

FACULTY MANUAL CHANGES 2010-2011

1. Faculty Manual sub-committee.....	22
2. Faculty Self-Evaluation.....	43
3. Study Abroad Committee.....	26

SECTION 1: University Structure

Methodist University Mission Statement	1
General Goals	1
Student-Oriented Goals	1
Graduate Level Goals	1
Other Goals	2
General Education/Core Curriculum Goals	2
Accreditation	2
Incorporation and Organization	3
Founding	3
The Board of Trustees	3
Officers of the University	3
Faculty	5
Administrators	5
School Deans	9
Responsibilities of School Deans	9
General Administrative Activities for School Deans	9
Department Chairs	10
Responsibilities of Department Chairs	10
SECTION 2: Faculty Structure	
Faculty Membership	14
Faculty Responsibilities	14
Responsibilities of Full-time Faculty Members at Methodist University	15
Faculty Loads and Schedule	16
Overloads	17
Sabbaticals: Policy and Application Procedures	18
Faculty and Staff Emeriti	19
Retiring Faculty Distinction	19
Committees	19
Administrative Committee	19
Academic Advising Committee	20
Academic Standards Committee	20
Admissions Committee	20
Affirmative Action Committee	20
Calendar Committee	21
Curriculum Committee	21
Faculty Concerns Committee	22
Faculty Concerns Committee	22
General Education Core Committee	23
Graduate Studies Committee	23
Honorary Degree Committee	23
Institutional Effectiveness Committee	24
Library Committee	24
Marketing and Promotion Committee	24
Program Planning Committee	24

Publications Committee	25
Religious Life Committee	25
Research with Human Subjects Committee	26
Safety and Security Committee	26
Student Life Committee	26
Study Abroad Committee	26
Teacher Education Committee	26
Tenure and Promotion Committee	27
Values Committee	27
Website Committee	27
Writing and Critical Thinking Across the Curriculum Committee	27
Other Policies and Concerns	28
Attendance at Faculty Meetings	28
Agenda for Faculty Meetings	28
Participation in Graduation Ceremonies	28
Academic Regalia	28
Methodist University Identification Cards	28
Entertaining Students in Home	29
SECTION 3: Instruction and Research	
Policies Related Directly to Instruction and Research	30
Instructional Responsibilities	30
Office Hours	30
Calendar	30
Classrooms and Class Times	30
Calendar and Facilities	30
Inclement Weather Policy	30
Textbooks	31
Classroom Policies	31
Admission to Class	31
Policy Regarding Disruptive Classroom Behavior	31
Children in Class	32
Syllabus Guidelines	32
Final Examinations	35
Emergency Alert Notification	35
Bomb Policy Statement	35
Directed Study	36
Independent Study	36
Reporting Grades	37
University Policy Concerning Military Deployments	37
Filing of Assurance with the Federal Office of Research Integrity (ORI)	37
Protection of Those Who Report Apparent Misconduct	38
Treatment of the Accused	38
Notification of Director of ORI	39
Maintaining Sufficient Documentation	39
Conducting an Investigation	39
Obtaining Necessary Expertise	39

Precautions against Conflicts of Interest.....	39
Maintaining Documentation.....	39
Protecting Federal Funds.....	40
Keeping ORI Apprised.....	40
Restoring Reputations of Those Involved.....	40
Imposing Sanctions	40
Notifying ORI	40
Reporting to ORI.....	40
Report to ORI of Investigation Termination.....	41
Content of Final Report.....	41
Request for Extension of an Investigation	41
Review of Final Report by ORI	41
Informing ORI of Special Conditions	41
Compliance of the University with these Policies and Procedures.....	42
Summer Grants – Policy and Application Procedures.....	42
SECTION 4: Evaluation	
Evaluation of Faculty.....	43
Fulltime Faculty Evaluation.....	43
Student Evaluation	44
Faculty Classroom Observation	44
Administrator/Supervisor Evaluation.....	44
Adjunct Faculty Evaluation.....	45
SECTION 5: Appointment, Tenure, and Promotion	
Guidelines for Filling Faculty Positions.....	46
Initial Appointment Classifications.....	48
Faculty Ranks	48
Initial Appointment of Adjunct Positions in the Physician Assistant Program	50
Credit toward Promotion or Tenure-Track Status.....	50
Appointment of Graduate and Tenure-Track Faculty	51
Part-time (Adjunct) Faculty	52
Initial Classification	52
Guidelines for Filling Part-time (Adjunct) Faculty Positions	52
Tenure and Promotion.....	54
Annual Letter of Appointment.....	54
Probationary Period.....	54
Access to Faculty Folders	55
Academic Tenure	55
Tenure Procedures.....	57
Promotion within the Baccalaureate Faculty	57
Baccalaureate Faculty Promotion Procedures.....	58
Guidelines for Faculty Rank and Timetable for Promotion of Baccalaureate Faculty	59
Guidance for Deliberation by the Tenure and Promotion Committee	59
Criteria for Tenure and Promotion	60
Promotion within the Graduate Faculty	63
Guidelines for Faculty Rank and Timetable for Promotion of Graduate Faculty.....	63
Continuing Scholarly Growth for Faculty Members in Graduate Programs	63

SECTION 6: Termination of Employment	
Resignation of Appointment	65
Termination of Non-Tenured Appointments.....	65
Appeal Procedures.....	66
Effective Date of Termination.....	66
Postings of Vacancies.....	66
SECTION 7: Academic Privileges	
Academic Freedom	67
Outside Grants and Consulting Services.....	67
Outside Employment.....	68
Ownership of Intellectual Property	68
SECTION 8: University Policies	
General Accounting and Purchasing Policies and Procedures.....	70
Computer and Related Items Purchasing Policy	70
Methodist Fraud Policy	70
Fraud Hotline.....	70
Fraud Consequences.....	70
Traffic Regulations and Parking	71
University Vehicles for Field Trips and Off-Campus Activities	71
Policy on Use of Personal Vehicles	71
Vehicle/Equipment Operator’s Policy	71
Definition of Terms for Vehicle Policy.....	72
Methodist University Vehicle Operator’s Policy	72
Transportation of Pollutants and Hazardous Waste	72
Accident Reports	72
Congratulations/Condolences to Members of the University Community	73
Policy for Verification of Employment of Current or Former Employees	73
Emergency Procedures for Dealing with Injuries	73
Affirmative Action Policy	74
Grievance Procedure	75
Dissemination of the Policy	76
Sexual Harassment Policy	76
Consensual Relationships.....	77
Methodist University Golf Course and Practice Facility.....	78
University Benefits	81
Major Medical Insurance	81
Term Life Insurance.....	81
TIAA-CREF Retirement Contributions	81
Long Term Disability	81
Flexible Spending Accounts.....	81
Pre-tax Flexible Benefit Plan	81
Illness and Sick Leave.....	82
Maternity Leave Policy for Full-time Faculty.....	82
Salary Disbursements.....	82
Directed/Independent Studies	82

Payroll Direct Deposit.....	82
Taxes and Withholding	82
Leaves of Absence and Faculty Loans.....	82
Tuition Remission/Methodist University PersonnelScholarship	83
Regarding Grades/Withdrawals	84
Regarding Excess Financial Aid	85
Part-time Day Faculty Pay Schedule.....	85
Part-time Evening and Summer Faculty Pay Schedule.....	85
Grievance Procedures.....	85
Dispute Resolution Procedures	86
Check Cashing.....	87
United States Post Office—Methodist Branch.....	87
Printing and Duplication Services (Monarch Press)	87
Dining Facilities	88
Alcohol Policy for Employees	88
Privacy Act and Release of Information	88
SECTION 9: Student Related Expectations and Policies	
Protection of Freedom of Expression.....	90
Honor Code	90
Cheating/Plagiarism Policy	90
Student Grade Appeals.....	90
Student Grievance Procedure	90
Food and Beverages in Classrooms	91
Counseling Services	92
Health Services.....	92
Special Medications	92
Medical Information for Faculty Members.....	92
Transporting Injured Students.....	93
Special Diets.....	93
Mandatory Student E-mail Policy	93
Office of Career Services	94
CLEP Testing	94
Athletics	94
Student Organizations	95
Methodist University Information Technology Allocation Policy	95
Methodist University Computer Use Policy	95
Alcohol Policy for Students	96
The Methodist University AIDS Policy.....	96
Tobacco Policy for the Campus	97
SECTION 10: Davis Memorial Library	
Services for Faculty	98
Circulation Services.....	98
Borrowing Periods.....	98
Renewing Materials.....	98
Overdue, Lost and Damaged Materials.....	99
Placing Materials on Reserve.....	99

Reserving Rooms	99
Audiovisual Material.....	100
Photocopying.....	100
Printing Documents in the Library.....	100
Interlibrary Loan/Document Delivery Service.....	100
Library Instruction Service.....	101
Mission of Library Information Literacy Program	101
Bringing Classes to the Library.....	101
Library Competency Requirement.....	102
Library Competency Class.....	102
Students enrolled in IDS 110	102
Plagiarism and Turn It In.....	103
Distance Learning and Persistent Links	103
Finding Journals in the Library	104
Journal Finder.....	104
Library Liaison Program	104
Liaison Services	104
Library Acquisitions.....	105
Budget.....	105
Allocation of Funds.....	105
Colorado Plan.....	105
Collection Development.....	106
Ordering Books.....	106
Using Order Cards.....	106
Finding Book Reviews.....	107
Rush Items.....	107
Non-Print Items.....	108
Donations	108
New Journal Subscriptions.....	108
Publicity of New Materials	108
APPENDICES	
University Organizational Chart.....	A
Academic Departments.....	B
Academic Affairs Office	B
School of Arts and Humanities	B
Reeves School of Business.....	B
School of Graduate Studies.....	B
School of Public Affairs.....	B
School of Science and Human Development.....	B
Davis Memorial Library.....	B
Academic Services	B
Center for Entrepreneurship.....	B
Fort Bragg Office	C
Honors Program	C
Longleaf Press.....	C
MU at Night and Summer School.....	C

MU Online and Distance Education.....	C
Office of Institutional Computing.....	C
Registrar’s Office.....	C
The Writing Center.....	C
Annual Report Template.....	D
Faculty Pay for Summer, EU and Overload.....	F
Vehicle Operators’ Policy.....	G
Curriculum Change Request.....	L
Faculty Classroom Observation Form.....	M
Request for an Overload for a Full-Time Instructor/Professor.....	O
Request for Part-Time Instructor in the Regular Academic Program.....	P
Request for Part-Time Instructor in the Evening/Weekend/Summer.....	Q
Request for Part-Time Online Instructor.....	R
Faculty Development Request.....	S
Student Evaluation of Instruction.....	T

University Structure: Section 1

Methodist University Mission Statement

Methodist University, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally-educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist University is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

General Goals

Student-Oriented Goals

- To be immersed in an environment in which students are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.
- To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
- To live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.
- To acquire competence in written and oral communication and in critical thinking.
- To acquire proficiency in common uses of personal computers.

Graduate Level Goals

- To graduate master's level students who are competent in their academic discipline.
- To graduate master's level students who are ready for the job market and/or are equipped to pursue further graduate training.

Other Goals

- To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the University outside the classroom.
- To provide significant services and facilities to groups within the community and state.
- To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the University is effectively accomplishing its mission.

General Education/Core Curriculum Goals

Students who complete the General Education core will be able to demonstrate:

- the skills needed for advanced studies: in written and oral communication, mathematical reasoning, and the use of computers.
- basic knowledge of the fine arts, fitness and wellness, humanities, mathematics, natural science, and social science.
- the ability to think critically about complex subjects.

Accreditation

Methodist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Methodist University.

Methodist University, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in business administration.

The PGA/PGM Program at Methodist University is accredited by the Professional Golfers' Association of America (PGA).

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The Social Work Program is accredited by the Council on Social Work Education.

The Teacher Education Program is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction.

The Physician Assistant program is accredited by the Accreditation Review Commission on the Education for the Physician Assistance (ARC-PA).

Incorporation and Organization

Founding

Methodist University was founded by the people of Cumberland County and the North Carolina Conference of the United Methodist Church in 1956 for the purpose of Christian higher education and the extension of the influence of science, art, and Christian culture. The University seal portrays the "Prophet of the Long Road," Francis Asbury, who was the first bishop of the Methodist Church in America, and also symbolizes his successors, the early Circuit Riding Clergy. The motto is *Veritas et Virtus*, "Truth and Virtue." While the University is deeply committed to the United Methodist Church, its function is to provide a liberal arts education for all.

The Board of Trustees

Methodist University is historically related to the North Carolina conference of the United Methodist Church and is supported financially by the United Methodist Church. The University, however, is not controlled by the Methodist Church. Sixty percent of the Trustees of the University are self-perpetuating; that is, Trustees elect their own successors without involvement of any external body. Forty percent of the Trustees of the University are elected by the Board of Institutions of the North Carolina Conference. However, not once in its long history has the annual Conference, or since 1992, the Board of Institutions failed to elect the Trustees nominated by the Board. The Board of Trustees consists of not fewer than 24 or more than 40 persons. The Board of Trustees elects an Executive Committee and delegates to it the power to conduct the business of the University during intervals between meetings of the full board. The Executive Committee ordinarily meets five times per year.

Officers of the University

President of the University

The President is the chief educational and administrative officer of the University, having general control over all of the affairs of the University; as such officer, the President is vested with such authority and discharges such duties as are traditionally the responsibility of a university president. In addition, the President has the following duties, powers, and responsibilities and others as may be delegated to the President by the Board of Trustees, including, but not limited to, the following:

- The President employs or promotes persons to fill the offices of the various vice-presidents created by the Board of Trustees and such other staff and faculty as are necessary to fulfill the mission of the University within the budget adopted by the Board.
- The President or a person designated by him/her calls and presides at all meetings of the faculty.
- The President carries out all policies and enforces all rules and regulations of the Board of Trustees and has all authority necessary to do so.
- The President may veto any action of any unit of the University other than the Board of Trustees or its committees.
- The President may appoint all committees of the faculty.

- The President makes regular reports to the Board of Trustees concerning the work, condition, and needs of the University and any other matters that may be of importance or concern to the University.
- The President is responsible for the preparation of the budget of the University and submits it with his/her recommendations to the Board of Trustees and administers the budget as approved by the Board.
- The President is the channel of official communications and recommendations between the faculty, other officers, students, and employees of the University and the Board of Trustees. Such communications and recommendations must be in writing, open to the President, and transmitted with such recommendations as the President cares to make to the Executive Committee of the Board of Trustees at its next meeting following receipt of the communications by the President.
- The President is readily available at all hours. To this end, the President may live on the campus.

Vice President for Academic Affairs and Dean of the University

The Vice President for Academic Affairs is responsible directly to the President for all matters pertaining to the academic program of the University. The Vice President for Academic Affairs has oversight of the academic program, makes recommendations to the President regarding academic programs and personnel, and administers the academic program.

Vice President for Business Affairs

The Vice President for Business Affairs, the chief business officer of the University, is responsible directly to the President of the University for all matters pertaining to the business affairs of the University and makes monthly reports to the President concerning all funds and properties of the University.

Vice President for Church and Community Relations

The Vice President for Church and Community Relations is the chief public relations officer of the University, advises the President on all matters relating to public and church relations, and administers programs, publications, and events that will enhance a positive relationship between the University and its various constituencies. He/She is responsible directly to the President of the University.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is the chief administrative officer of the University in charge of development and fund-raising. He/She is responsible directly to the President, advises the President on all matters related to fund-raising, and has responsibility for all fund-raising activities of the University.

Vice President for Student Development and Services and Dean of Students

The Vice President for Student Development and Services and Dean of Students is the chief administrative officer of the University in charge of student services. He/She is responsible directly to

the President, advises the President on matters relating to student life, and administers residential life, student development, and student activities programs.

The Vice President for Student Development and Services and Dean of Students shall be readily available at all hours.

Vice President for Enrollment Services

The Vice President for Enrollment Services is the chief administrative officer of the University responsible for recruitment, admissions, financial aid, and veterans' affairs. He/She is responsible directly to the President.

