as well as to assist in the development of promotion and merit pay recommendations.

Overall, faculty evaluation and recommendations for merit raises are based on a multifaceted, systematic procedure which incorporates data and input from several sources. The procedure is as follows:

- Upon the Division Chairs' annual call, Faculty members complete and submit self-report forms (See Faculty Evaluation Instrument in Appendix) to Division Chairs. Division Chairs complete self-report forms and submit them to the Chief Academic Officer.
- Through the use of Student Opinion Questionnaires, students evaluate their instructors. Completed questionnaires are reviewed by Division Chairs and by the faculty members being evaluated. The Chief Academic Officer reviews the Student Opinion Questionnaires of Division Chairs. A summary prepared by the Division Chairs of all Student Opinion Questionnaires, including written comments, is submitted to the Chief Academic Officer.

- After visiting classes and reviewing faculty self-report forms and portfolios, student questionnaires, peer evaluation inputs from members of the division (signed Faculty Evaluation Instruments), and related instructional materials, Division Chairs complete a faculty evaluation instrument for each faculty member in the division. The evaluation is based on the college's expectations of faculty performance of responsibilities regarding teaching, planning, and managing academic affairs, and other professional and personal responsibilities (See Par 2.30. and the criteria listed on the Faculty Evaluation Instrument in the Appendix). The detailed evaluation instruments normally remain in the Division Chairs' files. Division Chairs prepare Summary Reports (See Division Chair Summary Report in Appendix) on each division member to forward to the Chief Academic Officer.
- Division Chairs schedule conferences with individual faculty members for comprehensive discussion of faculty performance. The conferences cover the faculty member's self-evaluation, the Division Chair's evaluation of the faculty member, student questionnaires, and a summary report of evaluations by peers within the division. The conferences conclude with discussions of plans for improvement and of Summary Reports to be signed by the Chair and the faculty member. If the faculty member disagrees with the Chair's evaluation, he or she may so indicate in writing on the Summary Report and may submit any desired statements/documentation to the Chief Academic Officer. The Chief Academic Officer will attach such statements/documentation to the Division Chair's Summary Report when he or she forwards the report to the President. Evaluation disputes that cannot be resolved through the procedures described in this section may be referred to the Faculty Review Board by any party involved in the evaluation process (see Section 1.3.4.2.8.).
- In a personnel conference with the Chief Academic Officer, Division Chairs share summary reports on each faculty member. Additionally, the Chairs submit recommendations for promotion and for merit raises.
- The Chief Academic Officer evaluates the Division Chairs based upon administrative performance, results of student questionnaires regarding teaching effectiveness, class visitations, division members' evaluations of the Division Chair, and other appropriate criteria used in the evaluation of instructional faculty (see criteria in par 2.5.6 and in the Division Chair Evaluation Instrument in the Appendix). The Chief Academic Officer will invite each division member to submit an annual evaluation of the Division Chair. To insure anonymity of division members, these evaluations will not be shared with the Division Chair except in summary form.
- The Director of Learning Partners evaluates all members of the Learning Partners faculty based upon performance and appropriate criteria used in evaluation of instructional faculty. The Director's evaluation summary and recommendations for merit pay are submitted to the Chief Academic Officer.
- The Director of Library Services evaluates all members of the library staff based upon performance and appropriate criteria used in evaluation of instructional faculty. The Director's evaluation summary and recommendations for merit pay are submitted to the Chief Academic Officer.
- The Chief Academic Officer makes recommendations for merit pay for instructional faculty and the division chairs to The President.

- The President, after reviewing recommendations and supporting documents with the Chief Academic Officer, determines the College's position on promotion and merit raises for faculty and recommends that course to the Board of Trustees.

2.7 Multi-Year Appointments

2.7.1 Statement from the Faculty

The faculty of Louisburg College commit:

- to nurture students intellectually, culturally, socially, physically and spiritually,
- to preserve and advance the tradition of a Liberal Arts education,
- to protect and promote academic freedom and standards,
- to pursue scholarship and professional development,
- to respect and cultivate diversity in thinking,
- to practice collegiality, civility and service,
- and to provide teaching and learning opportunities that prepare students for global citizenship and lifelong learning.

2.7.2. Guidelines for Multiyear Appointments

For years one (1) through four (4), full-time faculty will be on annual contracts with annual evaluations.

In the first four years, unsatisfactory evaluations may lead to non-renewal of the faculty person's contract.

After year four (4) of full-time faculty service, full-time faculty will receive a three (3) year appointment with annual contracts and annual evaluations.

The "Procedures for Evaluation and Determination of Merit Raises for Academic Personnel" currently outlined in Section 2.6 of the *Faculty Handbook* will be used.

After year seven (7) of full-time faculty service to the college, full-time faculty will receive a five-year appointment.

There will be evaluations and reviews in the third and fifth year of the five-year appointment. The evaluation and review are to assess areas of need and to recommend professional development to meet those needs.

With satisfactory evaluation and review, a faculty person will receive a new five-year appointment.

In the case of unsatisfactory evaluation or financial exigencies as defined in the *Faculty Handbook*, a faculty member may be awarded, at the discretion of the Chief Academic Officer, a three-year appointment or a single-year contract. A faculty person will be presented in writing, and orally if requested, the reasons for a three-year appointment or single-year contract. Dismissals of full time faculty on a multiyear appointment shall have full due process and follow guidelines as written in the *Faculty Handbook*. The faculty member has the right to an appeals process governed by the Faculty Review Board.

Information in Review:

Years one (1) through four (4) = one- year appointments, contracts and evaluation

Years five (5) through seven (7) = three-year appointment with yearly contracts and evaluations

After year seven (7) = five- year appointment with evaluation and review in third and fifth years of appointment, with satisfactory evaluation the five- year appointment will renew

2.7.3. Criteria for Determining Full-Time Service/Experience

The following criteria will be applied by semester to part-time service/experience for determining equivalent full-time service/experience for multi-year appointments and for promotions

Teaching Service per semester	15% (1 cl / 3 sh / 3-4 ch)
(by cl / sh /ch load)	20% (1 cl / 3-4 sh / 5-6 ch)
	30% (2 cl / 6 sh / 6-8 ch)
	35% (2 cl / 6-8 sh / 9-12 ch)
	40% (3 cl / 9 sh / 9-12 ch)
	50% (3 cl / 12 sh / 15-18 ch)
	50% (4 cl / 12 sh / 12-16 ch)
Academic Advising	10%
Extra Class Activities	5%
Student Organization Involvement	5%
Community Service (while representing LC)	5%
Total Semester Equivalency Factor	_____
(must not exceed 50%)	
cl = class(es)	sh = semester hour(s)
	ch = contact hour(s)

(Refer to Section 2.19.1 Calculation of Teaching Load.)

For Promotions, Equivalent Years of Service cannot exceed one-half of the amount required for Promotion; experience acquired at other regionally-accredited institutions can be considered

For Multi-Year Appointments, Equivalent Years of Service cannot exceed two (2) years; all experience must be earned at Louisburg College

Equivalent Years of Full-Time Service for Multi-year Appointments will be determined by FEPDC at the time the Faculty Member first receives full-time contract from part-time status

Three (3)-year multiyear appointment requires four (4) years of full-time teaching service

Five (5)-year multiyear appointment requires seven (7) years of full-time teaching service

Example: A part-time faculty member has been employed at Louisburg College since Fall 2005. The individual becomes full-time for the Fall Semester 2011. At the end of Spring Semester 2013, he/she has the following teaching record:

Equivalent Semesters of Service

Fall 2005	4 classes: 4 ENG 098	.50 semester credit
Spring 2006	4 classes: 2 ENG 098 2 ENG 111	.50 semester credit
Fall 2006	1 course: 1 ENG 111	.15 semester credit
Spring 2007	Did not teach at Louisburg College	
Fall 2007	3 classes: 2 ENG 098 1 ENG 111	.40 semester credit
Spring 2008	2 classes: 1 ENG 098 1 ENG 111	.30 semester credit
Fall 2008	1 class: 1 ENG 111 (5-day)	.20 semester credit
Spring 2009	2 classes: 2 ENG 111 (5-day)	.35 semester credit
Fall 2009	2 classes: 1 ENG 111 1 ENG 111 (5-day)	.35 semester credit
Spring 2010	3 classes: 3 ENG 111	.40 semester credit
Fall 2010	4 classes: 2 ENG 098 2 ENG 230	.50 semester credit
	Began academic advising	No semester credit (Would exceed 50% max.)
Spring 2011	2 classes: 1 ENG 111 (5-day) 1 ENG 230	.35 semester credit
	Continued academic advising	.10 semester credit
Total Earned Equivalent Service/Experience =		4.10 semesters credit (Exceeds 2-year max.; use 4.00 semesters)
Fall 2011 Begins Full-Time Contract as Instructor		4.00 semesters credit
Total Applicable Service toward Multi-Year Appointment Awarded		8.00 semesters credit = 4.00 years

2.8. Faculty Promotion and Tenure Procedures

Louisburg College follows the policies of the Board of Trustees governing faculty promotion and tenure. Implementation of these policies requires the assistance of the Division Chairs and the Faculty Evaluation Committee.

Guidelines for implementation of the tenure policy and procedures for promotion have been developed to assist in providing direction and consistency. Promotions and tenure may be considered when minimum criteria have been met.

Recommendations for promotion of faculty members are initiated by the appropriate Division Chair. The Chief Academic Officer initiates recommendations for awarding promotion of Division Chairs (See forms in the Appendix). A faculty member or division chair who is to be considered for promotion is asked to prepare a complete file of documents to support the recommendation. These recommendations and supporting documents are sent to the Chief Academic Officer, who endorses and forwards them to the Faculty Evaluation Committee.

The Faculty Evaluation Committee studies each case and makes its recommendations to the Chief Academic Officer and the President. Recommendations received from the Committee are considered by

the Chief Academic Officer and the President, and if the candidates receive their endorsement, they are recommended to the Board of Trustees, which has the final approval authority.

Criteria for Promotion:

- Superior teaching, as determined by student evaluations and Division Chair ratings (see forms in the Appendix). Additionally, Division Chairs should use peer evaluations as inputs to their ratings (see forms in the Appendix).
- Outstanding service to the institution and community, such as committee work, academic advising, extra-class activities, community service, and student activities involvements.
- Academic achievement, such as additional graduate work, completion of dissertation, and completion of degree.
- Professional growth and development, such as publications, research, workshops, and participation in professional organizations.
- Length of service to the College.

Guidelines for Promotion:

To be considered for promotion, a faculty member should have met the criteria for promotion (see section 2.5.3. or 2.5.4. as applicable):

- Should have satisfied the guidelines for appointment to the respective ranks.
- Should have completed a minimum of three (3) years of full-time service at Louisburg.
- Noteworthy achievement in at least two of the five areas above is required.
- A written recommendation should be submitted by the appropriate Division Chair setting forth the reasons for promotion.

Tenure Procedures:

The Policy Statement on Tenure that was last officially revised in April 1991, and is stated in the old *Faculty Handbook*, remains in effect for those faculty members hired prior to 1994.

The Board of Trustees eliminated tenure for any non-tenured faculty and any faculty hired after January 25, 2001.

Louisburg College abides by the tenure policies established by the Board of Trustees. Assistant professors, associate professors, and professors are eligible for tenure upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher (Exceptions: Subject to the approval of the President, the College may allow a maximum of three years probationary credit for service at other institutions or full-time service at the rank of Instructor at Louisburg College).

Probationary credit will be considered according to the following guidelines:

- Experience must have been full-time* at a post-secondary institution;
- The appointment must have been "permanent"*, as opposed to "temporary"*;
- Probationary credit may be allowed at a ratio of two for one, up to a maximum of three years.

* Applications for tenure may include requests for consideration of equivalent experience (such as part-time teaching, temporary appointment service, and public school teaching). Such requests will be evaluated by the Faculty Evaluation Committee, which makes recommendations to the President. Final granting of equivalent experience credit toward tenure is at the discretion of the President.

Implementation of Probationary Credit:

- Notification of Probationary Credit: At the time of appointment to the rank of Assistant Professor or higher, a faculty member who is awarded probationary credit is given written notification of the amount of credit awarded. The same procedure is followed when an instructor who has been promoted to Assistant Professor is awarded probationary credit for full-time service at Louisburg College.
- Periodic Evaluation of Faculty for Tenure: On or before December 15, faculty members who may be eligible for tenure recommendation are identified in division personnel review conferences between Division Chairs and the Chief Academic Officer.
- Annual Report to the President: On an annual basis, Division Chairs give the Chief Academic Officer a status report on tenured and non-tenured faculty, by rank, in their divisions. Individuals who have been retained in a full-time faculty status for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given.

2.9. Termination of Tenured Appointments

Conditions Warranting Termination and Procedures to Be Followed:

I. Termination for adequate cause.

A. Termination of a tenured appointment may be effected by the College only for adequate cause such as unethical conduct, insubordination, moral turpitude, gross neglect of duty or incompetence as determined by the procedures explained below in I.B. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or their rights as American citizens.

B. Dismissal Procedures.

1. Dismissal of a faculty member will be preceded by:

- Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.
- Inquiry by the Faculty Review Board which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President.
- A written statement of charges, framed with reasonable particularity by the President or the President's delegate.

2. The individual concerned will have the right to be heard by a faculty-elected Hearing Committee. The Hearing Committee will be composed of five members and four alternates. Members deeming themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two challenges without stated cause. The Hearing Committee will elect its chair at its first meeting.

3. Pending a final recommendation by the Hearing Committee, the faculty member will be suspended or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or

others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the College's hearing procedures, the administration will consult with the Faculty Review Board concerning the propriety, the length, and the other conditions of the suspension. Salary will continue during the period of the suspension. A suspension which is intended to be final is a dismissal, and will be treated as such.

4. The Hearing Committee may, with the consent of the parties concerned, hold joint prehearing meetings with the parties in order to:
 - Simplify the issues.
 - Effect stipulation of facts.
 - Provide for the exchange of documentary or other information.
 - Achieve such other appropriate prehearing objectives as will make the hearing fair, effective, and expeditious.
5. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
6. The Committee, in consultation with the President and the faculty member, will exercise its judgments as to whether the hearing should be public or private.
7. During the proceedings the faculty member will be permitted to have an academic advisor and counsel of the faculty member's choice.
8. At the request of either party or the Hearing Committee, a representative of a responsible educational association will be permitted to attend the proceedings as an observer.
9. An audio recording of the hearing or hearings will be made available to the faculty member without cost, at the faculty member's request.
10. The burden of proof that adequate cause exists rests with the College and will be satisfied only by clear and convincing evidence in the record considered as a whole.
11. The Hearing Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
12. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Hearing Committee in securing witnesses and making available documentary and other evidence.
13. The faculty member and the administration will have the right to confront and cross-examine all witnesses. When the witnesses cannot or will not appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories.

14. In the hearing of charges of incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education.
15. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
16. The findings of fact and the decision will be based solely on the hearing record.
17. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees. The President and the faculty member will be notified of the recommendation in writing and will be given a written copy of the record of the hearing.
18. If the Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, the President will state the reasons for doing so, in writing to the Hearing Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the Hearing Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.
19. If dismissal or other severe sanction is recommended, the President will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The Board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decisions of the Hearing Committee will either be sustained or the proceeding returned to the committee with specific objections. The Committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees will make a final decision only after study of the Committee's reconsideration.

II. Termination because of financial exigency.

- A. Termination of a tenured appointment may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency (an imminent financial crisis which threatens the survival of the institution as a whole, as declared by the Board of Trustees and announced to the College community).
- B. Procedures.
 1. The decision to terminate tenured appointments will follow a study of the enrollment and financial situation of the College, which study will be made by the President of the College in consultation with the Business Manager, Chief Academic Officer, and the Faculty Senate. In the event that reduction of personnel is indicated, the following procedural steps will be followed:
 - a. The President will present his/her study findings to the Executive Committee of the Board of Trustees.

- b. The Chief Academic Officer will study enrollment in the various divisions to determine divisions in which faculty underload of students is indicated.
 - c. The Dean will discuss with division chairs where personnel cuts may be made.
 - d. The President will appoint a Hearing Committee to consult with the individual(s) involved and the administration and to make recommendations to the President. The Hearing Committee will be composed of five members, including the chair(s) of the division(s) involved in a reduction of personnel and at least two members which are nominees submitted by the Chair of the Faculty Affairs Committee. Other than the division chair(s), no member of the committee will be from the division(s) affected by the proposed reduction of personnel. At least three of the committee members will be tenured faculty. Members deeming themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative. Each party will have maximum of two challenges without stated cause. The Hearing Committee will elect its chair at its first meeting.
 - e. The President will study the recommendations. S/he may reject, modify or pass them on in their entirety, or make her/his own recommendations to the Academic Life Committee of the Board of Trustees. In case of a rejection/ modification of the Hearing Committee's recommendations, s/he will give her/his reasons in writing to the Committee.
 - f. The Academic Life Committee of the Board of Trustees will make its recommendations to the Executive Committee of the Board of Trustees.
 - g. The Board of Trustees will confirm the action of the Executive Committee at its next meeting.
2. After decisions have been made for termination of tenured appointments, tenured faculty will be given the option of working in another position of responsibility within the College if such personnel are so qualified and if such position were open.
 3. When faculty reductions due to declining enrollment/ financial exigencies occur, appropriate reduction in personnel will be made in other phases of the College's programs and services. The following criteria should be considered by all individuals and Committees involved in the faculty reduction process:
 - a. Part-time persons will be the first category to be considered for release.*
 - b. Non-tenured faculty will be the next group to be considered for release.*
 - c. Tenured faculty will be the last group to be considered for release.*

* Institutional instructional needs and performance of individuals (as determined by annual evaluations) may affect the application of these criteria.

4. Full-time person(s) to be released who qualify for a one-year notice of non-reappointment according to procedures described in Section 2.2.2. must be notified at least one year prior to the effective date of release.
5. The person(s) to be released have the right to be heard by the Committees involved and by the President and upon request receive a written statement of the reasons for release.
6. Within the criteria groups in B.3. above, factors to be taken into account are as follows (not necessarily in order): (a) length of service to the College; (b) rank; (c) versatility; (d) future fit; and (e) effectiveness (as determined by Faculty evaluation reports).

7. The College will offer its services to all employees removed due to financial exigencies to aid in their relocation. If the employment situation improves and additional personnel are needed, the College will give first consideration to personnel whose services have been terminated by the reduction of personnel due to financial exigencies.

III. Termination because of discontinuance of a program.

A. Termination of a tenured appointment may occur as a result of bona fide formal discontinuance of a program or division of instruction.

B. Dismissal procedures:

1. The decision to discontinue a program or division of instruction will be based upon educational considerations, as determined by the faculty as a whole. Educational considerations do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the College as a whole will be enhanced by the discontinuance.
2. Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or division, the College will make every effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training may be offered. If no position is available within the College, with or without retraining, the faculty member's appointment then may be terminated, but only with provision for severance salary equitably adjusted to the faculty member's length of past and potential service.
3. A faculty member may appeal a proposed relocation or termination resulting from a discontinuance and has a right to a full hearing before a faculty committee. The hearing need not conform in all respects with a proceeding conducted pursuant to Section IB, but the essentials of an on-the-record adjudicative hearing will be observed. The issues in such a hearing may include the institution's failure to satisfy any of the conditions specified in III.B.1. and 2. In such a hearing a faculty determination that a program or division is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

IV. Termination for medical reasons.

A. Termination of a tenured appointment for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment.

B. Procedures:

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 so requests, the evidence will be reviewed by the Faculty Review Board before a final decision is made by the Board of Trustees on the recommendation of the administration. Medically terminated faculty members will qualify for disability insurance benefits provided by the College. Present disability insurance coverage calls for

60% salary benefit, beginning three months after an employee becomes disabled. The College pays full salary for the three months prior to the commencement of the insurance benefit.

V. Terminal Salary.

When a tenured appointment is terminated for reasons not involving moral turpitude or not covered under medical disability provisions described above, the Hearing Committee should consider recommending terminal salary of at least a year from the date of notification of dismissal, whether or not the individual is continued for part or all of that year.

2.10. Resignation of Faculty

A faculty member who decides to terminate employment with Louisburg College should give the College ample time to conduct a search for a replacement. If a contract for the succeeding year has not been signed, a letter of resignation to the President is in order. If a contract has been signed, a letter to the President asking to be released from the contract is appropriate. In either case, the following exit procedures should be observed:

- Return all library books and materials.
- Remove all personal books, materials, and other articles from office.
- Return all College-owned supplies and equipment to the Division Chair.
- Return all keys to the Office of the Chief Academic Officer.
- Turn in all grade books or photocopies of grade books from the past two years to the Division Chair.
- Make provisions for clearing up any incomplete grades.
- Leave files in good order that might be useful to your successor.
- Cooperate with Division Chair or Chief Academic Officer to inventory instructional equipment, materials, and supplies, as they desire.
- Leave forwarding address with the Division Chair, Business Office, and the Office of the Chief Academic Officer.

2.11. Faculty Development Fund Procedures

The President makes annual allocation of faculty development funds according to the procedures described below, after considering funding recommendations from the Faculty Evaluation and Professional Development Committee (see Section 1.3.4.2.5.).

At the beginning of each academic year, the President announces the availability of funds. Funds from the Faculty Development Fund will be available to all members of the Faculty Affairs Committee who have been at Louisburg College at least two years and who are under contract for the third year. Terms of the award will be a non-repayable grant, provided the recipient returns to the College for the following year.

The Chief Academic Officer will invite Development Fund applications from the faculty and will call meetings of the Faculty Development Committee at least once per semester.

Criteria to be used by the Faculty Development Committee for evaluating applications:

- Faculty members involved in full-time teaching will receive precedence over those involved in part-time teaching.

- Participants in degree programs will take precedence over participants in non-degree programs.
- Faculty members already involved in terminal phases of degree programs will take precedence over those degree programs not in a terminal phase.
- Faculty members pursuing a program in their field of teaching will take precedence over those pursuing a program not in their field.
- Faculty members who have not received aid from the College will take precedence over those who have received such aid.
- Length and quality of service to the College will be considered.

Applications procedure:

- Submit a written request through the Division Chairman to the Chief Academic Officer containing
- Amount requested.
- Date(s) of planned usage of funds.
- A detailed statement of the applicant's plans for utilizing the funds, i.e., courses, study location, travel, writing, library work, research, etc.
- Statement of previous financial aid from the College, including Burroughs Wellcome grants.
- Statement of anticipated funding from other sources, i.e., proposals to foundations and institutions, research grants, etc.

Faculty receiving grants must submit a brief written report to the Chief Academic Officer within two months after participation in the Development Fund Program. The report should contain such items as

- The purpose for which funds were expended.
- Benefits to the individual and the College.
- Academic credit received.