Vice President for Planning and Evaluation

The Vice President for Planning and Evaluation is the chief administrative officer of the University responsible for assessment and evaluation of all academic, administrative, and support functions and programs, and for monitoring the progress of the University's strategic planning. He/She is responsible directly to the President.

Additional Vice Presidents

The Board of Trustees, from time to time, on the recommendation of the President, may create additional officers of the University and assign these persons such duties as the Board of Trustees may deem proper for the particular office(s). The Board of Trustees, on recommendation of the President, may combine the duties of one or more Vice Presidents.

Faculty

The University faculty shall be composed of:

- the President of the University and such other officers designated by the President who are primarily responsible for instruction and research,
- all persons of the rank of full instructor or above who are engaged in work for which recognized University degrees are awarded, and
- members of the faculty emeriti.

Administrators

The following is a general but not exhaustive description of staff positions and responsibilities:

Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs reports directly to the Vice President for Academic Affairs and is responsible for Academic Services, which include Advising, Freshman Seminar Program, Tutoring, MAAP Program, and special projects as directed by the Vice President for Academic Affairs.

Associate Dean and Registrar

The Associate Dean and Registrar reports directly to the Vice President for Academic Affairs and is responsible for MU @ Night and Summer School, MU Online, the Fort Bragg Office, and special projects as directed by the Vice President for Academic Affairs.

The Registrar is responsible for registering students and maintaining official student academic records. The Registrar certifies transcripts and credit by examination, monitors the academic standing of students, and certifies to the faculty the satisfactory completion of University requirements by the candidates for degrees.

Deans of Schools

The Deans of the five schools comprising the academic units of Methodist University report to the Vice President for Academic Affairs and are responsible for development, coordination, maintenance, and administration of programs and departments housed within their respective schools.

Assistant Dean for MU at Night and Summer School

The Assistant Dean for MU at Night and Summer School reports to the Associate Dean and Registrar and serves as the administrator of the MU at Night Programs on the main campus. The Assistant Dean for MU at Night coordinates academic advising, works with department chairs in scheduling courses, recruits students, and counsels all MU at Night students.

Assistant Dean for Distance Education

The Assistant Dean for Distance Education reports to the Associate Dean and Registrar and serves as the administrator for undergraduate classes other than those offered in classrooms located on the main campus. The Assistant Dean for Distance Education coordinates access to web-enhanced features, such as those offered via Blackboard and other online educational services.

Assistant Dean for Institutional Research and Effectiveness

The responsibility of the Assistant Dean for Institutional Research and Effectiveness is to provide effective information, system support, and assessment services to all educational and administrative units within the University community. An integral part of this responsibility is to facilitate the collection, analyses, and interpretation of institutional data. The Assistant Dean also heads the Office of Institutional Research and Effectiveness (OIRE), an integral part of the Office of Planning and Evaluation, and therefore supports the planning, assessment, and evaluation efforts of the Vice President for Planning and Evaluation.

Director of University Relations

The Director of University Relations reports to the Vice President for Church and Community Relations and provides news releases about the University to the media, subject to the approval of the President and clearance of copy by the appropriate areas.

Campus Minister

The Campus Minister coordinates the Religious Life Program of the University. The Campus Minister conducts weekly worship, study, and fellowship opportunities; counsels students, faculty, and staff; and represents the University at church events.

Controller

The Controller reports to the Vice President for Business Affairs and is responsible for the financial records and accounting of the University. The Controller authorizes disbursement of University funds and monitors expenditures to ensure the integrity of the budget.

Director of Admissions

The Director of Admissions reports to the Vice President for Enrollment Services and is chiefly responsible for recruiting and counseling applicants for admission to the University.

Director of Alumni Affairs

The Director of Alumni Affairs reports to the Vice President for Institutional Advancement and has chief responsibility for coordinating all alumni activities, including homecoming, alumni newsletters, and alumni funding.

Director of Athletics

The Director of Athletics reports to the President and is responsible for all intercollegiate sports, including scheduling, budgeting, facilities, recruiting, supervising the activities of all coaches, and coordinating the sports program with the NCAA.

Director of Financial Aid

The Director of Financial Aid reports to the Vice President for Enrollment Services and is responsible for the administration of the federal, state, and University financial aid program (grants, loans, work/study, and scholarships). The Director evaluates student need, recommends student aid awards, and works with the Veterans' Administration Representative to assess and process aid to military students.

Director of Human Resources and Payroll

The Director of Human Resources and Payroll reports to the Controller and is responsible for personnel, payroll, and benefits for all employees of the University.

Director of Institutional Computing

The Director of Institutional Computing reports to the Vice President for Academic Affairs and is responsible for the purchase, administration, placement, and oversight of all computer hardware and software on campus. The Director supervises the Methodist University Computer Center and Office of Institutional Computing.

Director of Library Services

The Director of Library Services reports to the Vice President for Academic Affairs and is responsible for the acquisition and maintenance of all periodicals, books, and materials, including library computing services, for the educational programs of the University. The Director oversees the operation of the library and assists faculty, students, administration, and staff in the use of library services and resources.

Director of Fort Bragg

The Marketing Representative at Fort Bragg reports to the Associate Dean and Registrar and implements and supervises the marketing and student services program at Fort Bragg. The Marketing Representative recruits students and counsels military students in the regular academic program as well as MU at Night students.

Superintendent of Buildings and Grounds

The Superintendent of Buildings and Grounds reports to the Vice President for Business Affairs and is responsible for the maintenance of the campus and its facilities, supervises all repairs and modifications to buildings and equipment, and advises the Vice President for Business Affairs on maintenance requirements.

Webmaster

The Webmaster reports to the Vice President for Church and Community Relations. The Webmaster is responsible for publishing the contents of the University's World Wide Web site and the coordination of materials placed on the website. The Webmaster works with faculty and staff to keep information current and the appearance refreshed. The Webmaster is responsible for sending email announcements to all faculty and staff.

Academic Council

The Academic Council is an advisory group chaired by the Vice President for Academic Affairs/Dean of the University and includes the following members: Associate Vice President for Academic Affairs, Associate Dean and Registrar, all School Deans, and Librarian.

School Deans

The School Deans supervise the activities of the departments within that School, subject to the approval of the Vice President for Academic Affairs. The School Dean advises the Vice President for Academic Affairs on matters related to the school. The School Dean communicates to school faculty and Department Chairs information from and concerns of the Vice President for Academic Affairs.

Responsibilities of School Deans

The following is a general but not exhaustive description of specific duties and responsibilities.

General Administrative Activities for School Deans

- Monitor and supervise the functions and duties of the departments of the school.
- Ensure that the school is familiar with and supports the University's expectations for its students and the aims of outcomes assessment.
- Submit an annual report as directed by the Vice President for Planning and Evaluation (Refer to Appendices)
- Call and preside over regular school meetings and cause minutes to be kept.
- Coordinate school and departmental events.

Specific Duties and Responsibilities for School Deans

Personnel Matters Handled by School Deans

- Provide written responses to departmental recommendations on tenure and promotion and forward them, along with the candidates' folders, to the Vice President for Academic Affairs by March 1 of each academic year.
- Secure the faculty for scheduled courses. Faculty must have a minimum of 18 graduate hours in the field of instruction and meet the SACS requirement that 25% of the course hours in each undergraduate major be taught by faculty members holding terminal degrees.
- Serve, when appropriate, on departmental search committees within the school.
- Work to ensure that proper reporting lines are observed: faculty member to Department Chair to School Dean to Vice President for Academic Affairs.
- Work to ensure that part-time and MU at Night faculty and students feel as much a part of the school as possible.
- Receive, review, keep notes on, and pass to Department Chairs student evaluations for courses within their departments.
- Ensure that school faculty participate in all graduations and other ceremonies requiring academic regalia, excusing them only for emergencies and extenuating circumstances.

Curricular Matters for School Deans

- Assure that Department Chairs file correct Checklists for Majors with the school office, the Registrar's Office and the Office of the Vice President for Academic Affairs.
- File copies of all final examinations given in school courses in the school office.
- File the copies of syllabi for each school course in the school office and the Office of the Vice President for Academic Affairs.
- Proofread advance drafts of the Methodist University Academic Catalogue to ensure the accuracy of departmental offerings and requirements.

School Budget Responsibilities for School Deans

- Approve departmental budgets and submit them to the Vice President for Academic Affairs.
- Approve travel requests by school faculty and staff as appropriate.
- Approve and forward school library requests to the Director of Library Services.
- Encourage grant writing in all areas of the school.
- Prepare an overview of the school budget.

Internal School Operations

- Attend and encourage faculty to attend campus events.
- Provide and encourage faculty to provide community service.
- Promote careful advising of students.
- Maintain accurate records and follow-up on school graduates.

Department Chairs

The Department Chair directs the activities of the department, subject to the approval of the School Dean. The Chair is responsible to the School Dean for the development of Department plans, guidelines and internal office operation; for directing the Department's administrative organization; and for representing the academic discipline both on and off campus.

The Department Chair is responsible for recommending to the School Dean action on such matters as personnel decisions, curriculum changes, course offerings, teaching assignments and the Department budget. In all departmental affairs, the Department Chair should be sensitive to majority faculty sentiment of the Department.

Responsibilities of Department Chairs

The following is a general but not exhaustive description of specific duties and responsibilities of a Department Chair.

General Administrative Activities for Department Chairs

- Advise the School Dean on matters related to the Department.
- Communicate to Department faculty information from the School Dean and the Vice President for Academic Affairs.
- Know the majors in the Department, meet with them, encourage closeness between the majors and the Department faculty, keep follow-up files on graduates, and publish information about graduates.
- Submit an Annual Report as directed by the Vice President for Planning and Evaluation (Refer to Appendices)

Personnel Actions for Department Chairs

- Notify, by **December 1** of each academic year those members of the Department eligible for tenure and/or promotion.
- Provide written responses to applications for tenure and promotion and submit them along with the supporting materials of the candidates to the School Dean for presentation to the Vice President for Academic Affairs by **February 1** of each academic year.
- Ensure that a Search Committee including at least one faculty member from outside the Department has been properly appointed for new departmental instructors; forward the proposed advertisement to the School Dean and the Vice President for Academic Affairs; and arrange interviews, evaluations, and notification to the candidates regarding their status.
- Maintain files of available part-time faculty and constantly work to draw part-time faculty and MU at Night faculty into the everyday activities of the Department.
- Receive, review, make notes on, and pass to instructors for consultation concerning their student course evaluations.
- Encourage faculty to be excellent academic advisors to students.
- Encourage research, scholarly activities, publication, public performance or the appropriate professional equivalent by Department faculty.

Curricular Matters for Department Chairs

- Forward to the Registrar a proposed schedule of Department courses for each academic semester and secure the instructors for those courses. These instructors must have a minimum of 18 graduate hours in the field of instruction and fulfill the SACS 25% condition. Department Chairs should seek to avoid conflicts with the scheduled offerings of other departments.
- Provide a correct Checklist for Majors for each major in the Department and file copies with the Office of the School Dean, the Registrar, the Assistant Dean for Academic Services, and the Office of the Vice President for Academic Affairs.
- Collect Individual Load Report forms from Department members, prepare Departmental Load Report forms, and deliver completed packages to the School Dean and Office of the Vice President for Academic Affairs.
- Send copies of all final examinations given in Department courses to the office of the School Dean.

- File copies of syllabi for each Department course in the office of the School Dean and the Office of the Vice President for Academic Affairs and ensure that each syllabus meets standards of appropriate regional and national accrediting agencies.
- Approve or disapprove Directed and Independent Study requests.
- Approve or disapprove department library requests and forward approved requests to the School Dean for submission to the Director of Library Services.
- Ensure textbook requests are submitted to the Director of the Student Store and as needed provide desk copies of texts to instructors.
- Update and maintain accuracy of catalog copy and other public information.
- Collect roll books and other grading records from Department members leaving the University and ensure that they complete a University release form (as needed).

Department Budget

- Consult with the Department to develop departmental budgets and submit them to the School Dean for forwarding to the Vice President for Academic Affairs.
- Approve travel requests by Department members as appropriate.
- Maintain the proper approvals from the School Dean and Vice President for Academic Affairs and secure the Object Codes from the budget for purchase orders.

Internal Department Operation

- Call and preside over regular department meetings causing minutes to be kept.
- Ensure that departmental functions are cleared with and recorded on the calendars maintained in the offices of the Vice President for Academic Affairs, the Director of Community Relations, and Assistant Dean for Student Activities.
- Submit to the Editor of *Faculty and Staff News of the Week* activities of faculty and students in the Department.
- Instruct Department members to inform the Administrative Assistant to the Vice President for Academic Affairs of vacation/summer addresses.
- Ensure that the proper lines of reporting authority are observed: faculty member to Department Chair to School Dean to Vice President for Academic Affairs.
- Attend and encourage faculty to attend campus events.
- Provide community service and encourage faculty to do so.
- Encourage Department faculty to participate in all graduations and other ceremonies requiring academic regalia and use judgment and discretion in excusing them for extenuating circumstances.
- Ensure that the Department is familiar with and supports the University's expectations for its students, including objective assessments required by licensure, governance, and/or accreditation bodies.
- Notify the Office of the Vice President for Academic Affairs of any Department illnesses and bereavements.

Student Relations for Department Chairs

- Encourage and assist appropriate students in applying for graduate or professional schools after graduation from Methodist University.
- Encourage and assist appropriate students in applying for fellowships and other honors.
- Acquaint majors with career opportunities.
 - Review and screen records of majors when they complete Intent-to-Graduate Forms and approve them for graduation.

Faculty Structure: Section 2

Faculty Organization

Faculty Membership

[Upon recommendation of the By-Laws Committee of the faculty, the full faculty has adopted the following working interpretation of Article XIII, Section 1 of the Methodist University By-Laws:]

“The faculty of the university consists of (a) those at the rank of full-time instructor or higher, (b) those who have a contract for the academic year to coach a non-intramural sport and to teach six semester hours or more each semester, (c) those who are full-time librarians with advanced degrees in library science or information technology, (d) faculty emeriti, (e) the Vice President for Academic Affairs, and (f) the President of the University.”

With the consent of the President and Board of Trustees, the faculty has the privilege and responsibility of conferring all academic degrees and academic awards of distinction of the university. They also make rules and regulations regarding curriculum, instruction, academic standards, and such other matters assigned by the President and the Board of Trustees.

Faculty Responsibilities

The faculty, in cooperation with the President and Vice President for Academic Affairs, is responsible for the conduct of instruction and research in the various departments of the University.

- The faculty shall enact such programs and regulations as it deems necessary to carry on instruction and research, promote faculty and student welfare, promote academic standards, and otherwise further the aims of the University.
- The faculty shall be subject to the power of the trustees and the President, who shall determine policies to which the faculty of any department of the University and all committees and councils thereof are expected to conform.
- The faculty may exercise its functions through such committees as it chooses to constitute.
- The faculty shall recognize the President as the liaison officer between the University faculty and the Board of Trustees and the committees thereof.
- The faculty may, in extraordinary circumstances when normal channels of communication are not available, by formal action, request conferences between its representatives and the Board of Trustees or its Executive Committee.

Responsibilities of Full-time Faculty Members at Methodist University

The responsibilities of full-time faculty members include the following:

(1) Teaching

(a) Academic preparation for courses

- Be competent in their disciplines and knowledgeable about the latest changes and approaches.
- Be flexible, experimenting to discover the best methods for teaching their disciplines.
- Change texts as needed.
- Be courteous and avoid inflicting public ridicule on or embarrassing students.
- Be willing to change to meet Department or University needs.

(b) Adherence to administrative guidelines

- Provide students, on the first day of classes, course syllabi that meet accreditation standards and provide copies to be filed by the Department Chair in the School office and the Office of the Vice President for Academic Affairs.
- Meet all classes (beginning and ending them promptly).
- Notify the Department Chair if an emergency prevents the meeting of a class, inform the students of the absence, and give instructions to a substitute.
- Base students' final grades on a minimum of four criteria.
- Cooperate for consistency in courses with multiple sections.
- Keep a minimum of eight office hours per week at times convenient for students.
- Provide grade reports and other paper work promptly.
- Deposit roll books and other grading records with the Department Chair when leaving the employment of the University and complete an exit form.