2.12. Faculty Travel Fund Procedures

Annually, the College makes funds available to support faculty participation in potentially beneficial travel to professional meetings, conferences, workshops, etc. The Chief Academic Officer announces funds availability, invites applications early in each academic year, and administers the fund. Such factors as previous usage, purpose and potential benefits of the trip, other funding the individuals may have, and magnitude of total faculty requests are considered in the allocation process. Standard forms are supplied by the College Business Office for requesting allocated funds. (NOTE: See Section 2.13.1. concerning absence limitations and coverage of classes.)

2.13. Faculty Absence Policies

2.13.1. Professional Travel Absences

Absences for professional travel should be approved by the appropriate Division Chair and the Chief Academic Officer in advance and arrangements should be specified for coverage of classes for the duration of the absence. Absences to attend professional meetings should not exceed one week per semester (three MWF and two TR classes).

2.13.2. Emergency Absences

(Also see Weather Policies Section 2.26.)

If a faculty member must be absent due to illness or emergency, he or she or someone representing him or her, should make every effort to contact the Division Chair and/or the Chief Academic Officer so coverage of classes can be arranged for the duration of the absence. Faculty within the same academic divisions are urged to try to cover each other's classes during emergency short-term absences. In extended absence situations, the College will make every effort to hire extra teaching assistance.

2.13.3. Leaves of Absence

The President may, with approval of the Board of Trustees, grant leaves of absence, with or without pay, to members of the faculty or administrative staff. The following procedures apply to leave requests:

- The applicant must submit his or her request in writing well in advance of desired leave date, stating the length of leave desired and reasons for the request.
- The request must be supported by the requestor's supervisor.
- The President shall use his or her discretion in recommending that leave be granted with or without pay.
- A leave recipient may, at the discretion of the President, be required to sign an agreement that he or she will return the full amount of compensation received if he or she does not return to Louisburg College for a designated length of service following the termination of the leave.

2.14. Academic Freedom

The Board of Trustees approved the following statement on academic freedom at its meeting on April 17, 1964: "The College believes in and supports fully the principle of academic freedom for its faculty members. The freedom to pursue the truth in every branch of learning and to teach with a sense of responsibility for the truth as the individual conscientiously understands it, is encouraged."

2.15. Academic Advising

2.15.1. Advisee Assignments

Each new student is assigned a faculty advisor that meets one or more of the following criteria:

- The student is taught by this professor in one or more classes during his or her first semester at the College.
- The professor is in the student's major field of study.
- The professor has particular knowledge of the specified educational process in a student's major area.

The Registrar makes advisee assignments as equitably as possible, sends advisee information to advisors, and maintains a master list of advisors/advisee. Students may change advisors upon request to the Registrar. Similarly, advisors may request that the Registrar transfer an advisee to another advisor in problem situations.

2.15.2. Advisor Duties

(Also see the *Advising Handbook*)

Academic advising is considered a critically important part of faculty responsibility. The College hopes that close working relationships will develop between the advisor and advisee in order to facilitate wise academic decisions, to further student's academic development, and to give the student a sense of belonging. To such ends, each faculty member is asked to conscientiously perform the following responsibilities:

- Attend the annual advisor training session hosted by the Registrar's Office.
- Be available to work with advisees during registration, pre-registration and orientation activities, including summer pre-registration of freshmen. Each full-time faculty member is expected to be on campus for each summer pre-registration events (SOAR: Summer Orientation and Registration) to meet and work with new students. If a faculty member is unable to fulfill this expectation, he or she is to discuss resolution of the problem with the Chief Academic Officer.
- Help advisee select the proper courses that will ensure graduation from Louisburg, accomplishment of the advisee's academic goals, and maximum transferability to the students' choices of senior institutions. Early in each advisee's stay at Louisburg College, a Plan of Study should be developed by the advisor/advisee for the advisee's entire planned stay at Louisburg College.
- Help the student adjust to his or her life situation by helping with problems that are not of an academic nature or by referring the student to the appropriate campus office for assistance.
- Monitor advisees' academic performance and offer assistance to those not performing satisfactorily, particularly at the mid-term grading period or when an Advocate referral is submitted regarding the student. The Chief Academic Officer's office notifies each advisor at mid-term each semester concerning advisees whose grades indicate a special need for counseling.
- Review advisees' final grades at the end of each semester (after all final grades have been submitted) and make needed course adjustments on the portal within one week.

2.16. Instructional Equipment

Instructional Equipment is defined as any item costing over \$100 used by academic divisions such as audiovisual equipment, laboratory and studio equipment, computers, business machines used in instruction, and physical education course equipment. Items which cost under \$100 are usually categorized as supplies (see Section 2.24.). Most items of office equipment and furniture are purchased from physical plant funds, not instructional equipment allocations.

2.16.1. Procedures for Purchase of Instructional Equipment

The Chief Academic Officer has the management responsibility for the instructional equipment budget. During the annual budget process each fall, each academic division is asked to submit estimates of equipment purchase needs for the next fiscal year. These requests are consolidated by the Chief Academic Officer for submission to the Business Manager and the President. The Chief Academic Officer receives notification from the Business Manager early in the spring semester of the approved consolidated budget allocation. The Chief Academic Officer, after consultation with the Division Chairs, makes recommendations of specific divisional allocations to the President. After Presidential review, notifications are sent to the academic divisions by the Chief Academic Officer's Office. Purchases may

be initiated any time after the beginning of the fiscal year (June 1) by submitting purchase requests (containing vendors, order numbers, exact costs, etc.) through the Chief Academic Officer.

2.16.2. Procedures for Repair of Instructional Equipment

The Chief Academic Officer has management responsibility for the instructional equipment repair budget. During the annual budget process each academic division is asked to estimate its repair needs for the next fiscal year. The Chief Academic Officer consolidates these requests for submission to the Business Manager and the President. The Chief Academic Officer is notified early each spring semester of the approved consolidated repair budget allocation. The chairs of the academic divisions route all requests for repair of instructional equipment through the Chief Academic Officer.

2.17. Student Evaluation of Instruction

(Also see Section 2.6.)

Through the use of student questionnaires, students rate their instructors. Completed questionnaires are reviewed by Division Chairs and by the faculty members being evaluated. The Chief Academic Officer reviews the student questionnaires of Division Chairs. A summary prepared by the Division Chairs of all student questionnaires, including written comments, is to be filed in the Office of the Chief Academic Officer.

Each non-tenured instructor is required to use the Student Evaluation of Instruction forms provided by the Chief Academic Officer for all classes each semester. Tenured faculty are required to use the evaluations in all classes in either the fall or spring semester each year.

2.18. Examinations

Appropriate comprehensive final examinations are given in all courses. The schedule of examinations will be prepared by the Chief Academic Officer and distributed to the faculty and students at the beginning of each term. There will be no deviation from the published schedule except by permission of the Chief Academic Officer.

It is recommended (by majority vote of the faculty) that no major tests be given during the week prior to final exams.

2.19. Faculty Teaching Load

The normal teaching load for full-time faculty members of the College shall be thirty (30) contact hours per academic year (fall and the immediate subsequent spring semester). Contact hours may be distributed unevenly, but in any one semester, the teaching load for full-time faculty members generally ranges from twelve (12) to seventeen (17) contact hours. Teaching in excess of thirty (30) contact hours during the regular academic year shall be considered overload contact hours and shall require prior written approval of the Chief Academic Officer. No faculty member shall be required to teach in excess of thirty (30) contact hours during the regular academic year.

2.19.1. Calculation of Teaching Load

The following guidelines shall be used in computing contact hours for purposes of calculating the teaching load of each full-time and part-time faculty member. For teaching regular (lecture-type) courses, the faculty member shall be credited with the same number of contact hours as the number of

credit hours listed for the course in the Course Offering List. For team-taught courses, the actual degree of active participation by each faculty member in the course, as determined in advance by the Chief Academic Officer after consultation with the faculty members involved, shall determine the number of contact hours used for load determination, which number shall not exceed the number of credit hours listed for the course in the Course Offering List. To compute contact hours for teaching assignments not taught in a formal classroom situation, the following formula shall be used:

Art (studio courses): 1 three-credit-hour course = 6 contact hours

Private music lessons: 3 one-half hour music lessons = 1 contact hour, 3 one-hour music lessons hours = 2 contact hours, 3 one-hour music labs = 2 contact hours

Class music lessons: One classroom hour = 1 contact hour

Choral Groups: One classroom hour = 3 contact hours (to include performances)

Musical or Theatrical Production: One production = 6 contact hours

English/Foreign Language: One laboratory hour supervised = 1 contact hour

Natural Sciences/Mathematics: One laboratory hour supervised = 1 contact hour

Physical Education Activity Courses: Three hours of supervision = 2 contact hours

Computer Classes: One laboratory hour supervised = 1 contact hour

2.20. Maintenance of Academic Facilities and Equipment

Requests for maintenance service should be made to the Director of the Physical Plant in writing on the Request for Maintenance Service forms furnished each faculty and staff member. The Chief Academic Officer's Office should be notified in cases of urgent or unusual circumstances or if special assistance is needed.

2.21. Community Meetings

Community meetings are usually called by the President, normally once each month on the first Thursday at 11:00 a.m. Faculty should keep the normal meeting time clear on their calendars, since regular attendance is expected.

2.22. Faculty Office and Campus Hours

The general expectations of the College are that

- Faculty members spend at least 30 hours each week on the campus in class work, office hours, or performing other College responsibilities.
- Faculty schedule sufficient office hours when school is in session during each of the five days of the workweek for the full duration of each semester. The hours should be at times when students can reasonably make use of them.

- Faculty clearly post office hours and furnish a copy to the Chief Academic Officer at the beginning of each semester.
- Faculty inform the Chief Academic Officer when circumstances necessitate significant changes in or deviations from posted hours.

Exceptions or adjustments in the above expectations may be arranged in consultation with the President or Chief Academic Officer in special circumstances, i.e. formal graduate studies, unusual College duties.

2.23. Faculty Outside Employment

Full-time employees are discouraged from engaging in any extra employment that would detract in any way from the performance of their College duties. Full-time faculty, administration, and staff should not engage in outside employment or enroll in graduate or undergraduate courses that take them away from the campus during the employee's normal working hours without prior recommendation/approval from the Division Chair, the Chief Academic Officer, and the President of the College. All outside employment during the contract period should be reported to the appropriate supervisor and the President.

2.24. Registration and Pre-Registration

Registration, pre-registration, pre-registration counseling, and drop/add of classes are scheduled by the Registrar. Faculty are expected to assist in such activities including pre-registration events during the summer (also see Academic Advising, Section 2.15.).

2.25. Supplies

In the annual budget process each academic division is allocated a supplies budget. Monthly statements concerning budget status are sent to each division chair throughout the academic year and should be a subject of discussion at division meetings. All purchases require prior approval to assume appropriate reimbursement. Expendable items or items which cost less than \$100 that are used in support of classroom instruction are usually considered supplies. Such items are purchased by the division chairs through the Business Office.

2.26. Faculty-Sponsored Student Trips

Faculty members who lead or sponsor student trips (other than those routinely representing the College, i.e. athletic teams) should supply the Chief Academic Officer with trip information (i.e. dates, itinerary, cost, course relevancy, insurance coverage, etc.) and should request an advance approval for the trip. If an approved trip requires excusal from classes, a list of the students should be submitted to the Registrar at least twenty-four (24) hours prior to the trip. In turn, the Registrar will issue notices of excused absences to appropriate faculty and offices.