(c) Academic Advising

- All faculty members are expected to be knowledgeable of the curriculum and academic policies in order to be effective advisors to students.

(2) Professionalism

(a) Collegiality

- Be familiar with the *Faculty Manual* and other University literature, and adherence to established policies
- Be aware of tenure and promotion policies and procedures

(b) Personal

- Maintain membership in professional organizations.
- Participate in professional activities as opportunities arise.

(3) **Scholarship**

- Engage in research.
- Seek opportunities to publish as circumstances permit.
- Seek opportunities to show work through reading papers, performances, and exhibits.

(4) **Service**

(a) To the University

- Attend Department, School, faculty, and University-wide meetings.
- Accept committee assignments, attend committee meetings, and carry out committee responsibilities.
- Support Department and University attempts to improve teaching, enhance scholarship, and secure grants.
- Know and support all University policies, legislating in a reasonable way for changes perceived as needed.
- Avoid criticism about the University and its constituencies, both on- and off-campus, that is merely negative and does not suggest alternatives.
- Participate in the two annual graduation ceremonies including baccalaureate and in all other academic processions of the University (asking permission to be absent only in emergencies and other extenuating circumstances) and attend University- sponsored workshops and orientation sessions.
- Be aware of and attend campus events, including those in the area of Student Life, when possible.
- Cooperate with the faculty secretaries in their efforts to meet the needs for duplication, typing, and other services.
- Work through the proper channels: Department Chair to School Dean to Vice President for Academic Affairs.
- Work with student organizations and groups.
- Leave vacation/summer addresses and phone numbers with the Administrative Assistant to the Vice President for Academic Affairs for use in case of emergencies.

(b) To the Community: Engage in community service when possible.

Faculty Loads and Schedule

Methodist University assumes its faculty will be fully committed to the institution. The workload of an individual faculty member is determined by consultation between the faculty member and the Department Chair and School Dean and is subject to the approval of the VPAA/Dean of the University and the President. The main obligation of a full-time faculty member is to render the highest level of performance while devoting his or her full working time to Methodist University. Workload principles

are based upon the assumption that each faculty member will engage in teaching, scholarship, and service to the community and university to assist in the fulfillment of the university's mission.

In recognition of the integrity of university faculty members, they shall conduct themselves in a professional manner including meeting their classes as scheduled, being available at reasonable times for appointments and consultations with students and other members of the university community and keeping such appointments, making appropriate preparations and appearances for classes, performing their grading duties and other academic responsibilities in a timely manner, maintaining reasonable and accessible office hours for students and other members of the university community, and attending committee and faculty meetings.

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In order to fulfill the obligations of full-time employment, most faculty will find it necessary to be on campus five days a week. However, because of administrative, scholarly, and service obligations, some faculty will, from time to time, need to request an alternate schedule. The Department Chair and School Dean must ensure that alternate schedules do not negatively impact the departmental course offerings so that all students have an opportunity to meet with their professors and complete graduation requirements in a timely manner.

The standard load for full-time faculty is 12 semester hours. The standard load for Department Chairs is nine hours. The standard load for School Deans is six hours. In general, two hours of laboratory supervision are equal to one hour in the regular classroom.

Regular full-time faculty members have priority in teaching classes for the Summer and Evening University programs. Normally, however, full-time faculty members are limited to one Evening University course (three to four hours) as an overload each semester. They must receive permission from the Department Chair, School Dean, and Vice President for Academic Affairs to teach more than one class as an overload.

Overloads

While the standard load for full-time faculty is 12 hours, regular full-time faculty members have priority in teaching for MU at Night and Summer School. Normally, however, they are limited to one course (three to four hours) as an overload. Special written permission to teach more than one extra course must be granted by the Department Head, School Dean, and Vice President for Academic Affairs.

Sabbaticals: Policy and Application Procedures

Annual Number of Sabbaticals:

- 1) One semester sabbaticals at full pay are granted to a maximum of three faculty members per academic year.
- 2) When the Tenure and Promotion Committee meets to consider sabbatical requests, those requests approved will be ranked based on merit with the expectation that the top three will receive funding.
- 3) If one or more of the three faculty members approved for a sabbatical cannot use or must delay an approved project, the funds budgeted for a sabbatical replacement position will be saved so that an additional sabbatical can be awarded during the next academic year. A faculty member who was unable to use a previously-awarded sabbatical for a still-viable project would receive preference in funding.

Eligibility

To be eligible for a sabbatical, a faculty member must be selected and approved by the Tenure and Promotions Committee, School Dean, Vice President for Academic Affairs, and President. Applicants must have completed seven or more years as full-time members of the Methodist University faculty by the end of the academic year in which they are applying.

Application Procedure

Applicants for sabbatical leave should consult with their department chair to determine how their teaching duties will be performed during their absence. The department chair should discuss with all department members the potential impact of such an absence. Applications for sabbatical leave must be accompanied by a letter from the department chair and dean concerned indicating support for or opposition to the request. In addition, following consultation with the department chair, the applicant should indicate in their application letter the arrangements that will be made to maintain the department's program during the period of the leave. In considering applications for sabbatical leave, the following criteria shall be employed:

- a) Years since appointment or previous sabbatical leave;
- b) Merits of the project and its potential scholarly return to the applicant and to the University;
- c) Effect on the continuity of the program in the applicant's department; and
- d) In the case of subsequent leaves, reasonable fulfillment of the goals of the previous leave.

A sabbatical leave application should be sent to the chair of the Tenure and Promotion Committee, as well as to the Vice President of Academic Affairs. After initial review of an application, the Tenure and Promotion Committee may schedule a personal interview with the applicant to provide an opportunity for informal discussion of the application. The interview will be arranged by the chair.

Application Timeline

The application for sabbatical leave, including an outline of plans for the period of leave, must be submitted to both the Tenure and Promotion Committee chair and to the Vice President for Academic

Affairs no later than October 1 of the academic year preceding the requested leave period. Tenure and Promotion will make its recommendation to the VPAA no later than November 1. The VPAA will forward his/her recommendations to the President of the University usually by December 5. Applications will be approved or disapproved by the President, and applicants so notified, usually by January 15.

Final Report

At the conclusion of the sabbatical period, sabbatical recipients are required to submit an acceptable substantive report to the Tenure and Promotion Committee, the VPAA, and the President. The report is due by the midterm date of a recipient's semester of return.

Successful applicants are expected to return to Methodist University for at least two years following the completion of the sabbatical.

Faculty and Staff Emeriti

Any faculty member who has been employed by the University for a minimum of 10 years and who has been officially retired from the University under the provisions of its retirement regulations may be granted the emeritus classification by the Board of Trustees. This election shall be for life or until revoked by the Board of Trustees. Appointment to this rank is in recognition of outstanding contributions to the life of Methodist University. The University encourages the continued presence and participation of its Professors Emeriti in the life of the campus.

Retiring Faculty Distinction

A retiring faculty member who has completed a minimum of 35 years of teaching at Methodist University may be honored by having a campus classroom or facility named after him or her. Excellence in teaching, professional growth, scholarship, and service to the University and community are to be considered in connection with this honor.

Committees

Administrative Committee

Membership. Chaired by the President, the committee meets weekly in an advisory capacity. Its members include the Vice Presidents for Academic Affairs, Business Affairs, Enrollment Services, Student Affairs, Institutional Advancement, and Church/Community Relations, the Associate Vice President for Academic Affairs, the Athletic Director, and a representative elected by the faculty.

Function. The committee considers matters of mutual concern related to the enhancement of the total University program, the resolution of problems, and regulations and policies deemed essential or desirable. A principal purpose is effective intra-campus communication leading to greater efficiency, understanding, and cooperation in University operations.

Academic Advising Committee

Membership. The Academic Advising Committee consists of seven members selected in a manner determined by the Faculty Concerns Committee. The Vice President for Academic Affairs, Associate Vice President for Academic Affairs, and the Registrar are ex officio members.

Function. The committee oversees the training of faculty as advisors and works with the administration to ensure that clear, consistent, accurate advice on their courses of study is provided to students.

Academic Standards Committee

Membership. The Academic Standards Committee consists of eleven members. Ten members are elected by the academic schools on a proportional basis; one at large member is elected from the faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. Ex officio members include the Vice President for Academic Affairs, the Registrar, and the Faculty Athletic Representative.

Function. With respect to the academic and moral integrity of the educational program at Methodist University, the Academic Standards Committee monitors compliance with existing policy, and it also annually re-evaluates existing policy and proposes needed changes in that policy to the faculty. The committee, however, does not propose changes in the curriculum.

With respect to the enforcement of academic standards at Methodist University, the Academic Standards Committee hears appeals of the application of academic standards policy, and appoints an Honor Board to hear or review alleged violations of the Honor Code. The committee's recommendations on these applications are reported to the Vice President for Academic Affairs for executive action.

Admissions Committee

Membership. The Admissions Committee consists of the admissions staff and five faculty members appointed by the Faculty Concerns Committee.

Function. The committee is called into session by the Vice President for Enrollment Services for the review of student applications when those applications are below the customary standards for admission.

Affirmative Action Committee

Membership. The Affirmative Action Committee includes the Affirmative Action Officer (Vice President for Planning and Evaluation), two members of the Administrative Committee, two faculty members, five members of the staff, and one student.

Function. The committee has the responsibility to (a) review data regarding students faculty and staff, establishing a profile of these groups and identify underrepresented populations, (b) monitor the hiring, promotion, and compensation practices of the University to identify possible inequities, (c) annually report to the President on the profile of underrepresented groups and goals, and (d) recommend to the President a plan designed to remedy identified inequities and assist in plan implementation as needed.

Calendar Committee

Membership. The Calendar Committee consists of 18 members who are selected based on their ability to assist in the development of the academic calendar. Current membership includes the Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Student Affairs, the Vice President for Church and Community Relations, Registrar, Assistant Dean for MU at Night, Director of Library Services, Director of Public Relations, and Athletic Director, along with one coach, seven faculty representatives, and a representative of the SGA.

Function. The Calendar Committee develops and publishes the academic calendar. The Registrar acts as permanent chair and has administrative responsibility for preparing an initial proposal for the academic calendar to be considered. Committee members are responsible for coordination of dates and events and for input regarding the ways the calendar affects their respective areas of interest. The final draft of the academic calendar is the responsibility of the Registrar who will prepare the calendar in its final form and submit it to the President for approval.

Curriculum Committee

Membership. The Curriculum Committee consists of 14 members. Ten members are elected by the academic schools (ten members) and four members elected at-large from the faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. Ex officio members include the Vice President for Academic Affairs, the Registrar, the Director of Library Services, the Assistant Dean for MU at Night, and the chair of the Program Planning Committee.

Function. The committee reviews policies and procedures governing academic programs, examines courses and core curriculum requirements, and rules on routine curriculum matters (e.g., dropping or adding courses). The Curriculum Committee also considers new academic programs in terms of academic feasibility and advisability. Proposals such as new majors/minors/concentrations/programs which require the use of substantial additional resources (e.g., personnel, facilities, equipment, library resources, etc.) are forwarded to the Program Planning Committee for review. Proposals such as new courses which do not require the use of substantial additional resources are forwarded to the Program Planning Committee for information. (Approved by the Faculty, April 1999.)

Curriculum items that do not need Curriculum Committee approval are as follows:

- minor changes within courses (descriptions, content) and
- changes in course numbers and titles (should be coordinated through the Registrar's Office) but such items should be brought to Curriculum Committee as information.

Curriculum items that need Curriculum Committee approval but are reported to the faculty as information only are as follows:

- Changes within existing major/minor concentration/program requirements that alter the total number of hours required for the major/minor/concentration/program on which the Curriculum Committee has voted unanimous approval.
- New courses.

Curriculum items that need Curriculum Committee approval and must go to the faculty for a vote are as follows:

- Changes within existing major/minor concentration/program requirements that alter the total number of hours required for the major/minor/concentration/program on which the Curriculum Committee has not voted unanimous approval.
- The addition of a new major/minor/concentration/program or elimination of an existing major/minor/concentration/program.
- Changes in general education (i.e., core) requirements.
- Changes in graduation requirements.

Faculty Concerns Committee

Membership. The Faculty Concerns Committee consists of eleven members. Ten members are elected by the academic schools; 1 at large member is elected from the faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. The faculty representative to the Administrative Committee is an ex officio member.

Function. The committee facilitates the faculty's governance of the academic program (e.g., by constituting faculty committees and delegating legislative matters appropriately); acts as a forum for academic strategic planning, and sends two of its members to the University's Strategic Planning Committee; serves as a coordinator for faculty committee appointments; serves as a sounding board, advisor, or committee for the administration; and receives and responds to individual faculty concerns (i.e., grievances, suggestions).

Each spring, the Faculty Concerns Committee coordinates the election of faculty members to committees for the upcoming year. The Faculty Concerns Committee submits committee appointments to the Vice President for Academic Affairs, who, in turn, requests recommendations from other members of the Administrative Committee and sends the report to the President for final approval. Each faculty committee should have a representative from every academic unit (as feasible).

In the opening weeks of the fall semester, if a chair has not been designated, the person whose name appears first on the committee list should call a meeting, and the committee should appoint a chairperson at that time. The chairperson should notify the Office of the Vice President for Academic Affairs of the appointment. Minutes of each committee meeting are kept by the committee secretary in the official notebook of that committee and are posted for all faculty members, with information copies going to the Vice President for Academic Affairs. At the beginning of the next year, the committee notebook is passed to the new secretary of the committee.

The Faculty Manual sub-committee, will provide oversight and ongoing maintenance of the MU Faculty Manual. The sub-committee's responsibility is to ensure the faculty manual has clear, consistent,

accurate, and current information. To ensure the manual is current throughout the year, the subcommittee maintains an ongoing review and updating process of the MU Faculty Manual. At the end of each academic year, the committee will provide to the Faculty Concerns Committee all changes to policy and procedures to be implemented in the following academic year's faculty manual and will be present to the faculty at its April meeting for approval. This function is to assist the University in its compliance with SACS 3.7.5 that the institution publishes policies on the responsibility and authority of faculty in academic and governance matters.

Membership. Six members, separately elected composed of one member from each academic school, a faculty member with a legal background and the Vice-President for Academic Affairs or a designated representative.

General Education Committee

Membership. The General Education Committee consists of six members: the Associate Vice President for Academic Affairs, ex-officio member, and one member elected from each of the four academic schools and the library.

Function. The General Education Committee reviews and makes recommendations regarding the university's general education goals, courses, competencies, assessment measures, and assessment results. The committee also acts in an advisory capacity with respect to proposed changes to the core, reviewing all such changes and providing feedback to the appropriate bodies.

Graduate Studies Committee

Membership. The Graduate Studies Committee consists of the five School Deans, Directors of current Graduate Programs, a Library Service representative, the Vice President for Planning and Evaluation, the Vice President for Academic Affairs, and elected representative from each undergraduate school (cannot be current Graduate Program Directors), the Registrar, and the Assistant Dean for Institutional Research and Effectiveness. The Elected Representatives (4), Dean of the Undergraduate Schools (4), and the Directors of current Graduate Programs (3) have voting privileges. The Dean of SGS serves as Chair GSC and votes only to break a tie.

Function. The Graduate Studies Committee (GSC) has the responsibility for: (1) making recommendations and providing advice to academic departments proposing graduate programs; (2) voting whether or not to recommend a proposed graduate program to the Curriculum and Program Planning and Evaluation Committees for their consideration; and (3) serving in an advisory capacity for existing graduate programs and the Dean of the School of Graduate Studies (SGS).

Honorary Degree Committee

Membership. The Honorary Degree Committee consists of the President, who chairs the committee, and the deans of the five academic schools.

Function. The committee proposes and evaluates candidates for honorary degrees.

Institutional Effectiveness Committee

Membership. The Institutional Effectiveness Committee consists of fourteen faculty members. Ten members are elected by the academic schools; four at large members are elected from the faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. One additional member is selected by the appropriate member of the Administrative Committee for university operations (Academic Affairs, Athletics, Business Affairs, Institutional Advancement, Enrollment Services, Student Affairs, and Planning/Evaluation). All members have voting rights.

Function. The functions of the committee involve oversight of campus-wide evaluation to include the various academic programs, educational support services and administrative areas. The committee receives and reviews evaluation reports from faculty and campus committees and from the non-academic units and reports to the Administrative Committee and/or the faculty. The focus of the committee will be on student outcomes.

Library Committee

Membership. The Library Committee consists of ten members. Each academic school elects one representative to this committee. The remaining members are appointed by the Faculty Concerns Committee. The Director of Library Services and the Associate Director are ex officio members.

Function. The committee advises the Director on library holdings, operations, and planning. Acting for the faculty, it approves budgetary requests within set guidelines, deliberates on library matters pertaining to the academic area, and reports to the faculty.

Marketing and Promotion Committee

Membership. The Marketing and Promotion Committee consists of six members appointed by the President.

Function. The committee is responsible for developing and updating annual marketing plans for the University. By October 1 of each school year, the committee presents a detailed marketing plan to the University President, listing specific goals, strategies, and costs for promoting Methodist University.

Program Planning and Evaluation Committee

Membership. The Program Planning and Evaluation Committee consists of thirteen members. Ten members are elected by the academic schools; three at large members are elected from the general faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. The Vice President for Planning and Evaluation and the Assistant Dean for Institutional Research and Effectiveness are ex officio members.

Function. The committee evaluates the desirability of all proposed academic programs and periodically reviews existing academic programs with respect to the University's mission statement, academic goals, and projected resources. The committee makes recommendations to the faculty about the intermediate-term and long-term development of the academic program. The committee makes recommendations to

the faculty, coordinating with the Curriculum Committee, on the adoption of new academic programs. The committee also reports to the Institutional Effectiveness Committee its assessment of existing programs.

Assessment items that do not need Program Planning and Evaluation Committee actions are as follows:

- The elimination or suspension of existing programs (concentrations, minors, or majors) by choice of department, school or other administrative body. In its advisory capacity, the committee should be informed by such decisions, but the programs themselves would not then be subject to further assessment by the committee.
- External accreditations. If a program is subject to accreditation by an external body, the committee will assume faculty participation in the preparation of materials submitted for that accreditation. In its advisory capacity, the committee should be informed of the results of such accreditations, but the programs themselves would not then be subject to further assessment by the committee.

The Program Planning and Evaluation Committee shall examine the following as part of its assessment process of existing programs:

Learning objectives related to stated departmental and/or University goals.

- Tools for measuring student learning of those objectives.
- Uses of data provided by measuring tools to improve student learning within the program.
- Presence or usage of campus facilities and/or other resources.

The Program Planning and Evaluation Committee shall not examine the following as part of its assessment process of existing programs:

- The evaluation of individual faculty member performance.
- Desirability of the program.

Publications Committee

Membership. The Publications Committee consists of the student editors of the campus publications, the faculty advisors to those publications, additional faculty members assigned to the committee, a student appointed by the SGA, and the following *ex officio* members that include the Director of Public Relations, the Vice President for Student Affairs, and the Vice President for Academic Affairs.

Function. The committee sets general policies governing student publications (i.e., *Small Talk*, *Carillon*, and *Tapestry*) and approves editors selected by the respective advisors.

Religious Life Committee

Membership. The Religious Life Committee consists of the campus minister (*ex officio*), faculty, students, and the Vice President for Student Affairs.

Function. The committee is responsible for supporting and implementing religious life on campus.

Research with Human Subjects Committee

Membership. The Research with Human Subjects Committee consists of three members appointed by the Faculty Concerns Committee.

Function. The committee assesses the ethical propriety of all proposals for research involving human subjects. The committee ensures that the risks are minimal and reasonable in relation to anticipated benefits, that the selection of subjects is equitable and with properly signed informed consent, and that adequate provisions are made for the safety and privacy of the subject as well as the confidentiality of the data.

Safety and Security Committee

Membership. The Safety and Security Committee is chaired by the Director of Public Safety and includes faculty, administrators, and members of the staff.

Function. The committee works with the director and appropriate members of the committee to identify safety hazards and to recommend means of correcting them.

Student Life Committee

Membership. The Student Life Committee consists of one residential student, one commuter student, one faculty representative from each of the academic schools, and the Vice President for Student Affairs (*ex officio*).

Function. The committee serves as an advisory committee for student activities and makes appropriate recommendations to the Vice President for Student Affairs.

Study Abroad Committee

Function statement: The committee will promote and facilitate study abroad opportunities at MU. The members will coordinate on-campus activities to encourage participation in study abroad opportunities at MU.

Membership: A minimum of one representative from each school and the Coordinator for Study Abroad in the International Programs Office.

Teacher Education Committee

Membership. The Teacher Education Committee consists of the Education Department faculty and one member from each teacher-training field. Representatives from the public school systems sponsoring internship in the training program serve as *ex officio* members.

Function. The committee is responsible for the policies and procedures governing teacher education students and the maintenance of an accredited teacher training program. To this end, the committee screens, admits, and monitors candidates for the program with the goal of teacher certification, insisting that all candidates are responsible citizens and that they obtain a carefully planned liberal arts education. The committee also reviews the University curriculum as it relates to its program to verify that it is relevant and comprehensive. The committee makes recommendations to the Education Department concerning admission to the program and certification.

Tenure and Promotion Committee

Membership. The Tenure and Promotion Committee consists of thirteen tenured faculty members. Ten members are elected by the academic schools; three at large members are elected from the tenured faculty as determined by the Faculty Concerns Committee in a manner approved by the faculty. In the event that a school lacks a tenured member, then the most senior faculty member may be selected to represent that school.

Function. The committee is responsible for the guidelines governing tenure and promotion. To that end, the committee shall monitor the academic performance of the faculty. At appropriate intervals, they shall provide feedback to faculty to facilitate their development. The committee makes recommendations on tenure, promotion, and sabbatical leaves to the Vice President for Academic Affairs.

Values Committee

Membership. The Values Committee is a representative group of faculty, administrators, and students.

Function. The committee fosters awareness and discussion of ethics and values within the Methodist University community and in the context of the University's mission. Such awareness and discussion will ideally serve to promote moral reasoning, ethical decision-making, and values consistent with the mission of the University.

Website Committee

Membership. The Webmaster, the Assistant Webmaster(s), and a representative from the Office of Institutional Computing are *ex-officio* members. The Webmaster is the chair. One representative is selected from each of the following areas: faculty, public relations and business affairs, alumni and development, athletics, student life, admissions, and academic affairs.

Function. The Website Committee is responsible for establishing the Web policy of Methodist University and for applying this policy to the Website.

Writing and Critical Thinking Across the Curriculum Committee

Membership. The Writing and Critical Thinking Across the Curriculum Committee is composed of faculty members selected by the Faculty Concerns Committee in a manner approved by the faculty and at least one student.

Function. The committee's goal is to promote the development of writing and critical thinking skills among students and faculty. To achieve that goal, the committee supports the Writing-Across-the-Curriculum program defined in the University catalogue.

Other Policies and Concerns

Attendance at Faculty Meetings

Attending faculty meetings is mandatory unless a faculty member has a regularly scheduled class or a coach has an intercollegiate athletics event at the time of the meeting. All full-time faculty who cannot attend a faculty meeting must notify (in writing) their Department Chair, who will in turn notify the School Dean and the Vice President for Academic Affairs.

Agenda for Faculty Meetings

All faculty meeting agenda items that call for a formal decision or enactment must be submitted for distribution to the faculty at least ten days in advance of the date of the meeting. These items should be submitted in writing to the faculty moderator.

Participation in Graduation Ceremonies

Methodist University conducts two formal graduation ceremonies each academic year—in December and May. Faculty participation is required. Application for authorized absences must be submitted in writing through the Department Chair and School Dean to the Vice President for Academic Affairs. Missing graduation and other ceremonies requiring academic processions is allowed only for emergencies and other extenuating circumstances. Part-time faculty members are invited to participate in all graduation ceremonies and should notify their Department Chair if they wish to do so.

Academic Regalia

Proper academic regalia is required for each graduation, as well as for certain other events during the academic year. Regalia can be rented or purchased through the Campus Book Store. With the academic regalia, faculty and administrators will wear plain, dark shoes (preferably black). Any clothing showing beneath the academic robes should be dark. Mortar boards must be flat on the head. Male faculty members are asked to follow the President's lead in removing and replacing the mortar board.

Methodist University Identification Cards

Methodist University faculty identification cards are prepared by the Office of Public Safety. Written confirmation of employment must be obtained from the Personnel/Payroll Office prior to obtaining an identification card.

Entertaining Students in Homes

For many years Methodist University has encouraged faculty and staff to entertain students in their homes. The home atmosphere broadens the university experience for students by providing an opportunity for conversation in a relaxed venue. Several faculty and staff members often invite students to their homes. Methodist University is pleased to cover the cost of entertaining students in faculty and staff homes once each semester per course. The university will also cover expenses of staff or faculty when they are entertained along with groups of students. The university does not reimburse for entertaining students in restaurants.

If you entertain students in your home, please keep receipts of the cost and send them, along with the number entertained, to the President's Office for reimbursement. Please ensure that your receipt includes only the items purchased for your meal. It is very difficult to refigure taxes after removing personal items from these receipts. The university will pay up to \$8.25 per person entertained. No university funds may be used for the purchase of alcoholic beverages. The serving of alcohol to students under 21 years of age is a violation of State law and University policy.

Instruction and Research: Section 3

Policies Related Directly to Instruction and Research

Instructional Responsibilities

Office Hours

All full-time faculty members must maintain a minimum of eight office hours per week at times convenient for students and should schedule additional conferences by appointment as necessary. Office hours should be listed on each course syllabus, posted on the doors of faculty offices, and filed with the Department Head, the School Dean, and the Vice President for Academic Affairs. Faculty should avoid scheduling office hours during the MWF 11:00 a.m. hours due to conflicts with campus events and committee meetings. Part-time faculty should be available to students for at least one hour per week for each course taught and on an appointment basis.

Calendar

Please consult the current Academic Calendar to determine times for which classes may be suspended due to Fall Break, Spring Break, holidays, or for other reasons.

Classrooms and Class Times

The Registrar assigns all classrooms. A faculty member must receive approval of the Registrar before changing classrooms or class times.

Calendars and Facilities

The scheduling of all academic events is routed through the offices of the Vice President for Academic Affairs and the Registrar to the Office of the Director of Community Relations. The Director of Community Relations maintains a master calendar for use of campus facilities. Requests for the use of rooms in all classroom buildings must be cleared with the Registrar. Requests for the use of other facilities should be directed to the appropriate administrative office. If in doubt contact the appropriate Department Chair or School Dean. Attempts should be made to avoid scheduling events at times conflicting with other University events.

Inclement Weather Policy

For the convenience of the entire campus community, a Weather Alert and Message Board telephone line has been installed. By dialing extension 7351 on-campus, or (910) 630-7351 off-campus, callers will receive a recorded message concerning inclement weather or other University announcements that are pertinent.

This line will be updated daily by 5 P.M. The decision about a delay or closing will be made by 6:00 A.M for day classes and no later than 3:00 P.M. for MU at Night classes. Delays and closings will continue to be posted on the home page of the University's website.

Students and Faculty

When classes are being held, the decision about attending class rests with the individual driver. No student or faculty member should attend class if driving conditions are believed to be too dangerous. If a student misses classes because of dangerous weather, the faculty will not impose a penalty; and the student will be allowed to make up any work missed. The student is, however, responsible for the material covered in all classes.

Staff

Staff members are expected to report to work when the University is open and operating. No staff member should report to work if driving conditions are believed to be too dangerous. Per the Staff Handbook, if the University is open and a staff member doesn't report to work, annual leave will be assessed for all hours missed. For more information, refer to the [Staff Handbook](#).

Textbooks

If a course is being taught for the first time or the textbook for an existing course is being changed, the instructor should complete a Textbook Adoption Form and submit it to the Department Chair for approval and for forwarding to the Director of the Student Store.

If a course has only one section, the instructor determines the text(s) to be used.

If there are multiple sections of a course, the instructors should select the text(s) in consultation with the Department Chair.

Course textbook selections remain in effect for at least one academic year and are the same for courses in the regular academic, summer, and Evening University programs.

Classroom Policies

- **Admission to Class**

Students must have a semester schedule or properly authenticated add slip to be admitted to a class. Any student without such documents should be immediately sent to the Registrar's Office.

- **Policy Regarding Disruptive Classroom Behavior**

If, in the reasonable judgment of the faculty member, the behavior of a student(s) is disrupting classroom instruction in a manner detrimental to other students, the faculty member may ask the offender(s) to leave the classroom.

If a student refuses to respond to a dismissal from class, the faculty member may choose from one or more of the following options:

- Ignore the student and continue the class.
- Dismiss the class for the remainder of the period.
- Contact Security if the student's words or actions appear to be creating a physical danger to any other person.

Regardless of the faculty member's choice of options, s/he should report the matter to the Vice President for Academic Affairs prior to the next class period. The Vice President for Academic Affairs will cause the matter to be investigated and will recommend appropriate action. A student dissatisfied with the decision of the Vice President for Academic Affairs may submit an academic grievance pursuant to the terms of the Academic Catalogue.

Faculty members are offered the following cautions for their own safety:

- Do not call Security unless you believe someone is in physical danger.
- Do not use physical force to remove a student from class.

The administration of Methodist University believes that each faculty member has the right to conduct classes and each student has the right to attend classes without disruption and interference and that each individual, faculty member or student, has the right to have his or her grievance heard by the designated representatives of the University

- **Children in Class**

Methodist University has a high percentage of non-traditional students, who, from time to time, must bring children to class. If the situation continues, the faculty member should speak with the parent quietly after class to remind the parent that children may be brought to class only in emergencies.

Syllabus Guidelines

1. Faculty submit syllabi electronically to their Department Chair, School Dean, and the administrative assistant to the VPAA at the beginning of each semester in the following file name format: course abbreviation, course #, section # - Semester Year - Your last name.
2. Include the items listed below in all syllabi:
 - a. Number and title of the course, instructor's name, office number, and contact information (Put this information at the top of the syllabus.)
 - b. All prerequisites
 - c. Statement of departmental goals
 - d. If a general education course, an indication of which general education goal(s), and specifically which of the ten general education competencies, are addressed in the course –

(Note: the general education competency or competencies need to be defined on the syllabus – check the Academic Catalogue for general education competency definitions.)

- e. Statement of student learning outcomes for the course (a.k.a. learning objectives, competencies)
- f. Statement linking student learning outcomes to specific department goal(s) and general education goal(s)/ competencies (if a general education course)
- g. Statement demonstrating how the learning outcomes will be assessed (e.g., stating what learning objectives are covered on each test/exam, paper, presentation, project, etc.)
- h. Complete citation of course text or other required and recommended reading assignments
- i. Schedule of assignments and exams
- j. Statement of instructor's regularly scheduled office hours
- k. Attendance policy (required for 100-level classes)
- l. Grading procedures
- m. Writing assignments
- n. Description of types of tests (essay/objective)
- o. Schedule of reading and lecture or discussion topics
- p. Description of library assignments
- q. Statement of Students with Disabilities (See Faculty Manual)
- r. Statement on the Honor Code (See Catalogue)
- s. Statement of any other required obligations such as field trips, oral reports, etc.

3. **Syllabi Statement on Students with Disabilities**

All faculty members should include the following statement in course syllabi:

“Any student requiring accommodations due to one or more disabilities must bring the appropriate documentation to the Methodist University Center for Personal Development no later than the first week of classes during the semester in which the accommodations are required. Together the student and personnel of the Center for Personal Development will decide upon the accommodations to be implemented.”