2.27. Weather Policies

Since the majority of Louisburg College students live on campus, it is highly desirable that the regular class schedule be adhered to, even in bad weather conditions, i.e., snow and ice. Therefore, all staff and faculty are asked to conscientiously make reasonable effort to report for work during inclement weather. The term "reasonable effort" is not intended to require employees to venture into high-risk weather situations or to neglect critical family obligations.

Faculty are asked to call in when they find it impossible to meet their classes. They should call the Division Chair at his or her office or home. If this contact cannot be established, a message should be left with the College Switchboard Operator.

Student Life is responsible for contacting area radio and television stations to broadcast special instructions concerning hours of operation, openings and closings, etc. as warranted by weather conditions, as well as posting information on the Louisburg College Home Page and the Louisburg College Alert System.

Procedures will be implemented to promote safety during inclement weather conditions (i.e., snow and ice removal, sanding of steps and walks, etc.).

2.28. Faculty Enrollment in Louisburg College Courses

Louisburg College full-time faculty members may enroll tuition-free in courses offered by Louisburg College. Advance approval should be obtained from the Chief Academic Officer and the course instructor. Such enrollment must be on a space-available basis, should be limited to only one course per semester, and should not interfere with performance of College duties.

2.29. Policy Statement Concerning Sexual Harassment

(Also see *Employee Handbook*, Sec. 5.3.)

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. It is the policy of Louisburg College that its employees are not to engage in such conduct and that such conduct can lead to dismissal (see Section 2.9.).

By the nature of their required working relationships with students, faculty members may find themselves in vulnerable circumstances. Consequently, they must exercise utmost caution to avoid behavior that might be interpreted as sexual harassment. Faculty are not to make unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of a student's grade, progress, or recommendation, and are not to create an intimidating, hostile, or offensive learning environment by such conduct.

Any reports or grievances about sexual harassment at Louisburg College that concern faculty in any way should be made to the Chief Academic Officer.

2.30. Faculty Professional Conduct Guidelines

In August 1988, the Louisburg College Faculty drafted and approved the professional conduct guidelines listed below. Subsequently, these guidelines were submitted to the administration and the Board of Trustees for adoption and distribution.

Relationship with Students

Faculty members have a primary responsibility as teachers to encourage the pursuit of learning in students. To fulfill this responsibility, faculty should assume the role of intellectual guides and counselors to their students. As counselors, the faculty must respect the confidential nature of the student-teacher relationship, especially with regard to other students, and must respect students as

mature, adult individuals. Race, sex, religion, or political beliefs of students should not influence faculty attitudes or behavior towards the students.

Additionally, as teachers, faculty members should strive to create a classroom atmosphere conducive to learning. Classes should meet regularly and on time. Material presented in the classroom should be appropriate to the course and should be presented in a thorough, objective manner. Faculty members should encourage the development of independent thought and actions in students, and should not impose their opinions on the students, but should not hesitate to express opinions when appropriate.

Social interactions with students are to be encouraged, but only those social interactions that promote growth and maturity in the student. Faculty members should remember that they are often perceived as role models, and their behavior in a social context should reflect that awareness.

Relationship with Colleagues

Faculty are common members in the community of scholars; treatment of colleagues should always be based on mutual respect and support. Faculty's greatest asset in the classroom is the respect of their students, and no member of the faculty should intentionally undermine that respect. Professional respect among the faculty and staff is a necessity for the successful operation of the College.

Criticism and evaluation of colleagues during tenure and promotion proceedings, however, is a responsibility that the faculty share with administration. Such evaluation should always be based upon the professional performance and competence of the faculty member undergoing evaluation. Criticisms of colleagues outside of the established evaluation process should be conducted through the Faculty Review Board, and should follow the procedures outlined in the *Faculty Handbook*.

Relationship with College

To be effective teachers and scholars, full-time faculty members must regard employment with the College as their primary vocation. Faculty should be allowed to determine the amount and character of outside employment, but should always be cognizant of their primary responsibility to the College and avoid excessive commitments outside the institution. Faculty should observe the stated rules and regulations of the institution, but they retain the right to criticize such rules and to seek revision. Faculty share with the administration some governing responsibilities of the institution and are expected to willingly accept their committee assignments and responsibilities. When terminating service to the institution, faculty members should consider the effect of their decision on the institution, and give adequate notice of their intentions. Faculty recognize that Louisburg College is a Methodist Church-affiliated college and should conduct themselves in such a way that the precepts and ideals of the church are upheld.

Relationships with Community

As members of the larger community beyond the College, faculty have the same rights and obligations as other citizens. Faculty are encouraged to participate in the political and social activities of their communities, but when doing so, faculty should not create the impression that their opinions and beliefs represent those of the institution. Service to the community in a professional capacity is encouraged, as are any activities that promote public education and disseminate useful, topical information. Faculty should be aware that the institution is often judged by the behavior and demeanor of its faculty, and should strive to uphold the legal, moral, and ethical principles of our society.

Scholarship and Development

Life is a dynamic process, involving change and growth, and professional life should reflect this dynamism. Faculty at Louisburg College are encouraged to think of themselves as teachers and scholars. In these roles, faculty should be committed to intellectual honesty and the free exchange of ideas, and should recognize the obligation to develop and improve their scholarly competence and their teaching skills. Faculty can expect administrative and collegial support to achieve those professional goals.

2.31. Summary of Faculty Responsibilities

Responsibilities for Governance

The Faculty shall:

- Participate in College governance by serving on various committees and by communicating with faculty representatives on committees.
- When appropriate, act on matters brought before its body from various committees.

Responsibilities for Academic Life

The Faculty shall:

- Individually serve on committees of the College.
- Individually serve on ad hoc committees established by the President.
- Contribute to College-wide governance by participation in College affairs.
- Approve candidates for graduation.
- Consider and take action on recommendations brought before the body regarding academic programs, academic standards, and admissions procedures.

Responsibilities for Student Life

The Faculty shall:

- Cooperate with the administrative officers and the College committees in administration of student affairs.
- Consider and take action on recommendations brought before the body regarding student affairs.
- Actively support student activities and events.

Responsibilities for Instruction

The Faculty shall:

- Fulfill assigned instructional responsibilities for classes assigned, with special emphasis on providing quality programs of instruction, from orientation to the discipline through assigning and reporting final grades to the Registrar.
- Provide written syllabi to students during the first week of each term on policies regarding course requirements, grading policies, attendance policies, and other relevant information pertaining to instructional matters.
- Assist the Division Chair by selecting and ordering textbooks, selecting library materials for individual disciplines, and other matters that contribute to the overall quality of the instructional program.
- Provide the Division Chair, Executive Director, and Chief Academic Officer with a current syllabus of courses he or she is teaching prior to the beginning of each term.
- Submit to the Division Chair, Executive Director, and Chief Academic Officer a copy of midterms and final exams prepared for each course three weeks prior to exam administration.
- Post and maintain reasonable office hours each term that reflect the teaching schedule, advisement opportunities for students, and other related duties and responsibilities.

- Be an active, informed advisor in a program of academic advisement which is cooperatively planned and implemented through the office of the Chief Academic Officer.
- Serve on College-wide, division, or special committees when assigned by the President, the Chief Academic Officer, or Division Chair.
- Be involved in professional development through study and participation in professional organizations and activities.
- Participate in scheduled campus faculty development opportunities and workshops, including faculty workshops related to the Quality Enhancement Plan, including at least four QEP mini-sessions per academic year, teaching portfolio development, and one major professional development activity every other year (i.e., state or regional conference).
- Be active in community life by serving in civic, religious, cultural, service, professional, and continuing education programs or organizations.
- Attend College-wide functions, faculty meetings, meetings of the division, and commencement exercises in appropriate regalia.
- Promptly complete forms and reports as requested by the Chief Academic Officer, Division Chair, and Executive Director.
- Be knowledgeable and carry out responsibilities and ethical practices normally assumed by members of the academic profession.
- Carry out other duties consistent with faculty appointments as may be assigned by the Chief Academic Officer or President.

2.32. Policy Concerning Illegal Drugs, etc.

(See Appendix; See Employee Handbook)

2.33. Faculty Requests for Student Workers

To receive student workers, faculty should contact the Financial Aid Office in April for the next academic year. Due to the limited number of students available to work, the Financial Aid Office may not be able to honor all requests. Any questions concerning financial aid or the work-study program should be directed to the Director of Financial Aid.

3.0. Academic Policies, Procedures, and Services of Interest to Faculty

3.1. Student Class Absences

The standard attendance policy of the College permits students one unexcused absence per semester for each class meeting per week for a course (for example, two unexcused absences per semester are permitted for a class that meets two times per week); however, individual faculty members may establish alternate attendance policies. **The Athletics / Academics Committee recommends that faculty include a statement in his or her respective syllabi concerning absences, assignment submission, and exam procedures due to students' participation in college-sponsored events.** The instructor shall inform students of attendance and other course policies at the first class session of the term. Any student who does not attend his/her first class session by the end of the drop/add period will be dropped from the course. The College requires attendance at a minimum of 80 percent of the class meetings for course credit.

Students may be withdrawn involuntarily from a course for nonattendance. Students who fail to comply with the attendance policy as published by the instructor's syllabus may be withdrawn from the

course under the following procedure: (1) The instructor sends a Notice of Withdrawal to the student and the Registrar; (2) The student has three calendar days from actual receipt of the Notice to challenge the Notice at a meeting with the instructor; (3) If the instructor does not cancel the Notice within those three days or if the student does not respond within seven calendar days from the date of the Notice, the faculty member notifies the Registrar, and the Registrar shall withdraw the student as of the date the faculty member initiated the withdrawal process. The Registrar shall notify in writing the student, the student's advisor, and the instructor initiating the withdrawal.

3.2. Academic Divisions

(Also see Section 1.3.1.3.2.3. for Division Chair responsibilities)

There are three academic divisions at Louisburg College: (1) Division of Humanities, (2) Division of Social Science and Business Studies, and (3) Division of Mathematics and Science. Each division has separate budget responsibility, with various line items to cover budget needs. Each fall, the division chairs are asked to forecast budget needs for the following academic year.

The academic divisions should have periodic meetings to discuss such matters as division budget and personnel needs; academic schedules; course and programs offered by the division; coordination and communication within the division and with other factions of the College.

3.3. Academic Grievance Procedure

The Academic Grievance Procedure is designed to resolve student grievances pertaining to academic matters resulting from faculty or staff actions. Various circumstances may serve as legitimate grounds for student grievances. The grievances listed below are examples of the types of complaints that might be appropriate for consideration:

- A. Errors in the calculating or recording of examination grades or the computation of final grades contrary to the faculty member's stated grading policy.
- B. Failure of a faculty member to grade and return tests or assigned work in a timely manner.
- C. Discriminatory grading on the basis of conditions other than academic criteria.
- D. Demeaning or arbitrary actions by a staff or faculty member that might markedly affect a student's performance.
- E. Failure to provide academic advisement according to an advisee's recorded goals and to the College's requirements.
- F. Disputes concerning evaluation of transfer credit from another institution.
- G. Failure to provide in a timely manner reasonable accommodations which are supported by diagnostic testing and which have been requested prior to 48 hours of the test time by a student with a documented disability.