Disability Services

In compliance with federal law, the student is responsible for presenting appropriate documentation of a disability to the Center for Personal Development upon acceptance to the University or at the latest

during the first week of classes. It is the policy of the University not to make accommodations retroactively. All evaluations will be placed in a secure file cabinet for purposes of confidentiality. Students with a disability must meet with personnel in the Center for Personal Development at the beginning of each semester in which accommodations are required. Together the student and the personnel in the Center for Personal Development will decide on the appropriate accommodations. The student will authorize notification be given to each instructor. The Center for Personal Development may be contacted for more information.

Examples of Accommodations

Examples of reasonable and common modifications include, but are not limited to:

1. Alternate testing location.
2. Extended time (not unlimited time) on tests or exams.
3. Assistance with note taking.

4. Attendance Policy for 100- Level Classes

Credit will not be awarded for any 100 level course in which a student is absent for whatever reason (sickness, family emergencies, University athletic events, etc.) for more than 20% of the first thirteen weeks of classes. When absences, for whatever reason, exceed 20% during the first thirteen weeks of classes, the registrar will drop the student from the class and notify the student, the faculty member, and the faculty advisor. (In the day program this is a total of eight absences for MWF classes and a total of five absences for TR classes.) A student dropped for excessive absences will receive a grade of WF.

A student dropped for excessive absences may appeal to the Office of the Vice President for Academic Affairs for reinstatement to the class. Appeals must be in writing and be received within five days of notification of the removal. The Office of the Vice President for Academic Affairs will consult with the professor of the class regarding reinstating a student who has appealed.

It is the student's responsibility to know how many classes he/she has missed. Ignorance of the number of classes missed is not a justification for not being dropped for excessive absences. Student-athletes must consider absences due to athletic events when considering their class schedules. Student-athletes who expect to miss classes due to scheduled athletic events should plan not to be absent from class for other reasons. Freshmen, sophomores, juniors, and seniors enrolled in 100 level courses must adhere to the attendance policy.

Faculty members may enforce a more rigorous attendance policy for the 100 level classes. These policies should be stated in the syllabus provided at the beginning of the semester.

5. Attendance Policy for 200-, 300-, and 400- Level Classes

The attendance policy for 200-, 300-, and 400-level courses are at the discretion of the faculty member and should be stated in the course syllabus.

6. Field Trips/Off-Campus Activities

Academic activities off campus must be approved by the Department Chair, School Dean, and Vice President for Academic Affairs. University-sponsored activities are governed by campus rules and regulations. University vehicles should be utilized when available.

Final Examinations

Every faculty member must administer a final examination of some form during the time indicated on the Final Examination Schedule. Any deviations from the schedule must have the approval of the Department Chair, School Dean, and Vice President for Academic Affairs.

Instructors should try to avoid giving major tests during the last week of class for the semester when students are preparing for final examinations.

Emergency Alert Notification

In the case of an emergency, the University is equipped with an emergency call service. In the event of an emergency, an automatic telephone call is generated to every Methodist University telephone stating the emergency in a recorded message. Community members are encouraged to take the appropriate action for protection

The AlertNow telephone system requires valid telephone numbers and e-mail addresses in order to provide timely notification in the event of an emergency. Faculty members should a valid, working contact number to the Public Safety Department to be maintained on the AlertNow System. Faculty members are encouraged to provide as many telephone and cell phone numbers, as well as e-mail addresses as they have. This will help ensure the person receives the relevant information as soon as it is available.

Personal information shall not be disseminated to anyone without the express permission of the individual.

Public Safety will provide a form with an explanation of the AlertNow System and a detail of the use of their personal information for the sole purpose of the AlertNow notification.

Bomb Policy Statement

Methodist University, along with other institutions across the country, is occasionally subjected to prank calls announcing the presence of a bomb on campus.

If a telephoned bomb threat is received, it is the policy of Methodist University to evacuate buildings as deemed appropriate by the President or his designated representative. Because the evacuation of buildings creates a disruption of classes, each faculty member is to identify an alternate site in which to continue instruction. It is expected that classes will resume as soon as the faculty members and students have reached the designated alternate sites.

Any student, faculty, or staff member making a false report of a bomb will be subject to immediate and permanent expulsion or termination as appropriate.

Directed and Independent Study Policy

Directed Study

Only in unusual circumstances can a student register for a non-scheduled course as a Directed Study. Any non-scheduled course in the Methodist University Catalog taught on a one-to-one basis is considered a directed study with the exception of courses numbered 499. A request for a Directed Study must be approved by the faculty advisor, the course instructor, Department Chair, and School Dean prior to approval by the Vice President for Academic Affairs.

Directed Studies are offered by full-time faculty members only and are an addition to regular teaching assignments.

Directed Study contact hours are the same for students enrolled in the day program, MU at Night, and summer term. A student registered for a Directed Study must pay a Directed Study tuition charge in addition to the regular tuition rate. Directed Studies have a minimum of seven contact hours between the faculty member and student per semester hour credit. Students cannot take more than two Directed Studies at Methodist University.

Independent Study

An Independent Study is reserved as an opportunity for well-qualified upper-division students to engage in special research in their major. Regular courses from the Methodist University Catalogue are not offered as Independent Studies. Independent Studies must be approved by the faculty advisor, Department Chair, and School Dean prior to the approval by the Vice President for Academic Affairs. Independent Studies must be supervised by full-time faculty members only and are an addition to regular teaching assignments.

Independent Study fees and contact hours are the same for students enrolled in the day program, MU at Night, and summer term. A student registered for an Independent Study must pay a fee in addition to the regular tuition rate. Independent Studies require a minimum of three contact hours between faculty supervisor and student per semester hour credit.

Exceptions to Directed Study and Independent Study policies may be made only by the Vice President for Academic Affairs.

NOTE: Directed and Independent Studies must be approved by the Business Office before the course begins.

Reporting Grades

Official release of semester grades is done only through the Office of the Registrar. Rules of privacy dictate that faculty not display grades publicly even by the social security numbers of students.

University Policy Concerning Military Deployments

During times of international tensions, it is sometimes necessary for military students attending Methodist University to go on alert or to deploy overseas unexpectedly for extended periods of time. Military duties may force active duty military students and students who are members of National Guard or Reserve units to withdraw unexpectedly from summer, evening, weekend, and day classes at Methodist University. It is the policy of Methodist University that active duty or reserve military students will not be penalized academically due to military deployments.

Faculty members are asked to verify the last date attended (LDA) and write on all remaining class attendance rosters “Deployed Military” and the LDA for all known military students who deploy or will deploy for military operations. A list of known active duty military students is available in the Office of the Registrar, the MU at Night Office, and the Ft. Bragg Office. Faculty members should keep in mind, however, that there might be other students not on the list, particularly students assigned to reserve units, who may be activated and deployed as part of military operations. Instructors are asked to help the University identify those individuals as well.

Faculty members initially are to write “Deployed Military” and the last date attended (LDA) on the grade roster for military students, active and reserve, who cannot complete the course. Faculty members may award a grade of incomplete (I) if it is possible for a student to make up remaining course work at a later date to complete the course. Otherwise, in cases in which the student has missed too much course work, the faculty member is to award a grade of “F” for nonattendance. It is extremely important for the faculty member to note the accurate last date attended (LDA) in cases where the student receives a failing course grade. The University will send each student a letter explaining the options available and responsibility for finishing the course work. Students may request either to officially withdraw from classes or to receive an “I” (Incomplete) for courses. Once those contacted have responded, the faculty member will be sent the names of those students who have asked to receive an “I” (Incomplete) for the course. Only those students will be afforded an opportunity to complete the course upon their return.

Faculty members are asked to assist military students who receive an “I” (Incomplete) for a course to complete course requirements after they return. Military students will have one full semester (not less than 120 days) after their return to contact the instructor and to complete the course work necessary to receive a final grade.

Filing of Assurance with the Federal Office of Research Integrity (ORI)

Any institution of higher education having one or more faculty members who receive research support from specified federal agencies is required to develop policies and procedures for handling allegations of scientific misconduct in projects supported by those agencies. In the face of some well-publicized incidents of fraud in research in recent years, the public is demanding that institutions take more

responsibility for ethical conduct in research and related activities. Faculty engaged in scientific research should be well-informed on the meaning of ethical conduct in research.

Because of its receipt of research support in the past and the potential of future support from federal research funding agencies, Methodist University must file annually an assurance with ORI stating that the University has in place, and is following, policies and procedures for dealing with and reporting possible misconduct in science. This assurance is filed on forms provided by ORI. The following procedure is designed to comply with federal regulatory requirements.

Inquiries

Methodist University holds its members, including administrators, faculty, and professional technical staff, responsible for fraudulent and unethical actions and expects individuals to report such actions without delay. Suspicion of such actions should be reported immediately, in writing, to the Department Chair, School Dean, Vice President for Academic Affairs, or administrative supervisor of the suspected individual.

Inquiry Procedures

If such a complaint involves a faculty member, the recipient of the complaint will report it to the Vice President for Academic Affairs, who will appoint a Peer Committee to initiate an immediate inquiry into the matter. This committee will consist of three members: one selected by the Vice President for Academic Affairs, one by the accused, and one acceptable to both parties (accused and accuser) as Chair. The Chair of the Peer Committee will report directly to the Vice President for Academic Affairs as the inquiry proceeds.

The inquiry must be completed within 60 calendar days. A written report will be prepared that states what evidence was reviewed, summarizes interviews of involved individuals, and includes conclusions of the inquiry. Copies of this report will be given to the individual(s) against whom the allegation was made. Any comments by that individual or those individuals regarding that report will be included as part of the record. If the inquiry takes longer than 60 days, documentation explaining the delay must be included in the written report.

Protection of Those Who Report Apparent Misconduct

The University will, to the maximum extent possible, protect the privacy of those who in good faith report misconduct.

Treatment of the Accused

The accused individual(s) will be given confidential treatment to the maximum extent possible. A prompt and thorough inquiry, and subsequent investigation if warranted, will also be undertaken. The accused individual(s) will be able to comment on allegations and findings of the inquiry or investigation.

Notification of Director of ORI

Once the initial inquiry is completed and its final report prepared, the Chair of the Peer Committee will give a copy of the report to the Vice President for Academic Affairs. The Vice President will then notify the Director of ORI if the University, on the basis of the initial inquiry, determines that a formal investigation is warranted. Also, the Vice President for Academic Affairs will notify the Director of ORI within 24 hours if the report contains a reasonable indication of possible criminal violations.

Maintaining Sufficient Documentation

The Peer Committee will maintain sufficiently detailed documentation of the inquiry process. Such records will be kept secure for a minimum of three years after the termination of the inquiry. These records will also be provided to the Department of Health and Human Services (DHHS) personnel upon request.

Conducting an Investigation

If findings from the inquiry warrant a formal investigation of the allegations of misconduct, the University will initiate such an investigation within 30 days after the completion of the inquiry. The Vice President for Academic Affairs will appoint a Formal Investigation Committee (FIC) using the same procedure as for the Peer Committee. If a mutually acceptable member cannot be found, then one will be appointed by the Faculty Concerns Committee. The FIC will examine all relevant documentation and conduct interviews of all individuals involved, both those making the allegation and those against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegation. The FIC will prepare complete summaries of these interviews, provide all interviewed parties the opportunity to comment or revise, and include all of this material as part of the record.

Obtaining Necessary Expertise

The FIC will secure necessary expertise to carry out a thorough evaluation of the relevant evidence.

Precautions against Conflicts of Interest

The FIC will take precautions against conflicts of interest on the part of those involved in the investigation.

Maintaining Documentation

The FIC will prepare and maintain sufficient documentation to substantiate the findings of the investigation. The Vice President for Academic Affairs will make this documentation available to the Director of ORI, who may take further action if deemed warranted.

Protecting Federal Funds

The University will take appropriate administrative action to protect federal funds and to ensure that the purposes of the federal financial assistance are carried out.

Keeping ORI Apprised

The Vice President for Academic Affairs will keep ORI informed of any developments during the course of the investigation that may affect current or potential Department of Health and Human Services funding for the individual(s) under investigation.

Restoring Reputations of Those Involved

The University will undertake diligent efforts to restore the reputations of individual(s) alleged to have engaged in misconduct when those allegations are not confirmed. The University will also undertake diligent efforts to protect the positions of those making “good faith” make allegations.

Imposing Sanctions

The University will impose appropriate sanctions on individuals when allegations of misconduct have been substantiated by the findings of the investigation.

Notifying ORI

The Vice President for Academic Affairs will notify the Director of ORI of the final outcome of the investigation.

Reporting to ORI

The University’s decision to initiate an investigation will be reported, in writing, by the Vice President for Academic Affairs to the Director of ORI, on or before the date the investigation begins.

An investigation ordinarily must be completed within 120 calendar days of its initiation. This includes conducting the investigation, preparing a written report of the findings, providing all relevant parties involved with the opportunity to comment, and submitting the report to ORI. Persons who make the allegations of misconduct should be provided with the portions of the report that address their role and opinions in the investigation.

Report to ORI of Investigation Termination

The University is expected to carry an investigation to completion. If the University plans to terminate an investigation before completion, a written report explaining its reasons will be made to ORI. This report will be prepared by the Formal Investigation Committee and delivered to the Vice President for Academic Affairs. The Vice President then will contact ORI and send the report.

Content of Final Report

The FIC final report of the investigation will include the following:

- The policies and procedures under which the investigation was conducted.
- How and from whom information was obtained.
- The findings of the investigation.
- The basis for those findings.
- Actual text or an accurate summary of the views of individual(s) found to have engaged in misconduct.
- A description of the sanctions imposed by the University against the guilty.

Request for Extension of an Investigation

If the FIC determines it cannot complete the investigation in 120 calendar days, it must submit a written request for an extension and an explanation for the delay to the Vice President for Academic Affairs, who will then send it to ORI. A progress report of the investigation to date also must be included.

Review of Final Report by ORI

ORI will review the final report and supporting materials to determine the degree of completeness, objectivity, fairness, and competence of the investigation. ORI may request additional information from the University. ORI may also decide to perform its own investigation if necessary. DHHS reserves the right to impose its own sanctions against individuals found to have engaged in misconduct if such action seems appropriate.

Informing ORI of Special Conditions

The University must inform ORI, during any stage of the inquiry or investigation, if any of the following special conditions exist:

- An immediate health hazard exists.
- An immediate need to protect federal funds exists.
- An immediate need to protect the interest of individual(s) making the allegation(s) or of individual(s) who is (are) the subject of the allegation(s).
- A probability that the alleged incident is going to be made public.
- A reasonable indication of a possible criminal violation, in which case the University must inform ORI within 24 hours of obtaining that information.

Compliance of the University with these Policies and Procedures

The University fosters a research environment that discourages misconduct in all research. The University deals forthrightly with possible misconduct that involves research for which Public Health Service or other designated federal research funds have been provided or requested. If the University fails to comply with its assurance and the above policy and procedures, ORI may take enforcement

action against the University, including loss of funding. ORI may conduct its own investigation if deemed appropriate.

Summer Grants – Policy and Application Procedures

- **Number:**

If funds are budgeted for summer grants in a given academic year, the University may award one or more summer grants. Grant amounts may vary. The purpose of the grant is to cover direct expenses of the grant project (e.g., equipment, supplies, travel, books, etc.). Support will not be given for salaries or stipends.

- **Eligibility:**

Applicants must be full-time members of the Methodist University faculty.

- **Application Procedure:**

An application must be submitted to the Tenure and Promotions Committee no later than **April 15** unless an earlier date has been established by the Committee. The applicant must provide a cover letter and a proposal for the project to be undertaken during the summer. The proposal must include:

- (1.) A brief overview of the project.
- (2.) An estimate of the expenses to be incurred.
- (3.) A statement showing how the proposed project will enhance the faculty member's professional growth and benefit Methodist University.

- **Selection Process:**

Applications will be reviewed on the basis of the professional value of the project. The Tenure and Promotions Committee will make a recommendation to the Vice President for Academic Affairs, who will make a recommendation to the President.

- **Notification:**

The recipients will be notified not later than **May 1**.

- **Follow-up:**

A report to the Vice President for Academic Affairs of work accomplished during the period of the grant is due upon return to the campus.

- **Commitment**

Successful applicants are expected to return to Methodist University for at least one academic year immediately following the award of the grant.