PROCEDURE FOR REDRESS: A student who thinks that s/he has an academic grievance will first seek to resolve the matter through discussions with the involved staff or faculty member. A student with a disability who has an accommodation grievance should also include the ADA Coordinator in this initial

discussion. If these discussions are not satisfactory, the complaint may be continued according to the following procedure:

- A. A written statement of complaint must be submitted to the involved staff or faculty member not later than 30 days from the end of the semester in which the grievance situation occurs. The student must consult with the person involved within one week of submission of the written statement.
- B. If resolution of the problem is not achieved with the person involved, the student may direct the grievance in writing to the next higher level.
 - (1) Grievances involving faculty members, but not related to accommodations for students with disabilities, are directed to the appropriate academic division chair.
 - (2) Grievances involving staff members or academic division chairs are directed to the chief academic officer. The division chair or the chief academic officer will consult with the student and the involved staff or faculty member.
 - (3) Grievances concerning accommodations for students with disabilities are directed to the College ADA Advisory Committee for guidance and recommendations.
- C. As a last step, and only after steps A and B above have been followed, the student may direct the grievance in writing, including a description of the allegations and supporting documentary evidence, to the President of the College. The President will appoint a Grievance Committee consisting of staff, faculty and students.
- D. The Grievance Committee will review the written grievance and all supporting documentation and may hear oral presentations and consult with all involved parties. The committee will render its recommendations for disposition of the case in writing to the President of the College within two weeks of the last consultation/hearing. The President will notify all involved parties of his/her final decision concerning the grievance.

3.4. Academic Integrity Policy

All Louisburg College students are expected to uphold standards of honesty and integrity in their academic pursuits and are responsible for producing only their own work in all classes. Cheating, plagiarism, or lying for academic advantage undermines academic integrity. Students are responsible for understanding the policy. Students are also responsible for asking for clarification from their instructors should they have questions about the policy. The rules apply to all assignments unless otherwise specified by the instructor.

Cheating: Students must complete all tests and examinations without help from any source. They may not look at any other student's paper or any book or notes while taking tests unless specified by the instructor. Possession of notes while taking tests is considered evidence of intention to cheat. Students may not talk to any other student while tests are being given without explicit permission from the instructor. All electronic devices must be turned off and placed completely out of sight, except those devices approved by the instructor. Students must submit work that is their own. They may not submit work that has been produced by anyone else. They may not give their work to other students to copy.

Plagiarism: Students must use their own words and must document the source of anything written in any paper or assignment. Direct quotations must be cited as such. Students must paraphrase material in such a way that the style and language are distinctively their own; merely rearranging words or making minimal changes in wording is plagiarism even if documented. Students are encouraged to get ideas or suggestions from other sources when the instructor permits this.

Academic Misrepresentation: Students must not lie about absences or assignments to gain academic advantage.

Process for Addressing Academic Integrity Policy violations: Any faculty member having evidence of a violation of the Academic Integrity Policy shall meet with the student to review the evidence and inform the student of the infraction of the policy. The faculty member shall be required to notify the Chief Academic Officer providing him/her with documentation of the violation. The Chief Academic Officer shall conduct a hearing with the student to review the documentation. The Chief Academic Officer shall advise the faculty member of possible sanctions permissible and applicable and discuss with the faculty the course of action the College should take within the guidelines stated below. The instructor has the authority to determine the severity of the penalty related to the course. The Chief Academic Officer shall notify the student of the sanction imposed by the faculty member and by the College if applicable.

Sanctions: The consequence for the first infraction is a zero (0) for the assignment, quiz, test or a final grade of “F” for the course. A second violation of the academic integrity policy shall result in a final grade of “F” for the course with a permanent notation of the violation on the student’s transcript or expulsion from the institution with a permanent notation of the violation on the student’s transcript. A third violation of the academic integrity policy shall result in expulsion from the College and a permanent notation of the violation on the student’s transcript.

Records: Documentation of violations of the Academic Integrity Policy will remain in the Office of Academic Life. Records will be maintained to determine the number of violations a student has incurred and the sanctions issued.

Note: All academic integrity violations must be reported to the Chief Academic Officer.

3.5. Auditing Courses

Students wishing to enroll in a course(s) during the fall and spring semesters without earning college credit shall register as “auditors” on or before the end of the add/drop period. Tuition is charged at a rate of one-half of the part-time per credit hour rate. Auditing students must have the permission of the course instructor and the Registrar. Student status in courses cannot be changed after the end of the drop/add period. Audit courses will not count in the number of total hours attempted. Summer courses may not be audited.

3.6. Change of Grade

Once grades are recorded by the Registrar, they (except for “I”) can be changed only if the faculty member made an error in determining or recording the grade. Submission of work after the Registrar has recorded a grade is not an acceptable basis for changing a grade. To change a grade, the faculty member must complete a change-of-grade request form indicating the cause of the error and must

submit that form to the Chief Academic Officer. If the Chief Academic Officer approves the request, the Chief Academic Officer will forward it to the Registrar, who will record the change of grade.

3.7. Classification of Students

Any currently enrolled student who has been admitted to the college and is pursuing a degree program is classified in the following way: 0-27 semester credit hours = freshman; 28 or more semester credit hours = sophomore.

3.8. Curriculum Establishment, Review, Evaluation, and Changes

Any significant changes in the Louisburg College curriculum (i.e. additions or deletions of academic courses or programs) must go through an approval process involving the appropriate academic division, the Academic Affairs Committee, the Faculty Affairs Committee, the President, and the Board of Trustees. New course or program proposals must be thoroughly researched at the academic division level prior to presentation to the Academic Affairs Committee. Presentations to the Academic Affairs Committee should contain such information as course or program description, transferability, teacher availability, cost data, prerequisites, potential student interest, and placement of graduates.

Significant academic program changes approved by the Academic Affairs Committee are presented to the Faculty Affairs Committee for full faculty approval. The Faculty Chair presents all significant program changes to the Chief Academic Officer, who presents the changes to the President and Board of Trustees for final approval and placement in the *Louisburg College Catalog*.

The *Louisburg College Catalog* is updated and published annually under the supervision of the Chief Academic Officer's Office. As a part of the Catalog updating process, each academic division is responsible for review and evaluation of its academic programs and course offerings, and for submission of changes that have been through the approval process described above to the Chief Academic Officer's Office.

3.9. Dean's List and Honor List

Two honor lists are issued by the Chief Academic Officer and the Registrar to recognize exceptional achievement. Full-time students having a grade-point average of 3.50 to 4.00 will be eligible for the Dean's List issued at the end of the semester. In addition, those students with a grade point average of 3.00 to 3.49 are recognized on the Honor List.

3.10. Dropping/Adding/Withdrawing from Courses

Students may drop or add courses during the first week of classes. They may withdraw from courses, with notation stipulations as listed below, prior to the last two weeks of classes before final examinations begin. See the current academic calendar for specific dates for dropping and/or adding courses.

Course Withdrawal Policy

Students are permitted to withdraw officially from a course from the beginning of the second week of classes through two weeks after midterm. Please see the Academic Calendar for course withdrawal dates. The grade (withdraw-W, withdraw passing-WP, withdraw failing-WF) recorded on transcripts for a withdrawal after that time is according to the recommendation of the instructor. Failure to attend classes does not constitute official withdrawal from a course. Students are committed to a standard grade (A through F) beginning the third week after midterm.

Change Procedures:

During First Week of Classes (Drop/Add Period): If a student desires to drop or add a class during the first week of classes, he or she should: (1) have a conference with his/her Faculty Advisor. If a course change is advised, the Advisor will make the necessary changes to the student's schedule using the faculty portal. (2) The advisor should print two new copies of the schedule, retaining a signed copy in the student's advising folder and furnishing the student with a new printed schedule.

After First Week of Classes: If a student desires to withdraw from a class after the first week of classes, he or she should: (1) have a conference with his/her Faculty Advisor. If the withdrawal is advised, the Advisor will prepare and sign a Course Withdrawal form. (2) The student should take the form to the instructor for signature. (3) The student must take the form to the Registrar within 48 hours from the date of issuance. (Also see Academic Calendar for specific dates.)

Students may be dropped from course enrollment by an instructor due to excessive absences or class performance problems, according to the absence policy announced by the instructor in the course syllabus. If the drop occurs during the first four weeks of classes, the student's academic record (transcript) will list the course with a notation of "W" (Withdrawn); thereafter, a grade of WP or WF will be recorded for curriculum level courses (developmental withdraws should always be assigned a W). Faculty should handle absence-related drops in a timely manner to facilitate prompt notification of students, parents and College officials by the Registrar.

3.11. Financial Aid

The Financial Aid Office is located in Main Building. There are three types of financial aid available to students: (1) scholarships and grants; (2) loans; (3) and on-campus work opportunities. Usually students receive a combination of the three types of aid to enable them to attend Louisburg College. Work opportunities on campus include assignments to faculty. Since these jobs are based on financial need, not all students are eligible for campus work.

3.12. Student Grade Reports

Faculty are required to use the Faculty Portal to submit student grade reports to the Registrar at mid-semester and at the end of the semester. Forms, appropriate procedures, and ample notice of deadlines are provided by the Registrar's Office. Mid-semester and final grades are mailed to both the students and parents of those students who have signed a release records form (FERPA). Faculty advisors should access advisees' grade reports through the Faculty Portal for counseling purposes. Grades must be treated with utmost privacy. (See 3.18: Privacy of Student Records.)

Once grades are recorded by the Registrar, they (except for "I") can be changed only if the faculty member made an error in determining or recording the grade. Submission of work after the Registrar has recorded a grade is not an acceptable basis for changing a grade. To change a grade, the faculty member must complete a change-of-grade request form indicating the cause of the error and must submit that form to the Chief Academic Officer. If the Chief Academic Officer approves the request, the Chief Academic Officer will forward it to the Registrar, who will record the change of grade.

3.13. Grading System

Records, Grades, and Reports: Records of progress are kept by this institution on all students. Progress reports are posted to the student portal by the Registrar's Office at the midterm marking period and at the end of each scheduled school term. Grades are evaluated as follows:

A - Excellent 4 quality points per semester hour

B - Good 3 quality points per semester hour

C - Average 2 quality points per semester hour

D - Below Average 1 quality point per semester hour

W - Withdrawal Not counted as hours attempted.

WP - Withdrawal Passing Not counted as hours attempted.

WF - Withdrawal Failing 0 quality points, counted in hours attempted.

F - Failure 0 quality points, counted in hours attempted.

I - Incomplete Course considered attempted but no quality points earned.

P - Pass 0 quality points per semester hour

AU - Audit No credit

N - No Grade No grade at midterm.

RP - Remedial Passing Developmental courses have an R before the final grade; 0 quality points; counted as hours attempted

RF - Remedial Failing Developmental courses have an R before the final grade; 0 quality points; counted as hours attempted

S – Satisfactory Developmental courses use S for satisfactory progress at midterms

U – Unsatisfactory Developmental courses use U for unsatisfactory progress at midterms

Grading Scale: The following grading scale will be used for all 100- level and 200- level courses:

A (90-100) Excellent

B (80-89) Above Average

C (70-79) Average

D (60-69) Below Average

F (below 60) Failing

I = incomplete

W = withdrew

WP = withdrew passing

WF = withdrew failing

AU = audit

Plus and minus grades may only be assigned at mid-term.

In the case of "I" grades, students are allowed until the end of the following semester to make up incomplete work. If not removed in one semester, the "I" becomes the permanent grade and will count the same as an "F" grade in computation of averages.

Quality points are earned as follows: A = four points per semester hour, B = three points per semester hour, C = two points per semester hour, D = one point per semester hour. Grades of F, I, W, WP, WF, N, and AU carry no points.

3.14. Students with Disabilities

(Also see *Louisburg College Disability Services Handbook* in the Appendix.)

Louisburg College does not discriminate against qualified students with disabilities. The College will assist in providing reasonable accommodations requested by students with disabilities. It is the student's responsibility to request such accommodations and to provide current documentation with a clear statement of the disability and, if possible, recommended accommodations to the Office of Learning Support and Disability Services (OLSDS).