Evaluation: Section 4

Evaluation of Faculty

The Office of Institutional Research and Effectiveness administers the University's evaluation system. The University's Evaluation system includes evaluation of adjunct faculty, full-time faculty, administrators/supervisors, contract staff, and hourly staff. The purpose of faculty and staff evaluations at Methodist University is to insure excellence and to serve as an indicator for professional development and progress. Faculty and Staff are evaluated by their immediate supervisor. Faculty and Staff also evaluate their supervisors.

Faculty Evaluation

The Faculty Evaluation process is designed to aid faculty in improving and developing their effectiveness in the areas of teaching, professional development and scholarship, service to the college, and service to the community. The process has three steps: goal setting, self-evaluation, and evaluation by their supervisors (Department Chair or School Dean).

One month into the Fall semester, faculty in their first year at the University are required to set goals by September 10 in consultation with their Department Chairs. By April 11, first-year faculty do a self-evaluation of those goals and their performance for the academic year. After consultation with their Department Chairs, they set their goals for the next academic year. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/NewFaculty.htm>.

One month after spring break, faculty not in their first year at the University are required to do a self-evaluation of the goals they set for the academic year in the previous spring. After completing their self-evaluation, they are expected to set their goals for the next academic year. Faculty can make adjustment to those goals until the end of the Fall Semester. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/ContinuingFaculty.htm>.

Planning and Goal Setting

Individual faculty make plans and set goals for the evaluation period (academic year). Faculty make elect to consult with their supervisors (usually the Department Chair or, for Department Chairs, the School Dean). Some of the goals will be one-year goals, while others may be long-term goals which would not be expected to be completed during the evaluation period. In such cases, faculty members should give a timeline for expected completion and also expected progress to be made during the current evaluation cycle.

Faculty Self-Evaluation

Faculty evaluate their progress regarding their goals during the current academic year. The second step is the execution of the plan during the following academic year, or evaluation period, and the subsequent review and evaluation of the faculty members' performances toward the end of the evaluation cycle. One month after spring break, faculty report the results and deliver them to the department chairs or

supervisors. Faculty should indicate where goals have not been completed but progress made, or where plans were changed.

Evaluator's Response

<http://ir/Forms/FacultyEvaluationFeedback.htm>

Department chairs or supervisors will evaluate individual faculty regarding their [teaching](#), [professional development and scholarship](#), [service to the University](#), and [service to the community](#) for the academic year. Department chairs or supervisors are recommended to schedule individual feedback sessions with their faculty to provide feedback regarding the faculty members's performance this academic year and guidance in setting goals for the next academic year. Department Chairs are recommended to review with their School Deans their faculty members' evaluations before the individual feedback sessions. This response must be completed and returned to the faculty members by spring graduation.

Student Evaluation of Instruction

By the last 2 weeks of the academic semester or term, faculty members are sent the Student Evaluation of Instruction forms for each of their classes. Faculty members are asked to identify a student volunteer in the class to administer the evaluations. The student volunteer is to personally deliver the packet of completed forms to the department secretary in the building or to Assistant Director of MU at Night (for evening courses). A copy of the evaluation form is located in the Appendix of the Faculty Manual. The results are distributed to individual faculty, the Department Chair, the School Dean, the Dean of the Graduate School (for graduate level courses), the Assistant Dean for MU at Night and Summer School (for evening courses), and the Vice President of Academic Affairs and Dean of the University. Questions concerning the Student Evaluation of Instruction should be directed to the Office of Institutional Research and Effectiveness.

Faculty Classroom Observation Form

This form is intended to be utilized during observation of faculty members for the purpose of evaluation. The criteria on this form are linked directly to the criteria that are use in the current Methodist University evaluation process. (See Appendix)

Administrator/Supervisor Evaluation

This form is used by faculty and staff to evaluate their immediate supervisor and *is administered March 2 - March 27*. Administrators and Supervisors include Vice Presidents, Deans, Department Chairs, and Directors. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/AdmEvalForm.htm>. The summary report includes the mean and standard deviation for each question according to the following categories: the individual administrator/supervisor, his or her area, and the institution. Also included in the summary report is a copy of the comments made by the respondents. A copy of the summary report is sent to the administrators/supervisors being evaluated, their supervisor, and their area Vice President where appropriate.

Adjunct Faculty Self-Evaluation

Adjunct faculty are evaluated during the first semester they teach each academic year. The Adjunct Faculty Self-Evaluation consists of three parts: Part I-Adjunct Faculty Self-Evaluation Teaching Goals, Part II-Adjunct Faculty Self-Evaluation, and Part III-Adjunct Faculty Supervisor Evaluation. A copy of the evaluation forms can be found on the campus intranet at <http://ir/Evaluations.htm>.

Part I-Adjunct Faculty Self-Evaluation

<http://ir/Forms/AdjunctEvaluationPartI.htm>

By the second week of the term, adjunct faculty will be emailed a link for downloading a template for Part I. Adjunct faculty members will set goals for teaching for that semester. The form should be emailed to the Department Chair and the Office of Institutional Research and Effectiveness *by the end of the fourth week* of the course.

Part II-Adjunct Faculty Self-Evaluation

<http://ir/Forms/AdjunctEvaluationPartII.htm>

By the fifth week of the term, each adjunct faculty member will be emailed a link for downloading a template for Part II. Each Adjunct faculty member will self-evaluate his or her progress regarding the teaching goals he or she set for that semester. The adjunct faculty member should include in this form any additional information he or she feels the Department Chair should have to effectively evaluate his or her teaching. The adjunct faculty member will submit Part II to the Department Chair and the Office of Institutional Research and Effectiveness *by the end of that term*.

Part III-Adjunct Faculty Supervisor Evaluation

<http://ir/Forms/AdjunctEvaluationPartIII.htm>

By the fourteenth week of the semester, Department Chairs will be emailed a link for the Adjunct Faculty Supervisor Evaluation (including Day adjuncts and Evening I and II). The Department Chair will complete the evaluation of the adjunct faculty member regarding teaching and provide feedback to that instructor. The form should be completed and a feedback session should be conducted *within two weeks after the academic semester has ended (fall and spring)*. The feedback session can be by telephone, email, or in person and should center on both positive areas of the instructor's performance as well as areas needing improvement.

Appointment, Tenure, and Promotion: Section 5

Guidelines for Filling Faculty Positions

When the Vice President for Academic Affairs notifies the Department Chair that a new position or a replacement position is approved, the Department Chair, in consultation with the School Dean, appoints a search committee and drafts the advertisement for the Office of the Vice President for Academic Affairs to publish. All tenure-track positions should be filled via national search except in cases of exigency identified by the Vice President for Academic Affairs. Each advertisement should include the following information:

- Name of the Department.
- Rank for initial appointment.
- Academic degree(s) required.
- Summary of responsibilities.
- Notation of tenure or non-tenure-track status.
- Application materials requested (i.e., letter of application, vita, graduate transcripts, and names of references).
- Deadline date for application.
- Name and address of person to whom applicants should send the materials.
- The following statements:
 - Methodist University is an equal opportunity employer.
 - Methodist University, in harmony with its tradition, takes seriously its role in the ethical and moral development of its students.
 - Populations traditionally underrepresented in higher education are encouraged to apply.

The Chair of the Search Committee notifies applicants, indicating that their applications have been received and that they will be informed of progress on filling the position. The Chair forwards names and addresses of applicants to Human Resources.

The Search Committee reviews the applications and conducts telephone interviews of those candidates deemed by the Committee to be most promising.

The Search Committee selects no more than three candidates for on-campus interviews. The Chair will call the candidates to invite them to interview, being sure to discuss University policy with respect to reimbursement of travel expenses.

The Chair should establish an itinerary for each candidate and provide copies for the candidate, members of the Search Committee, Department Chair (if appropriate), School Dean, the Vice President for Academic Affairs, and the President.

Upon arrival, the candidate should be given a tour of the campus and should meet with the Search Committee as a group, with individual members of the Search Committee (as desired), the Vice President for Academic Affairs (30 minutes), and the President (30 minutes). The Chair should provide a copy of the candidate's c.v. and supporting materials, with the itinerary, to all of the persons the

candidate will visit and should request reimbursement for meals during the interview. The Chair should arrange for the candidate to present a classroom lecture or demonstration session. The Vice President for Academic Affairs, School Dean, and the Department Chair should be present. Other interested faculty members are welcome to attend. **While on campus, each candidate should complete and return the “Application for Faculty Position” form in the Human Resources Office.**

When all of the candidates have been interviewed, the Search Committee should prepare a written recommendation for the Department Chair (if appropriate), School Dean, and Vice President for Academic Affairs, listing the candidates in order of preference. After consultation with the Department Chair (if appropriate) and the School Dean, the Vice President for Academic Affairs will confer with the President. Subject to the President’s approval, the Vice President for Academic Affairs will offer the position to the chosen candidate.

Except in the most general way, salary discussions should not be handled by Search Committee members. These discussions will be conducted by the Vice President for Academic Affairs and the President.

The Chair of the Search Committee will share the following guidelines for reimbursement for interview trips prior to the candidate's coming to campus:

- Methodist University will pay in full the expenses of the three (or fewer) candidates who are interviewed.
- Travel arrangements should include hotel, meals, and transportation to-and-from Methodist University.
- All travel arrangements must be approved in advance by the Vice President for Academic Affairs.

The data on the candidates collected by the Chair of the Search Committee should be kept for a minimum of three years.

The Chair of the Search Committee should caution the members of the Search Committee against asking questions related to race, marital status, handicap, religion, age, and other personal matters. As an example, a candidate should not be asked what his or her spouse will do if the candidate takes a position at Methodist University. If any member of the Search Committee has any doubt regarding the propriety of any such question, he or she should consult with the Vice President for Academic Affairs in advance.

Prior to offering the position to a candidate, the Human Resources Office and/or the Vice President for Academic Affairs will verify references and will conduct a search of public records relating to the candidate.

At the conclusion of the search, as soon as (but not until) the signed contract for the position has been returned, the Chair of the Search Committee will write all other applicants (not just those interviewed) to say that the position has been filled and to thank them for their interest.

Once the candidate has been hired, the Department Chair will send the newly hired instructor’s completed file (including the letter of application and official transcripts) to the Office of the Vice President for Academic Affairs and retain a copies for the Department and School files.

Initial Appointment Classifications

Methodist University recognizes five classifications of faculty appointments:

- 1. Part-time:** The teaching load of part-time faculty may not exceed nine semester hours in any given semester unless, by reason of exigency, an exception has been approved in advance by the Vice President for Academic Affairs. Part-time faculty members are employed without expectation that employment will continue beyond the stated terms of their respective contracts. Even in cases where a part-time faculty member has been employed for more than one contract term, no expectation of continued employment should be implied from that fact.
- 2. Non-Tenure-Track:** Non-tenure-track faculty members serve full-time from year to year on a fixed term appointment. In addition to teaching, their tasks may include committee work, student advisement, and other assignments. Non-tenure-track faculty members are employed without expectation that employment will continue beyond the stated terms of their respective contracts. Even in cases where a non-tenure-track faculty member has been employed for more than one contract term, no expectation of continued employment should be implied from that fact.
- 3. Tenure-Track:** Tenure-track faculty serve full-time, with the expectation of being considered for tenure, contingent upon meeting the criteria of outstanding performance and the needs of the university. With the gaining of tenure, they cease to be awarded probationary term appointments and receive appointments with tenure. A tenure-track faculty member whose contract will not be renewed will be given notification of that fact in accordance with University policy.
- 4. General faculty:** General faculty members are not candidates for tenure. Their responsibilities include teaching up to six semester hours per year, advising students, attending faculty meetings, maintaining office hours, serving on campus committees and supporting the Physical Education Department. General faculty members are employed without expectation that employment will continue beyond the stated terms of their respective contracts. Even in cases where a general faculty member has been employed for more than one contract term, no expectation of continued employment should be implied from that fact.
- 5. Graduate Faculty:** Graduate faculty are those who teach one or more courses offered by the School of Graduate Studies and who meet the criteria for initial appointment and continuing scholarly growth for graduate faculty as established by the School of Graduate Studies.

Faculty Ranks

In general, the rank of initial appointment is:

Instructor:

The faculty member has earned a master's degree not considered to be the terminal degree in the field of study and has less than five years full-time teaching experience. ABD's (those who have completed "all but dissertation" for the doctorate) are appointed as instructors with the

understanding that promotion to the rank of assistant professor is contingent upon degree completion.

Assistant Professor:

The faculty member has earned a terminal degree in the primary field of instruction. A master's degree not considered to be terminal degree in the field of study may warrant appointment at the rank of assistant professor if the faculty member has at least five years full-time teaching experience in the primary field of instruction.

Associate Professor:

The faculty member has earned a terminal degree in the primary field of instruction and has completed five years full-time teaching experience. A master's degree not considered to be terminal degree in the field of study may warrant appointment at the rank of associate professor if the faculty member has at least 10 years full-time teaching experience in the primary field of instruction.

Professor:

The faculty member has earned a terminal degree in the primary field of instruction and has completed 10 years full-time teaching experience in the primary field of instruction.

As noted below, proven expertise, experience, or skill may in some cases be credited in lieu of formal academic training or university teaching experience.

Initial Appointment of Adjunct Positions other than the Physician Assistant Program

At the time of initial employment, each part-time member of the faculty will be assigned a part-time faculty rank. This status does not carry with it the privileges of the regular ranking faculty regarding salary and fringe benefits. The ranks and requirements for each are as follows:

Adjunct Instructor:

For adjunct baccalaureate instructors, a minimum of 18 hours of graduate study in the field of instruction is required. For adjunct graduate faculty, a minimum of a terminal degree in the field of instruction is required.

Adjunct Assistant Professor:

For the adjunct baccalaureate assistant professors a terminal degree in the field in which the individual is expected to teach and five years successful university teaching experience are required.

Adjunct Associate Professor:

For the adjunct baccalaureate associate professors a terminal degree in the field in which the individual is expected to teach and five years successful university teaching experience or a master's degree in the field in which the part-time adjunct is expected to teach and 10 years successful university teaching experience.

Adjunct Professor:

For the adjunct baccalaureate professors a terminal degree in the field in which the part-time individual is expected to teach and 10 years successful university teaching experience.

As noted below, proven expertise, experience, or skill may in some cases be credited in lieu of a terminal degree or university teaching experience.

Initial Appointment of Adjunct Positions in the Physician Assistant Program

By direction of the President of Methodist University, ranks for adjunct faculty members in the Physician Assistant Program shall be determined as follows:

- Physicians are designated as associate professors of clinical medicine.
- Physician assistants with a master's degree are designated as assistant professors of clinical medicine.
- Physician assistants with a bachelor's degree are designated as clinical instructors.
- PharmDs are designated as associate professors in clinical pharmacology. Nutritionists with at least a master's degree are designated as associate professors in clinical nutrition.

Adjunct faculty members in the Physician Assistant Program are eligible to participate, at no cost, in the continuing medical education (CME) sessions conducted from time to time at Methodist University.

Credit toward Promotion or Tenure-Track Status

The existence of a special circumstance that would shorten the prescribed probationary period that a tenure-track candidate must work before becoming eligible for promotion or tenure is a negotiable matter and should be determined by the Vice President for Academic Affairs at the time of that faculty member's initial appointment. However, in no case should the standard probationary period be shortened by more than two years without the consent of the Tenure and Promotions Committee.

Once a tenure-track faculty member has worked for the probationary period negotiated by special agreement or established by his or her rank at time of initial hire and becomes tenure-eligible, that faculty member must apply for tenure within two years.

Faculty members whose non-tenure-track appointments were converted to tenure-track appointments and given a window of opportunity to apply for tenure must do so within two years of becoming tenure-eligible. If a candidate whose contract has been converted does not apply for tenure within two years (although the standard probationary period has already been met), the tenure-track appointment will become a non-tenure-track, year-to-year appointment.