Students with disabilities are expected to take an active role in their education. However, the majority of these students have not learned to self-advocate and need encouragement, patience, and positive feedback when facing academic challenges. It is important to remember that students with disabilities can succeed if they utilize accommodations and participate as responsible students.

Each year, new and returning students who have disabilities and need services must meet with the Director of the OLSDS to discuss and plan their accommodations. Once accommodations are determined, the OLSDS will distribute appropriate information to their instructors. Instructors at Louisburg College are not expected to make course objectives less rigorous for students with disabilities, but rather to reasonably assist students in their learning processes. Students have accommodation needs which can vary considerably. Accommodations are based upon the students' needs and are determined on a case-by-case basis.

3.15. Student Course Load

The normal academic load for students is a schedule of 16 semester credit hours. A full-time load, however, is defined as being any combination of 12 semester credit hours or more of classes. A charge is made for each credit hour over 18 with the semester credit hour charge being equal to the part-time per credit hour charge. Students must petition the Chief Academic Officer in writing when desiring to take more than 19 credit hours in any given semester.

3.16. Course Prerequisites

Certain courses carry prerequisite requirements that have been established by the relevant academic divisions. Both the *Louisburg College Catalog* and each semester's course schedule contain this information. Academic advisors are urged to be cautious in checking prerequisites as they assist advisees in preparing schedules. Only the academic division and the instructor offering a course may waive its pre-requisites.

3.17. Student Readmissions

Students, who discontinued attendance at Louisburg College for one semester or more, not including the summer term, must apply for readmission. If they have attended another institution during the interim, they must have official transcripts mailed directly to the Admissions Office.

Former students in good academic and social standing may be admitted upon submission of the appropriate forms and review by the Admissions Committee. Students not in good academic and/or social standing must petition the Admissions Committee for readmission. The petition must be sent to the Office of Admissions and must show good cause why such readmission should be permitted. Students suspended for academic reasons may petition for readmission after remaining out of school for at least one semester. The summer term does not count towards meeting this suspension requirement.

The record of students who have been readmitted in full-time status or have completed 12 semester hours as a part-time student at Louisburg College after an absence of four or more consecutive semesters will be evaluated as follows: only grades of D or better earned in previous enrollments will be combined with all grades earned after readmission to compute graduation eligibility.

3.18. Privacy of Student Records

No Louisburg College staff or faculty member should reveal a student's grades or personal information in any form identifiable to individual students without the student's written permission. Grades cannot be publicly posted by social security number; postings based on randomly issued numbers are allowed.

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), Public Law 93380513, prohibits the dissemination of certain categories of information from student records without the student's consent. Each faculty member should become familiar with FERPA regulations. Questions about FERPA should be directed to the Registrar, the Chief Academic Officer, the Vice President of Student Life, or Vice President of Enrollment, as applicable. Students' FERPA status is noted on the Faculty Portal, including individuals (parents, guardians, employers, etc.) with whom academic information may be shared if a student has signed a FERPA waiver in the Registrar's office.

3.19. Repeating Courses

A student who has earned less than a "C" in any course may elect to take that course again to attempt to improve the grade. If the grade earned was a "C" or higher, the student must petition the Chief Academic Officer in writing in order to repeat the course. When a passing grade has been previously earned, a course repeat may not be used to meet the minimum credit hours required for graduation. The results of the most recent attempt (excluding a withdrawal) shall stand as official, and the credit hours and grade points already on the student's record for that course shall no longer be used to

count toward total credits earned or cumulative GPA. The student who is repeating a course must notify the Registrar's Office at the time of registering for the course.

3.20. Class Schedule

The schedule of classes is compiled by the Registrar prior to each semester, with input from the Chairs of the academic divisions and the Chief Academic Officer. The Division Chairs coordinate with the Chief Academic Officer concerning schedule matters such as course offerings, schedule conflicts, and individual teaching loads and schedules.

3.21. Student Academic Standards

The chart below represents the minimum requirements (cumulative hours earned and grade point average) that students must meet in order to maintain satisfactory academic progress for receiving financial assistance. The College reserves the right at any time to suspend a student who is not making satisfactory academic progress toward a degree. Extracurricular activity organizations may require participants to have a higher cumulative GPA than specified by the criteria outlined in the section below.

Full-time Semester/Part-time Year	Semester Credit Hours Earned, including developmental	Minimum GPA to Remain in Good-Standing	Academic Warning	Academic Suspension* ²
1	9	1.75	Below 1.75	NA
2	21	1.85	Below 1.85	If received warning previous semester
3	33	1.95	Below 1.95	If received warning previous semester
4	45	2.0	Below 2.0	If received warning previous semester
5	57	2.0	Below 2.0	If received warning previous semester

Students who are suspended may appeal; if appeal is granted, student is placed on academic warning.

Note that students may be placed on developmental suspension if they have not successfully completed a specific developmental course (e.g., MAT 095, MAT 096, ENG 097, ENG 098) after 3 semester-attempts.

See the current *Louisburg College Catalog* for more information on Academic Standards.

3.22. Course Syllabi

The first time a course meets each semester, the instructor should give each student a course syllabus containing such information as the following:

- Course title and number.
- Instructor's name, office location, and office hours.
- Title, author, and edition of textbooks.
- Brief course goals and desired learning outcomes.
- Evaluation policies (procedures, scales, number and type of quizzes or examinations, value of writing assignments, etc.).
- Course requirements (homework, oral and written assignments or reports, books on reserve, field trips, class participation, library research requirements, etc.).
- Class attendance policies.
- Brief topical outline.
- Sexual Harassment Policy.
- Accessibility Services Info.

A permanent file of course syllabi is maintained by the Chief Academic Officer's Office for the purpose of supplying necessary information to other institutions and to the Southern Association of Colleges and Schools. Consequently, all instructors should provide a copy of each of their syllabi each semester to the Chief Academic Officer, their Division Chair, and their Executive Director (if applicable).

3.23. Textbook Orders

Textbooks are selected by faculty members teaching a common course in consultation with Division Chairs. Textbook orders are made by the Division Chair following procedures established by the Chief Academic Officer and the Vice President for Finance. With the student voucher system, texts should be used until the division decides that the current texts are outdated; individual instructors may not order other textbooks.

3.24. Transfer Credit Evaluation

Louisburg College accepts transfer credit only from regionally-accredited institutions and only for courses compatible with Louisburg's curriculum and graduation requirements. The Registrar evaluates transcripts from other institutions and records accepted credits on the student's Louisburg transcript.

With the changed degree requirements for Louisburg College's alignment with the North Carolina Community Colleges' new Comprehensive Articulation Agreement, the number of transfer hours from other institutions that Louisburg College will accept depends on the date of students' Louisburg College matriculation.

- Students who matriculated **prior** to Summer 2014 are limited to transferring 32 hours from other institutions and must earn 32 hours from Louisburg College. Their total required hours for graduation is 64.
- Students who matriculated **during** Summer 2014 or after can transfer in a maximum of 30 hours from other institutions and must earn a minimum of 30 hours from Louisburg College (60 hours total is the minimum graduation requirement).

All students must have at least 2 semesters in residence at Louisburg College and must earn at least a C (2.00) average on Louisburg College work to qualify for graduation

Quality points at other institutions are not used in computing averages for graduation; the accepted transfer semester hours merely reduce the number of hours required for graduation from Louisburg.

3.25. Transportation

The College owns several buses and vans which are used for College-sponsored trips. Faculty or staff drivers should be used whenever possible. If student drivers are used, they must possess a valid chauffeur's license and be accompanied by a College faculty or staff member who will assume responsibility for the group. All drivers' names must be listed on the College's general insurance policy.

The faculty or staff sponsor of a student trip will be responsible for scheduling vehicles through the Student Life Office and for their routine service and maintenance, i.e., gas, oil, tire pressure and cleaning. The cost of operating vehicles will be assessed by the Business Office to the appropriate academic division.

3.26. Withdrawal of Students from Enrollment

Students desiring to withdraw from the College should be referred to the Dean of Students' Office to initiate official withdrawal procedures. Withdrawing students are assigned grades by their instructors according to procedures described in Section 3.10.

3.27. Application for Degree

A student intending to be graduated from Louisburg College must apply for the degree before registering for the last semester. The deadline for submitting applications for May graduation is November 1; for August graduation, June 1; and for December graduation, August 15. A commencement ceremony is held only in May. Graduation application forms are available in the Registrar's Office.

3.28. Catalog in Effect

Students must meet graduation requirements in the catalog in effect on the date of the student's most recent matriculation, unless they are "grandfathered in" through Academic Affairs and Faculty Affairs approval. Louisburg College reserves the right to make changes in courses and policies published in the catalog without obligation or prior notice.

3.29. Duplicate Diploma

A duplicate diploma may be issued upon request. A written request must be made to the Registrar indicating the reason for a duplicate diploma. The duplicate diploma shall show the date of the original diploma and be marked "duplicate." The duplicate will have the signatures of the current College officials and the current format and size. The fee will be the cost incurred by the College and shall be paid prior to the ordering of the "duplicate."

3.30. Incomplete Grades

A grade of Incomplete ("I") may be given when a student has not completed all the requirements of a course, but has completed at least 80 percent of them. The instructor will submit a plan of work to be completed to the Registrar's office with the incomplete grade. A student receiving an Incomplete ("I") grade may complete the course without having to re-register for the course. An Incomplete ("I") grade

remains on a student's record until it is removed by a passing grade. If not replaced within one semester, the Incomplete ("I") becomes an "F."

3.31. Independent Study Courses

A student may be permitted in extraordinary situations to perform regular coursework as a tutorial provided by a faculty member of Louisburg College. The Chief Academic Officer must first approve an independent study course. The Registrar will contact the appropriate division chair to find a faculty member willing to teach the Independent Study course. A syllabus and a course outline are required for all tutorial courses. The prior approval of the instructor, division chairperson and Chief Academic Officer is required before the student can register for the course. Only courses less than 3 semester credit hours may be authorized to be taken by any student after the 60% point of the term. The student pays an additional charge equal to the part-time credit hour charge for Independent Study courses before the work commences.

3.32. Participation in Commencement

Only students who have successfully completed all graduation requirements will receive diplomas at Commencement in May. Students may "participate" and walk across the stage at Commencement and receive a diploma cover only if they meet the following two criteria:

- They are within two classes of graduation.
- They are registered for the missing class or two classes during the summer session immediately following spring Commencement, and this summer registration must be confirmed in writing by the Registrar's Office prior to Commencement.

Students who are receiving a diploma cover will be noted in the Commencement program, and the Chief Academic Officer will also make an oral notation as the students walk across the stage.

3.33. Timely Warnings (Campus-Wide LC Alerts)

In the event that an on- or off-campus situation arises that, in the judgment of the Campus Police Chief or Vice President for Student Life, constitutes an on-going or continuing threat, a campus-wide "timely warning" will be issued. This warning will be communicated via Send Word Now (phone/text/voicemail alert), and campus e-mail that will be sent to students, faculty, and staff, as well as posted flyers in appropriate campus facilities.

Faculty are strongly encouraged to sign up for LC Alerts, and they will receive an e-mail with instructions for initial sign-up, along with periodic e-mails for updates.

Anyone with information that warrants a timely warning should immediately report that information to the Campus Safety and Police Office.

3.34. Student Retention, Early Warnings, and Interventions (The Advocate)

In an effort to promote student success and to increase student retention, the College, through the Office of the Chief Academic Officer, uses The Advocate, a process for the prompt reporting and follow-up of problems with students' academic behaviors.