Faculty with academic or non-academic expertise, experience or skill directly related to their subject fields should, at the time of initial appointment, present evidence of the same to the Vice President for Academic Affairs for consideration. Normally, such experience, if accepted as credit toward promotion or tenure-track status, will be prorated in accordance with the following formula subject to the limitations noted above:

Full-time teaching experience directly related to the subject field at an accredited institution of higher education normally will be valued at the rate of one year of university teaching credit for each year of teaching experience.

Other professional experience including full-time teaching in grades K-12, professional employment in a field requiring licensure, professional employment (including self-employment) in a position of managerial or entrepreneurial responsibility, academic or professional research or other experience that is directly related to the subject field of the faculty member will normally be valued at the rate of one year of university teaching credit for every two years of professional experience.

Special expertise or skills as evidenced by licensure or other credentials directly related to the subject field may, in rare cases, be credited in lieu of a particular academic degree or in lieu of one or more years of university teaching credit, but only in cases where (a) the Vice President for Academic Affairs has confirmed that the awarding of such credit will not adversely affect the status of Methodist University with respect to regional or national accreditation standards and (b) the presence of such expertise or skills would enhance the educational experience of students or would otherwise tend to advance the academic mission of Methodist University.

Appointment of Graduate and Tenure-Track Faculty

To be appointed to graduate or tenure-track status, a faculty member must meet all the criteria listed below. Graduate faculty may be full-time or adjunct instructors of any professorial rank who meet the following criteria for initial appointment. Tenure-track faculty must be full-time faculty members in addition to meeting the following criteria for initial appointment.

1. They must hold the terminal degree in their respective major fields. Only degrees earned at regionally accredited institutions are recognized. Exceptions must be approved by the Vice President for Academic Affairs.

A master's degree in a professional field—such as the M.F.A., M.S.W., M.B.A., M.H.A., M.P.A., M.L.S., M.Acc., M.Div., M.A.T., M.E.M., M.M., M.S.E., or other similar professional degree—may be considered terminal, but only in cases where (a) the Vice President for Academic Affairs has confirmed that the awarding of graduate and/or tenure-track status will not adversely affect the status of Methodist University with respect to regional or national accreditation standards and (b) the specific expertise reflected by the professional master's degree is directly related to the field of instruction.

The master of science (M.S.) degree, though not considered a terminal degree in other disciplines, may serve as the terminal degree for those faculty members who are nationally certified by the National Commission on the Certification of Physician Assistants and who are being hired to teach solely within the Physician Assistants Program.

A medical doctor relying upon the M.D. degree as a terminal degree must be licensed to practice in North Carolina and must be Board Certified in the field of instruction.

2. They must demonstrate their ability to teach effectively as demonstrated by prior experience, letters of recommendation, and a demonstration lesson offered at the time of the interview.
3. They must demonstrate openness to continuing scholarly growth and professional development.
4. They must demonstrate a sincere interest in and concern for the needs of the students of Methodist University.
5. They must demonstrate effective communication skills in both oral and written English and computer skills.

Part-time (Adjunct) Faculty

Initial Classification

Part-time (adjunct) faculty members teach a varying number of hours, not to exceed nine semester hours per semester. Part-time faculty members are appointed by the President upon recommendation of the Vice President for Academic Affairs. No rank or fringe benefits are attached to this appointment. Faculty teaching graduate level courses must meet regional and, where applicable, national accreditation guidelines for teaching at the graduate level.

Guidelines for Filling Part-time (Adjunct) Faculty Positions

The spirit and intent of recruitment policies for full-time faculty should be followed for adjunct and part-time faculty. However, recruitment is usually conducted in the local area rather than conducted as a national search.

Department Chairs will discuss part-time staffing needs and wage guidelines with the School Dean and Vice President for Academic Affairs. When the need to hire additional part-time faculty has been approved by the Vice President for Academic Affairs, the Department Chair will have primary responsibility for conducting the search process and filling the position.

Once approval has been obtained for the position, the Vice-President for Academic Affairs notifies the School Dean and the Department Chair that the part-time position has been approved. The Department Chair drafts the advertisement for the Office of the Vice-President for Academic Affairs to publish. Each advertisement should include the following information:

- Name of the Department.
- Rank for initial appointment.
- Academic degree(s) required.
- Summary of responsibilities.
- Notation of part-time, non-tenure track status.
- Application materials (i.e., letter of application, vita, graduate transcripts, and names of reference).
- Deadline date for application.
- Person to whom the materials should be sent.

- The following statements:
 - Methodist University is an equal opportunity employer.
 - Methodist University, in harmony with its tradition, takes seriously its role in the ethical and moral development of its students.
 - Populations traditionally underrepresented in higher education are encouraged to apply.

The Department Chair writes a brief letter to all applicants indicating that their applications have been received and that they will be informed of progress on filling the position.

Interviewing

From the applicant pool, the Department Chair will select candidates to be interviewed. Interviews involving the likelihood of a request for travel expense reimbursement must be approved by the Vice President for Academic Affairs prior to the arrangement of any travel or the commitment of any University funds. When all of the candidates have been interviewed, the Department Chair will announce the name of the candidate of choice.

Recommendation for Hire

Based upon wage guidelines approved in advance by the Vice-President for Academic Affairs, the Department Chair will offer the position to the chosen candidate. The data on the candidates collected by the Department Chair should be kept for a minimum of three years. Once the candidate has been hired, the Department Chair will send the newly hired faculty member's completed file (including the application for work at the university and the official transcripts) to the Vice President for Academic Affairs and retain copies for the Department and School files.

Notification of Unsuccessful Candidates

After the appointment has been finalized the Department Chair should notify unsuccessful candidates in a timely fashion that the position has been filled and thank them for their interest in the position.

Contract Preparation

As appropriate, the Department will complete and submit a Request for a Part-time Instructor in the Regular Academic Program, Request for a Part-time Instructor in Summer School, or Request for a Part-time Instructor in the Evening University to the School Dean to be forwarded to the Vice President for Academic Affairs. A contractual letter outlining remuneration, teaching assignment, and conditions of employment will be given to each part-time member.

Orientation

Department Chairs will facilitate the induction of new part-time faculty to the department. The Department Chair will stay in touch with part-time faculty about teaching plans, syllabi, textbook orders, and other similar matters.

Office Hours

Although part-time faculty are not formally mandated to establish prescribed office hours, part-time faculty are expected to make themselves reasonably available for conferences with students on campus.

Tenure and Promotion

Annual Letter of Appointment

Changes in rank, tenure or salary are indicated in writing by the President after the final meeting of the Board of Trustees for that academic year. Therefore, generally in the spring of each year the Office of the President provides the faculty with letters of appointment which includes current tenure and promotion status as well as salary information for the next academic year.

Probationary Period

Following the end of the first and third years of employment, an evaluation of tenure-track and non-tenure track faculty members' performance will be conducted by the Department Chair and the School Dean. This review will occur in the fall of the second and fourth year of employment.

First and third year evaluations should include, as a minimum, the following information:

1. Background on the year and rank the faculty member was hired, as well as the year and promotions already received, and the current rank.
2. Evaluation of performance within the normal four areas: teaching, professional development and scholarship, service to the university, and service to the community.
3. A statement of potential for promotion and/or tenure, and the anticipated year of eligibility.
4. The University administration will provide department chairs the following information on their faculty: year and rank of initial hire, tenure track or non-tenure track status, and current rank.
The department chair will also attach an updated CV from the faculty member.

After a faculty member has completed the first year of employment, the Dean of the School will forward the evaluation, with or without additional comments, to the Vice President for Academic Affairs for review on or before **October 1**. The Vice President for Academic Affairs will conduct an evaluation session with the faculty member and the School Dean. A written report of the review will be sent to the faculty member.

Upon completion of the third year of employment, the Department Chair, after consulting with the respective faculty members of the department, will provide a written evaluation of the faculty member. The Department Chair will then submit the supporting materials, with that evaluation, to the School Dean who, in turn, will present them, with the Dean's evaluation, to the Vice President for Academic Affairs. The tenure-track faculty evaluation will be given to bring before the Tenure and Promotion Committee no later than **October 15**. The non-tenure-track evaluations will be reviewed by the School Dean and the Vice President for Academic Affairs.

Individual faculty members need to keep their copy of their first- and third-year evaluations so that they can include them in their application for promotion and/or tenure in the future.

The Tenure and Promotion Committee will review the evaluation and submit a response to the Vice President for Academic Affairs by **November 15**. All applications, whether favorably endorsed at each stage in the process or not, will be presented to the Tenure and Promotion Committee. After discussion of an evaluation, the Tenure and Promotion Committee will send a written report of the results to the faculty member reviewed with the committee's recommendations.

Access to Faculty Folders

Only a faculty member, Department Chair, School Dean, Associate Vice President for Academic Affairs, Vice President for Academic Affairs, and President have access to a faculty member's folder maintained in the President's office. The Vice President for Academic Affairs monitors this procedure.

Faculty Evaluation Documents

The Office of Institutional Research shall provide the Tenure and Promotion Committee with copies of all relevant evaluations and statistics pertaining to the performance of candidates for promotion and/or tenure.

These relevant documents should include all student evaluations of teaching and all evaluations of a candidate by a department head, school dean, or any other senior colleague as have been compiled either from the time of the candidate's initial hire or from the time of a candidate's most recent promotion at Methodist University.

If a candidate so chooses, he or she may include, in the letter of application, any explanation or elaboration that might help the Committee to weigh evaluation-based information.

Academic Tenure

Academic tenure protects faculty members from involuntary suspension or discharge from employment or reduction in rank by Methodist University except upon specified grounds and in accordance with the procedures outlined in these regulations.

Tenure is never awarded automatically following the probationary period, but requires specific action of the Board of Trustees in each individual case.

To be considered for tenure, faculty members must have current tenure-track contracts and must meet the following initial criteria:

1. They must hold the terminal degree in their respective major fields. Only degrees earned at regionally accredited institutions are recognized. Exceptions must be approved by the Vice President for Academic Affairs.

A master's degree in a professional field—such as the M.F.A., M.S.W., M.B.A., M.H.A., M.P.A., M.L.S., M.Acc., M.Div., M.A.T., M.E.M., M.M., M.S.E., and other similar professional degrees—may be considered terminal, but only in cases where (a) the Vice President for Academic Affairs has confirmed that the awarding of such credit will not adversely affect the status of Methodist University with respect to regional or national accreditation standards, and (b) the specific expertise reflected by the professional master's degree is directly related to the field of instruction.

The master of science (M.S.) degree has been justified as the terminal degree for those faculty trained in PA Programs if those faculty members have been nationally certified by the National Commission on the Certification of Physician Assistants.

Medical Doctors must be licensed to practice in North Carolina and must be Board Certified.

2. They must demonstrate their willingness and ability to teach effectively.
3. They must demonstrate continuing scholarly growth and professional development.
4. They must demonstrate a willingness to contribute to their respective academic departments and to the Methodist University community.
5. They must demonstrate effective communication skills in oral and written English as well as computer skills.

In awarding tenure, the Board of Trustees considers the qualifications and effectiveness of the individual, the staffing needs of the University, and the present and anticipated financial strength of the institution. Qualified and effective persons may not be awarded tenure, if, in the judgment of the Board of Trustees, such awards are not in the best interest of the University.

In the event that a faculty member is denied tenure, a written notice will be sent to the faculty member indicating that a terminal contract will be offered entitling the faculty member to remain one additional year while seeking employment. The faculty member may be continued on a year-to-year contract by recommendation of the Vice President for Academic Affairs with approval of the President and the Board of Trustees.

Probationary periods served by new faculty are determined by the rank assigned at the time of initial appointment as specified below:

Instructor:	seven years
Assistant Professor:	six years
Associate Professor:	five years
Professor:	four years

Under unusual circumstances, shorter probationary periods may be established in individual cases. In the case of a non-tenure-track faculty member whose status changes to tenure-track for any reason, the probationary period shall be calculated as if the faculty member had been tenure-track at the time of

initial hire. The faculty member's status change must be a result of an exception approved by the Vice President for Academic Affairs. Such an exception may be conditioned upon an additional probationary period not to exceed an additional three years added to the term described above.

Tenure Procedures

1. The Department Chair will notify members of the department eligible for tenure by **December 1** of the year of eligibility. In the event that the Department Chair or School Dean is not tenured, responsibility for notification of eligibility and for the subsequent steps in the tenure process reside with the School Dean and the Vice President for Academic Affairs, respectively. Candidates must be notified by the Department Chair if the Chair does not endorse their applications for tenure. Department Chairs are urged to discuss the reasons for non-endorsement with the affected candidates.
2. Eligible faculty will present a formal application for tenure to the Department Chair by **January 15**. The application must include a cover letter written by the faculty member, a vita, and supporting materials that address the individual's effectiveness in the areas of excellence of teaching, professional growth, scholarship, and service to the university and to the community. If the Department Chair fails to initiate the process, the faculty member can submit these materials to the School Dean to be forwarded to the Vice President for Academic Affairs and, subsequently, to the Tenure and Promotion Committee.
3. The Department Chair, after consulting with the tenured members of the department, will provide a written response to the application and submit the supporting materials, with that response, to the School Dean. The School Dean, in turn, will present them, with the written appropriate response, to the Vice President for Academic Affairs to bring before the Tenure and Promotion Committee by **March 1**. All applications, whether favorably endorsed at each stage in the process or not, will be presented to the Tenure and Promotion Committee.
4. The Tenure and Promotion Committee reviews the application and submits a recommendation to the Vice President for Academic Affairs by **April 1**. After discussion of an application in the committee, the membership votes by secret ballot. The votes will be counted by the Vice President for Academic Affairs, who immediately report the results to the committee.
5. During the year in which a candidate becomes eligible, a review of the recommendation is completed by the Vice President for Academic Affairs, the President, and the Academic Affairs Committee of the Board of Trustees. This review is to be completed in time for applications to be voted on by the full Board of Trustees at its final meeting of the academic year.

Promotion within the Baccalaureate Faculty

General Provisions

The Department Chair is responsible for seeing members of the Department eligible for promotion are aware of their eligibility. If the Department Chair fails to initiate the promotion process, the faculty member seeking promotion can submit the supporting materials directly to the School Dean to be

forwarded to the Vice President for Academic Affairs and, subsequently, to the Tenure and Promotion Committee.

In the event that the Department Chair or School Dean is eligible for promotion, responsibility for notification of eligibility and for the subsequent steps in the promotion process reside with the School Dean and the Vice President for Academic Affairs, respectively.

Normally, after consultation with tenured members of the Department, the Department Chair will endorse or refrain from endorsing candidates for promotion. In either event, the ruling, along with the supporting materials provided by the candidates including a cover letters and vitae will be forwarded to the School Dean. Candidates must be notified by the Department Chair if the Chair does not endorse their applications for promotion. The Department Chairs are to discuss their reasons for non-endorsement with the candidates.

The candidate's portfolio (including the response of the Department Chair, the supporting materials provided by the candidate addressing the individual's effectiveness in the areas of excellence in teaching, professional growth, scholarship, and service to the university and to the community, and other necessary data) is forwarded to the School Dean. The School Dean will, in turn, submit those materials, with an appropriate written response as well as other pertinent information to the Vice President for Academic Affairs to be brought before the Tenure and Promotion Committee.

The Tenure and Promotion Committee reviews the portfolio. After discussion in the committee, the membership votes by secret ballot. The votes are counted by the Vice President for Academic Affairs, who immediately reports the results to the committee. After due consideration, the Vice President for Academic Affairs submits a recommendation to the President of the University.

If the Tenure and Promotion Committee or the Vice President for Academic Affairs decides not to recommend promotion, the latter will notify the candidate of the decision in writing, specifying the level at which the recommendation was not favorably reviewed.

If the President supports a recommendation for promotion, it will be signed and forwarded to the Academic Affairs Committee of the Board of Trustees. In turn, the Board committee will rule on the recommendation and forward the names of candidates approved for promotion to the full Board of Trustees for final approval.

If the President does not support a recommendation for promotion, the President will instruct the Vice President for Academic Affairs to inform the candidate.