All faculty are required to utilize the faculty portal for reporting students, and advisors are required to follow-up with their advisees. All information concerning referrals, requests for further information, and summaries of interventions must be reported in the faculty portal.

A representative from the Office of Academic Life gives faculty workshops on The Advocate at the start of every semester and also can work individually with faculty and advisors throughout the semester.

3.35. Academic Support Services for Students

Louisburg College offers the following additional learning resources at no cost to students:

- Open weekdays, the **Reading Lab** (Taft 212) is primarily for use by students enrolled in English 097 Reading and Critical Thinking; however, any student who desires to improve her or his reading comprehension skills may make an appointment to use the Reading Lab with the Director of English Developmental Studies.
- The **Writing Center** (Taft 214) is open weekdays to assist students with any and all writing assignments and research projects in English courses and all courses across the curriculum. Currently, the director of the Writing Center is an English faculty member. Students are encouraged to schedule an appointment via the weekly calendar on the door, but walk-ins are welcome. Students utilizing the Writing Center services may use the computers and printer for their work.
- Professional tutors and trained student peer tutors offer academic support for all academic disciplines as well as study strategies, time management, and other support throughout the week in the **Academic Success Center** (Robbins Library).
- Several evenings each week, individual Science faculty offer supplemental **Science Reviews** in the Franklin Science Building.

Faculty and students receive schedules of each of these learning services at the beginning of each semester, and the schedules are posted at locations around campus.

4.0. Student Life Policies and Services of Interest to the Faculty

4.1. Student Bookstore

Located in the B. Everett Jordan Student Center, the Louisburg College Bookstore stocks all textbooks required for classes. Student textbook rental fees are included in general tuition and fees (the voucher system). Students pick up textbooks during the check-in process at the beginning of each semester. Students who change schedules during the drop/add period need to come to the bookstore to exchange texts.

At the end of every semester, students return textbooks back to the bookstore prior to their leaving campus. Any textbooks not returned by the last day of exams each semester will have charges valued at the replacement cost per textbook placed on the student's account in the Business Office.

Students may write and highlight in **all** books; however, pages may not be removed.

Lab books, workbooks, and any special textbooks are included in this fee but cannot be returned for credit as they are not re-useable.

The Louisburg College Bookstore also sells Louisburg College apparel, school and personal supplies, and gift items.

4.2. Duke Dining Center

The College Dining Center, catered by Chartwells, Inc., and located in the Benjamin N. Duke College Center, serves breakfast, lunch, and dinner Monday through Friday, and brunch and dinner are served on Saturday and Sunday. Faculty may load their faculty ID cards for Dining Center meals or use their personal debit cards.

4.3. Hurricane Zone and Perks

The Hurricane Zone at Duke Dining Hall offers late-night dining from 7:00-10:00 PM. It provides quick-serve options such as pizza, sandwiches, wraps, and salads.

Perks at Robbins Library offers Starbucks-brand coffees and quick-serve options such as sandwiches, wraps, and salads.

4.4. Office of Spiritual Life

The College Chaplain's Office is located in the Clifton L. Benson Chapel and Religious Life Center. The Chaplain (Assistant Dean for Religious Life) is the coordinator of all campus religious activities, such as chapel services and activities of the Christian Life Council. Chapel services are offered on Tuesdays at 11:00 A.M. in the Chapel, featuring a variety of special speakers. Faculty and staff should not schedule classes or meetings that conflict with announced chapel services. Faculty and staff are encouraged to make student referrals to the Chaplain whenever they feel that the Chaplain might be of help.

4.5. Student Handbook

The *Student Handbook* is published by the Office of Student Life. It is updated annually and is published on the College Website. Faculty are encouraged to become familiar with the *Student Handbook* contents. See the Appendix.

4.6. Lost and Found

The Student Life Office in Davis Building is the campus central contact point for all lost and found matters. Theft or mysterious disappearance of personal or College property should be reported to Campus Safety and Police.

4.7. Student Orientation

Student orientation activities during the summer (SOAR, Student Orientation and Registration) and at the beginning of each semester are planned by a committee and are carried out under the direction of the Student Life Office. Faculty academic advisors assist with these orientation activities. (See Section 2.15.2.)

4.8. Campus Safety and Police

The Louisburg College Campus Safety and Police Office is located in Davis 100. Officers are on duty twenty-four hours a day, seven days a week. Officers' duties consist of patrolling the entire campus,

securing buildings and property, issuing citations, making arrests for criminal violations, working special events, and responding to calls for assistance.

Louisburg College Campus Police officers are commissioned by the North Carolina Attorney General's Office under general statute 74G and are granted the same authority and subjected to the same rigorous training and standards as all North Carolina municipal police officers. The Department of Campus Safety and Police works closely with the Louisburg College Police Department and Franklin County Sheriff's Department to ensure a safe environment for the campus and surrounding community.

As part of a commissioned law enforcement agency, Campus Police Officers have jurisdiction on the Louisburg College campus, including any satellite properties, as well as any city street immediately adjoining the campus. This jurisdiction includes the authority to make traffic stops, especially when a traffic violation is particularly threatening to campus pedestrians.

All faculty should immediately report any criminal activities, emergencies, or security issues to Campus Police. Emergency call boxes are also located at various points on campus grounds. Campus Police also offer the following services:

- Through Operation ID, the model and serial number of personal devices such as laptops and tablets can be submitted to a national database accessible to Campus Police at all times. In the event of theft, access to this database can be used for property recovery.
- Campus Police can also assist with opening vehicles in the event of keys being locked in vehicles and can also inflate flat tires so that campus community members can drive to a repair center.
- Should anyone have a safety concern about walking on campus at any time day or night, Campus Police will provide an escort service.

4.9. Parking

Faculty should register their vehicles at the Financial Services Office and should park in faculty-designated areas. The free parking permits must be displayed on all vehicles used by faculty on campus.

4.10. Student Computer Access

Open-use student computer areas across campus are located in Taft 102 and Davis 101 (which is open 24/7). The library also has computers for general student use and printing.

The following campus academic services and areas have restrictions on student computer use and are **not** open computer labs for general student use:

- Learning Partners labs (Taft 101 and 110) are restricted to use by Learning Partners students actively enrolled in the program.
- Writing Center computers (Taft 214) are solely for students working on academic writing, research, and related projects.
- The Reading Lab (Taft 212) computers are for students who wish to complete Reading Plus software assignments as part of their enrollment in English 097 Reading and Critical Thinking, but any student who wishes to improve her or his reading skills may use the Reading Lab by appointment with the Director of English Developmental Studies.

4.11. The Joel Porter Counseling Center (JPCC)

Located on first floor of Davis, the Joel Porter Counseling Center offers students, faculty, and staff free short-term and long-term personal counseling, as well as other services, including the following:

- The Louisburg College SADD (Students Against Destructive Decisions) chapter;
- CHOICES (brief, solution-focused series of sessions for students, sanctioned through the Office of Student Conduct for alcohol and/or other drug violations);
- AlcoholEdu (an on-line interactive, Web-based program facilitated via the JPCC in first-year seminar classes);
- Icebergs (a conflict resolution workshop aimed at educating students how to better handle and respond to conflict).

For further information, see the JPCC on the Louisburg College Website or contact either the Director of Counseling Services or the Student Life Office.

4.12. Louisburg College Health Services

The Louisburg College Health Clinic is located in Kenan 110 and is staffed by nurse practitioners from the Franklin County Health Department Mondays and Thursdays 1:00-5:00 P.M. The following on-campus basic health services are provided free of charge to all full-time Louisburg College students by the Franklin County Health Department:

- General medical services (blood pressure monitoring, fast blood sugar, pregnancy tests);
- Minor Illness (sore throat strep test, urinary tract problems, colds, headaches/body aches/pains);
- Minor injury (cuts and bruises, burns);
- Immunizations (not routinely available on campus but offered at specific designated times, with possible charges);
- Education (monthly programs on a variety of health topics).

Besides these basic on-site services, the clinic also provides referral service for more in-depth needs. Louisburg College Health Services follow FERPA and HIPPA guidelines.

5.0. Other Information of Interest to Faculty

5.1. Alumni Office

Historically, faculty have had considerable contact with Louisburg College alumni. All faculty are encouraged to provide the Director of Alumni and Annual Giving with any alumni information that might be useful to that office and to participate in activities that the Director plans for alumni.

5.2. Budget

During the fall semester each year each academic division chair is asked to submit a budget request for the following academic year and to give estimates of budget needs for five years. After review by the President and Chief Academic Officer, the Vice President of Finance notifies the division chair of allocations. The President and the Vice President of Finance, in coordination with appropriate trustee committees, are responsible for preparing the annual College budget. The proposed budget for each College fiscal year (June 1 - May 31) is submitted to the Board of Trustees at the spring meeting, 3-

4 months prior to the beginning of the fiscal year. The highlights of the annual budget are shared with the faculty at the time of approval by the trustees.

Monthly budget status reports are provided to each academic division and major College office by the Business Office.

5.3. Fringe Benefits and Services

Louisburg College provides a variety of fringe benefit coverage to its employees as described below. The College Business Office, which has management responsibility for all benefit coverage, periodically and on request, supplies information concerning benefits.

5.3.1. Retirement Plans

A. Defined Benefit Plan

Most employees who began their employment at Louisburg College prior to July 1, 1994 are participants in a defined benefit group retirement plan that was provided by the College for many years. On July 1, 1994, the College changed to a defined contribution plan under TIAA/CREF (described below), and all further accruals to the old plan ceased. Though not experiencing further accruals, the old defined benefit plan remains in effect and is monitored by a Defined Benefit Retirement Committee which receives an annual report from the actuary hired to monitor the plan.

B. Defined Contribution Plan

Louisburg College began providing a defined contribution retirement plan under TIAA/CREF on July 1, 1994, for all permanent full-time employees. Under this plan, the employee contributed six percent (6%) of salary, and the College matched each employee's contribution with six percent (6%). Employees had the option of contributing in excess of 6% and had several investment options as to how their TIAA/CREF accounts were managed.

Beginning June 1, 2014, the College offered a more flexible and enhanced TIAA/CREF defined contribution retirement plan **for all full-time and part-time faculty and staff members**. Important changes include the following:

- Participation in the Plan will no longer be mandatory, but completely voluntary.
- Eligible employees may enroll in the Plan, regardless of the number of hours worked.
- Participants can elect how much they want to contribute to the Plan, subject to the IRS maximum.
- Participants will receive \$1 for \$1 matching contributions up to a maximum of 6%.
- Participants who qualify can make "catch-up" contributions as allowed by the IRS.
- Participants will be able to take a loan from their retirement account.
- Participants who qualify may take a "hardship" distribution subject to IRS rules.
- For participants who fail to make an investment election decision, the default investment fund will change from the Money Market Fund to the Life Cycle Retirement Income Fund.
- This 403(b) Retirement plan now qualifies as a "Safe Harbor" Plan.

Additionally, the College invites a TIAA/CREF representative to campus several times during the academic year so that faculty and staff may make individual appointments to discuss any concerns.

Faculty who have any questions about the retirement plan should contact the Director of Human

Resources.

5.3.2. Medical Insurance

Hospitalization, medical, and dental insurance is provided to all full-time College employees through a group policy on a shared premium cost basis. The College pays an annually announced portion of the premium cost, with payment by the employee of the remainder of the premium by payroll deduction. Coverage under the plan for spouses and other immediate family members can be purchased by the employee through payroll deduction. The Business Office furnishes each covered employee an information booklet which provides coverage details.

5.3.3. Life Insurance

Louisburg College provides life insurance coverage equal to an employee's salary (minimum \$15,000) to all full-time College employees under a group plan.

5.3.4. Disability Insurance

Louisburg College provides disability insurance to all full-time employees under a group plan. The particulars of this coverage are given in an annual Certificate of Coverage sent by the company to each covered employee each year.

5.3.5. Tuition Waiver

The College provides free tuition for dependents of full-time employees who have been employed by the College for at least a year. These dependents must meet normal admission standards. Fees, other than tuition costs, must be paid by the employee or the dependent.

Full-time employees who have been employed by the College for at least one year may also take courses at Louisburg College for credit or audit on a tuition-free basis. Such enrollment must be approved by the employee's supervisor, be limited to no more than one course per semester and must not interfere with the performance of the employee's duties.

5.3.6. North Carolina Private College Tuition Exchange Program

In an effort to improve the fringe benefits available to their employees, several North Carolina private colleges have combined to create the North Carolina Private College Tuition Exchange Program. This Program entitles limited numbers of certified dependents of college employees to attend school tuition-free at any of the participating colleges. Contact the President's Office for current information.

5.3.7. Social Security

Under the social security plan, Louisburg College pays one-half of the insurance and the other half is deducted from the salary check of the employee according to the directive of the Federal Insurance Contribution Act.

5.4. Commencement

The commencement program of the College usually occurs on the first or second Friday of May. Candidates for degrees and certificates are required to attend, unless permission for graduation in absentia is granted by the Chief Academic Officer. Faculty are expected to be in academic regalia and to

be present in the academic procession. For those who do not have regalia, arrangements for rental may be made through the Bookstore.

5.5. Copyright Guidelines

Title 17 of the United States Code, the Copyright Act of 1976, and subsequent amendments (including the Digital Millennium Copyright act of 1998), cover United States copyright laws.

The general rule is that copyrighting a work gives the owner exclusive rights to copy the non-digital or digital work. The law allows "fair use" which provides limited copying under certain circumstances without the author's permission within a nonprofit educational setting. Under the "fair use" provisions of the law, a teacher **may not**:

- A. Use copying "to create or to replace or substitute for anthologies, compilations, or collective works, regardless of whether or not the copies are bound together."
- B. Make copies of or from "expendable" use or "consumable" items such as workbooks or standardized tests.
- C. Use copying as a substitute for purchasing the work from which she or he is copying.
- D. Copy anything on instructions or directives from a higher authority. It must be at the instance and inspiration of the teacher. Such inspiration must also have been so sudden that there was not sufficient time to receive permission to copy from the copyright owner.
- E. Copy the same item for more than one semester.
- F. Charge the student for the item beyond the actual cost for copying.

If any one of the above restrictions is violated, "fair use" fails.

Copying **is permitted** in the following situations:

- A. It is for the instructor's personal use in research, teaching, or preparation. In such cases it is legal to make a single copy of any chapter, article, short story, chart, graph, diagram, cartoon, or picture.
- B. It is legal to make multiple copies for classroom use if they are made by the teacher giving the course, if no more copies are made than there are students in the course, and if each copy includes a notice of copyright.
- C. Three other tests must also be met: Brevity, Cumulative Effect, and Spontaneity.
 - I. **Brevity** means that it is permissible to copy the following:
 - A complete poem if less than 250 words and printed on at most 2 pages, or an excerpt at most of 250 words from a longer poem;

- Articles, stories, or essays, less than 2500 words; excerpts from a longer prose work (a maximum of 1000 words or 10%, whichever is less);
- One chart, graph, diagram, picture, or cartoon per book or periodical issue;
- A maximum of 2 pages from an illustrated work less than 2,500 words; single illustrations or photographs (but no more than 5 images from a single artist or photographer may be used, and from a collection, not more than 15 images or 10%, whichever is less, may be used).

(Complete copyright information must be given with all the above.)

II. Cumulative Effect has the following restrictions:

- The copying is for only one course.
- Not more than one short poem, article, story, essay, or two excerpts from such may be copied from the same author, nor more than three from the same collective work or periodical for the one class term (this does not apply to newspapers or current news periodicals).
- There shall be at most nine instances of all such multiple copying for one course in any one term, except for newspapers and periodicals.

III. Spontaneity means that no matter how careful the copier may be about lengths of articles, etc., it is never fair use, and multiple copying is prohibited under any circumstances, if the copier could have obtained the permission of the copyright owner in a timely manner and did not do so. (“The copying is at the inspiration of the individual faculty member, and the moment of inspiration and the moment for maximum teaching effectiveness are so close in time as to make unreasonable the expectation of a timely reply to a request for permission.”)

- Amendments to the 1976 copyright law also restrict the use of **digital materials**, especially concerning the integration of such materials into multimedia or video projects. In all cases, educators and students must fully credit sources. These restrictions include the following:
- For prose usage, instructors may use up to 10% of a copyrighted work or 1000 words, whichever is less.
- For poetry usage, one may use an entire poem if it is less than 250 words, 250 words for a longer poem, no more than 5 poems or excerpts of different poets from an anthology, and only 3 poems or excerpts per poet.
- Students “may use portions of lawfully acquired copyright works in their academic multimedia,” defined as up to 10% or 3 minutes (whichever is less) of “motion media” (videotapes, DVD’s, Internet video clips). These must be lawfully acquired and must have copyright attribution included in the multimedia projects, and these cannot be altered in any way.

- Up to 10% but no more of than maximum of 30 seconds of a copyrighted musical composition or sound recording (records, cassette tapes, CD's, or Web audio clips) may be reproduced or displayed as part of a multimedia program produced by an instructor or student. Any alterations cannot change the basic melody or the fundamental character of the work.
- Resources from the Web may not be reposted onto the Internet without permission.
- Note that both copyrighted and public domain sites are often combined in Internet resources, especially search engines. Photos on Google may or may not be copyrighted, for example.

5.6. Duplication Services

Copiers are available for faculty use in several locations on campus, and duplication costs are billed to academic divisions by the Business Office. Each division has a user number for this machine assigned by the Business Office for billing purposes. The Manager of Office Services operates this equipment and instructs individual faculty members on its use. The beginning and end of each semester are heavy use periods; faculty are encouraged to give the director as much lead time as possible.

5.7. Emergency Information

County Emergency Center (report FIRE or call RESCUE SQUAD)	911
Police Department	911
Campus Police (normal day hours)	497-3400
(on duty nights and weekends)	497-3400
(emergency)	911
Franklin County Health Department	496-2533
Louisburg College Health Clinic	497-1425

General: The Dean of Student Life should be informed of all student emergencies. The President or Chief Academic Officer should be notified of faculty and staff emergencies.

President La Branche	496-3213
Dean Modlin	(H) 252-459-8664
	(O) 496-3210
Provost Eck	496-3201

5.7.1. Crisis Management Plan

(See Appendix)

5.8. Library Services

Complete library services are available to the faculty, including audio-visual instructional service and interlibrary loans. Information concerning new book acquisitions is distributed by the library periodically.

Each academic division is allocated limited book purchase funds each year by the Director of Library Services for the purpose of updating library holdings in subjects taught by the division. Chairs of academic divisions are encouraged to periodically review library holdings in their subject areas and to coordinate with the Director of Library Services to maintain currency. The library phone number is 497-3269.

5.9. Mail Services

Louisburg College Postal Services are under the supervision of the Manager of Office Services. Each faculty member is assigned a post office box in Main Building. Faculty mail is placed in these boxes as soon as possible after mail arrival, Monday through Friday. Inter-campus mail will be placed in boxes daily Monday-Friday. Memos and notices to students must bear the student's post office box number, available on the student directory issued by Office Services. All outgoing mail to be metered should be delivered to Office Services by 4 pm. There is no pickup of outgoing mail from individual offices. Outgoing mail leaves the Post Office at 4:30 pm Monday through Friday. Access to the Post Office is restricted to Office Services and their student workers.

5.10. Payday

Faculty and staff are paid on a semi-monthly basis on the 15th and 31st days of the month. If the 15th or 31st day falls on Saturday or Sunday, payment occurs on the Friday before. All payments are made by direct deposit.

5.11. Personnel Files

Files pertaining to faculty academic records, previous work experience, and information concerning qualifications or rank are kept in the Chief Academic Officer's Office. Copies of contracts, letters of agreement and other correspondence are kept in the President's Office and Human Resources Office. Student personnel files are kept in the Registrar's Office.

5.12. Publications

Current Louisburg College publications include: *Louisburg College Catalog*, *Columns* (the alumni magazine), and the *Mid-Week Message* (the electronic faculty/staff newsletter).

5.13. Publicity

News articles and other items pertaining to College publicity should be referred to the Office of Communications and Marketing.

If any department of the College decides to use the Louisburg College logo or the College's name in a public manner, such publications (including printed t-shirts) should be approved by the Director of Marketing and Communications to ensure that the image/logo/language is appropriate, promotes the College in a positive manner, and presents a consistent and accurate brand.

Faculty should consult the Director of Communications and Marketing before the release of information to the public related to College affairs. Release of personal views or opinions should be clearly labeled as such. College stationery should not be used for personal correspondence or dissemination of personal views and opinions.

5.14. Public Relations

Since Louisburg College is an institution of public service, public opinion and public relations have considerable influence on its general health. Faculty and staff members, by their own dedication to the aims and purposes of the College, by their contributions to the community, and by their tactful dialogue the students, alumni and the public, can contribute significantly to College/community relations.

5.15. Recommendations for Students

Forms to be completed regarding recommendations for students transferring to other colleges are usually completed and mailed by the Dean of Students. Students and alumni often request other types of recommendations from individual faculty members, and they are encouraged to promptly comply with such requests.

5.16. Speakers

The on-campus appearance of guest speakers in classes and other events is encouraged by the College. The expression of a particular opinion by a visiting speaker on campus does not imply College endorsement of that view. Faculty and staff members are encouraged to accept speaking engagements to off-campus events.

A faculty member who wishes to use outside guest lecturers or speakers must notify her/his division chair at least one week prior to the scheduled appearance.

5.17. Telephone Service

The College switchboard is located at the Admissions Office. Normal switchboard hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. There is no switchboard service on Saturdays except to check recorded messages.

5.18. Transcript of Records

A transcript of record is a copy of a student's academic record while enrolled at Louisburg College. It shows every course for which the student registered, grade received, term taken, and credit received. A transcript, in order to be considered official, must bear the seal of the College, the signature of the Registrar, and the date of issuance. Requests for transcripts must be made in writing by the student to the Registrar's Office. There is no charge for the first transcript; the charge is \$10.00 per transcript for further copies.

6.0. Appendix

(Items can be found in Faculty Handbook folder on Louisburg College J:// drive.)

- Academic Calendar
- Organizational Chart
- Absence Policy

- Academic Advising Handbook
- Academic Grievances Procedure
- Academic Integrity Policy
- Bylaws of Louisburg College, Incorporated
- Check Request Form
- Crisis Management Plan
- Disability Services Handbook
- Drug and Alcohol Policy
- Employee Handbook
- Evacuation of Campus Policy
- Faculty Evaluation Forms (Student, Peer, Self-Report, and Division Chair)
- Faculty Standing Committees List
- Hazardous Materials Policy
- List of Faculty Handbook Revision Dates
- Maintenance Request Form
- The Advocate Early Alert Guidelines
- Purchase Order Form
- Purchase Requisition Form
- Request for Reimbursement of Travel Form
- Sexual Harassment and Sexual Assault Policy
- Student Handbook
- Weather Policy