Baccalaureate Faculty Promotion Procedures

1. In the year of eligibility, the Department Chair notifies faculty members of their eligibility for promotion by **December 1**.
2. Candidates for promotion present applications and supporting portfolios to the Department Chair or in some instances, the School Dean or Vice President for Academic Affairs (see Paragraph 1 under "General Provisions") by **January 15**.

3. The Department Chair forwards the supporting materials of the candidates along with the Chair's recommendation to the School Dean. The School Dean submits those materials with an appropriate written response and any other pertinent information to the Vice President for Academic Affairs to bring before the Tenure and Promotion Committee by **March 1**.
4. The Tenure and Promotion Committee submits its decision to the Vice President for Academic Affairs by **April 1**.
5. The Vice President for Academic Affairs, the President, and the Academic Affairs Committee of the Board of Trustees review the applications in time for presentation to the full Board of Trustees at its final meeting of the academic year.

Guidelines for Faculty Rank and Timetable for Promotion of Baccalaureate Faculty

Guidance for Deliberation by the Tenure and Promotion Committee

In the year prior to a candidate's application for tenure and/or promotion, a candidate's first and third year performance evaluations will be reviewed by the committee, and this review will take the following form:

- (a) The school dean(s) will provide the Tenure and Promotion Committee with the names of eligible faculty whose performance will be reviewed.
- (b) The Tenure and Promotion Committee will deliberate on each faculty member's performance so as to identify area of concern that might impact a subsequent application for tenure or promotion.
- (c) The Tenure and Promotion Committee will provide (in writing) a brief list of those areas of concern, and this document would become part of the faculty members' application packet with his/her first year evaluations.

2. If a candidate has applied for tenure or promotion and Tenure and Promotion Committee members raise concerns that are not addressed in a candidate's application packet, in his or her personnel file, in institutional research data, or in other written communications, the Tenure and Promotion Committee will consult with the department chair and/or school dean for clarification. Possible outcomes might include:

- The chair and/or school dean would provide clarification.
- The Tenure and Promotion Committee could request that the candidate provide clarification.
- The chair and/or school dean could reverse a recommendation or modify his/her written comments about the candidate.
- The chair and/or school dean could suggest and the Tenure and Promotion could allow the candidate to withdraw his/her application without prejudice in order to focus on the areas of concern (with the understanding that such a withdrawal could only be done once.)

Listed below are the faculty ranks eligible for tenure.

Assistant Professor:

A full-time faculty member at Methodist University who has earned a terminal degree in the primary field of instruction. A master's degree not considered to be the terminal degree in the field of study may warrant promotion to the rank of assistant professor if the faculty member has completed at least five years full-time teaching experience in the primary field of instruction.

Associate Professor:

A full-time faculty member at Methodist University with a terminal degree in the primary field of instruction who has completed five years full-time teaching experience, the last two of which were completed at Methodist University. A master's degree not considered to be the terminal degree in the field of study may, nevertheless, be substituted for the terminal degree for purposes of promotion to the rank of associate professor if the faculty member has completed at least 10 years full-time teaching in the primary field of instruction, the last two of which were completed at Methodist University.

Professor:

A full-time faculty member at Methodist University with an earned a terminal degree in the primary field of instruction who has completed 10 years full-time teaching experience in the primary field of instruction and has demonstrated substantial contributions to the professor's primary field of instruction and to the Methodist University community.

Distinguished Service Professor:

Once a faculty member holds the rank of associate professor and has completed 25 years of teaching at Methodist University, the faculty member is eligible for consideration as a Distinguished Service Professor. As this is an award, as opposed to a faculty rank, application or nomination for this award should be submitted to the Tenure and Promotion committee and a courtesy copy forwarded to the Vice President for Academic Affairs. Candidates or nominator should provide appropriate documentation to support consideration. Excellence in teaching, professional growth, scholarship, and service to the University and community are to be used in considering a faculty member for this award.

Criteria for Tenure and Promotion

The following statements are intended as a general, not definitive, guide to the criteria the Tenure and Promotion Committee uses in its review of individual applications for promotion or tenure. The decision is based on a total evaluation of the faculty member's professional development, contributions to and relationship with the University, and/or the needs of the University. The University may decline to grant tenure to individuals who successfully meet all of the criteria if, in the opinion of the Board of Trustees, tenure is not in the best interest of the University.

1. Current Vita
2. An autobiographical statement addressing all of the following:

A. Excellence in teaching. The primary mission of Methodist University is teaching. Excellence in teaching is the factor given greatest weight in tenure and promotion decisions. The indicators listed below are all required to demonstrate excellence in teaching.

- Thoroughness of academic preparation for courses
- Adequacy of syllabi
- Punctuality and regularity in meeting classes
- Effectiveness in the classroom (for example, as demonstrated by student evaluations of the instructor, student performance, and evaluation by the Department Chair)
- Stimulation of intellectual curiosity and growth among students
- Fairness and compassion in the treatment of students
- Favorable student evaluations
- Careful record keeping of grades and attendance

B. Professional Growth and Scholarship

1. Professional Growth

At an institution where the primary mission is teaching, professional growth is both expected and valued. Such growth involves one's work into larger intellectual patterns and applying these patterns to the task of teaching as well as to problem solving the world in which we live. The activities listed below are not requirements, but they are listed as examples. Other evidence of professional growth may be identified by the faculty member under consideration.

- Participating in curricular innovation or revision
- Conducting public seminars or presenting at such forums
- Professional consulting
- Participating in in-house development
- Attendance at professional meetings
- Holding office (elected or appointed) or committee membership in a professional organization
- Acquiring new academic credentials, specialized knowledge, or teaching skills
- Public display or performance of artistic, musical, or literary or dramatic works
- Preparing and teaching new graduate level courses in one's discipline
- The pertinent examples of performance in this category identified by the faculty member under consideration
- Interdisciplinary teaching

2. Scholarship

Critical inquiry, creativity, and scholarly investigation are all aspects of learning in higher education. Scholarship is tied directly to a field of knowledge and flows directly from creative or professional activity. The activities listed below are not requirements, but they are listed as

examples. Other evidence of scholarship may be identified by the faculty member under consideration.

- Scholarly research, such as gathering and disseminating scientific, historical, economic, or sociological data
- Publishing scholarly books, articles, reviews, or monographs
- Reporting the results of scientific experimentation
- Producing original literary, musical, dramatic, or artistic works
- Publishing or editing a scholarly book or text
- Presenting a scholarly paper at a professional conference
- Participation as a panel member or discussant at a professional conference
- Delivering public lectures
- Textbook writing or editing

C. Service to the University

An important part of the professional obligation of the faculty is participating in activities that enhance the reputation or effectiveness of the department, school, and University. The activities listed below are not requirements, but they are listed as examples. Other evidence of service the University may be identified by the faculty member under consideration. This service may include:

- Required service to the University
- Professional, ethical, and courteous conduct and attitudes in relation to the institution, colleagues, and students
- Participation in departmental, school, and University meetings and business
- Effective service on committees
- Participation in formal convocations and graduations
- Service as an effective academic advisor

Examples of other service to the University:

- Accepting leadership responsibility for departmental, school, or committee activities
- Advising student organizations or otherwise supporting the student body
- Participation in extracurricular activities and special events of the University
- Writing successful grant proposals
- Advising or supporting campus programs or activities
- Recruiting student in conjunction with Admissions Office programs
- Speaking to University graduates as part of Alumni Office programs
- Participation in fund-raising events (other than as a contributor)

D. Service to the Community:

Faculty members have a responsibility to be contributing members of the community in which they reside. The activities listed below are not requirements, but they are listed as examples. Other

evidence of service to the community may be identified by the faculty member under consideration. Service to the community may include:

- Such service as improves the professional standing of the individual
- Such service as contributes to the prestige of the University
- Positive visibility within the community
- Membership in civic organizations
- Participation in community charity drives (other than as a contributor)
- Accepting speaking or performing engagements in the community
- Making cultural contributions to the community
- Membership and participation in church activities
- Other examples of service to the community may be identified by the faculty member under consideration

Promotion within the Graduate Faculty

The guidelines and procedures for tenure and promotion of the baccalaureate faculty apply to graduate faculty; however, the following limitations and special provisions apply. In addition, the School of Graduate Studies may, upon approval of the full faculty, adopt additional guidelines to govern promotion of graduate faculty.

Guidelines for Faculty Rank and Timetable for Promotion of Graduate Faculty

Associate Professor:

A graduate faculty member at Methodist University with an earned doctorate or terminal degree in the teaching field plus five years of successful full-time teaching experience of which two years must have been at Methodist University.

Professor:

A graduate faculty member at Methodist University with an earned doctorate or terminal degree in the teaching field plus 10 years of successful full-time teaching experience of which two years must have been at Methodist University along with a record of continuing scholarly growth.

Continuing Scholarly Growth for graduate faculty may include, when applicable, such items as:

- Development of experimental programs including distant learning education and program-related projects.
- Papers delivered or participation in panels at national and regional meetings of professional societies.
- Research projects and publication record.
- Consulting
- Regional and national awards.
- Offices held in professional organizations.
- Invitational lectures given.

- Grant acquisitions.
- Editorships of professional journals.
- Participation in juried, one-person or invitational shows.
- Musical or theatrical performances.
- Additional graduate and postgraduate certification or continuing medical education work.
- Contribution to the scholarly growth of one's peers.
- Other forms of scholarly growth agreed to by the Faculty and Administration.

Termination of Employment: Section 6

Resignation of Appointment

Faculty members choosing not to return to Methodist University for the next academic year should notify in writing the Department Chair, School Dean, Vice President for Academic Affairs, and the Office of Human Resources as quickly as possible but not later than six months preceding the beginning of the next academic year. An official letter of resignation, containing an estimated last day of work, must be submitted to the Vice President for Academic Affairs and to the Office of Human Resources at the same time.

Termination of Non-Tenured Appointments

In the event of a decision not to reappoint full-time tenure-track faculty members, timely notice will be given in writing by the Vice President for Academic Affairs as follows:

During the first year of service at Methodist University, the faculty member will be notified not later than **March 15** if the contract is not to be renewed. During the second year of continuous service at Methodist University, the faculty member will be notified not later than **January 1** if the contract is not to be renewed. After two or more years of continuous service at Methodist University, the faculty member will be notified not later than **December 1** if the contract is not to be renewed.

Non-tenured faculty being dismissed will ordinarily be given the notice set forth above except in the case of moral turpitude and criminal or disreputable conduct.

Grounds for Termination of Tenured Appointments

The following constitute grounds for the termination of a tenured faculty member:

- Professional incompetence as assessed on such evidence as the judgment of outside experts in the field of the faculty member would reasonably require if their advice had been requested.
- Financial exigency of the institution. In the case of financial exigency, tenured faculty will be given retention preference over non-tenured faculty, subject to staffing requirements of the university.
- Termination of the academic program in which the faculty member is employed. However, care shall be taken to ensure that the faculty member is not qualified to teach courses in other remaining programs prior to the termination of that tenured faculty member. In such cases the tenured faculty member should be given preference over non-tenured faculty teaching in such programs.
- Moral turpitude and criminal or disreputable conduct.

It is the policy of Methodist University to encourage academic freedom and to respect the right of individual faculty members to adopt opinions and views that may at times be unpopular or otherwise different from those held by other members of the Methodist University community.

Tenured faculty being dismissed will ordinarily be given 12 months notice except in the case of moral turpitude and criminal or disreputable conduct.

Appeal Procedures

A tenured faculty member receiving a notice of dismissal has the right to appeal before a committee of the faculty member's peers and to be represented by the counsel of choice. The membership of the appeal committee and its Chair will be agreed upon by the President and the plaintiff. The President and/or other members of the administration, as well as faculty directly concerned, may attend the appeal session and may speak, as appropriate.

The appeal committee presents its recommendation to the President for action.

The faculty member may appeal the decision of the President by appearing before the Academic Affairs Committee of the Board of Trustees, with counsel, if desired. Members of the appeal committee and of the administration may also be present to speak, as appropriate, before the Academic Affairs Committee of the Board of Trustees.

The Academic Affairs Committee of the Board of Trustees presents its recommendation to the full Board of Trustees for a final decision concerning disposition of the faculty member's appeal.

Effective Date of Termination

Normally, the tenured faculty member who receives notice of termination will complete the current contract year and have one additional year at the university while seeking other employment. In situations involving moral turpitude and criminal or disreputable conduct, the faculty member is subject to immediate termination of appointment and discharge from all duties at the university.

In the event of financial exigency, the Board of Trustees determines the effective date of termination.

Postings of Vacancies

The Office of Human Resources posts all position notices. When notified by the proper Administrative Committee member, the Director of Human Resources will post the vacancy on the bulletin board near the Human Resources Office, and communicate with the Webmaster to post it on the website. The Webmaster posts notices only when notified to do so by the Office of Human Resources.

All vacancies must be posted on the bulletin board outside the Human Resources Office. Vacancies are only to be posted by the Director of Human Resources.

Academic Privileges: Section 7

Academic Freedom

Methodist University supports and encourages full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the faculty. In turn, its faculty members are committed to accuracy, forthrightness, and dignity in their association with the institution. The faculty do not represent themselves, without authorization, as spokespersons for Methodist University.

Academic freedom is essential to the purposes and applications of both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in instruction is a fundamental right of faculty and students. It carries with it responsibilities correlative with rights.

At Methodist University, faculty members are entitled to full freedom in research and in the publication of the results, subject to the performance of their primary responsibility, which is the effective teaching of students. Research for pecuniary return shall be undertaken only after the receipt of written authorization from appropriate university authorities.

Faculty members are entitled to freedom in the classroom in discussing their subjects but shall be careful not to introduce into their teaching controversial matter which is not reasonably related to the subject.

Faculty members are fully aware of Methodist University's church-relatedness and, therefore practice academic freedom in a highly responsible manner. Staff and faculty accept the university's dedication to Christian ethics and the ideals of Christian behavior as well as to standards of academic excellence.

When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline; however, their special position in the community imposes special obligations. Faculty members should remember that the public may judge the institution by their utterances. Therefore, they should at all times indicate that they are not speaking for the institution unless they have been authorized to do so.

It is the policy of the university that when a faculty member is asked by media representatives to speak as an official spokesperson of Methodist University, these representatives are to be referred to the Director of Public Relations.

Outside Grants and Consulting Services

The President must approve outside grants received by Methodist University staff. Copies of approved grant documents are to be distributed to both the Institutional Advancement and Accounting offices. The Office of Institutional Advancement will ensure grantor acknowledgment, and the Accounting Office will record the grant revenue and monitor expenses for compliance with grant objectives and requirements. Stipends that are awarded to Methodist University employees in compliance with grant provisions will be paid through the Methodist University Payroll Office and will be included on employees' Form W-2.

Consulting services provided by Methodist University employees to outside organizations are permitted by the University, provided such services do not interfere with performance of their contract with the University. Fees for such services are to be paid directly to the consultant by the outside agency. Consulting fees for work performed by employees of Methodist University, who are contracted by Methodist University, are to be paid by the Methodist University Payroll Office. This would be the case if Methodist University receives funds from an outside agency and uses a portion of these funds to compensate an employee for services rendered in addition to standard employee contract obligations.

Outside Employment

The university recognizes that members of the faculty and staff can increase their expertise by performing activities and services for other employers. Full-time employees can, therefore, accept outside employment (generally the equivalent of a three-semester-hour course) provided that the work does not interfere with the performance of duties at Methodist University. However, employment of a faculty member by other educational institutions will not be allowed during the contract period unless prior written approval has been received from the Vice President for Academic Affairs. Employment during the non-contract period should be discussed in advance with the Vice President for Academic Affairs.

Ownership of Intellectual Property

Definitions

Course Content refers to the expression of intellectual content of the course as taught at or through Methodist University.

Creator is used to describe the author(s) of a copyrightable work or the inventor(s) of a patentable invention. The creator may be any faculty, staff, or student at Methodist University.

Imprint is the pattern, design, or mark to indicate origin.

Intellectual property includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and international law.

Ownership is legal title coupled with exclusive legal right to possession.

Sponsored Research refers to intellectual property created as a result of work conducted under an agreement between an external sponsor and the University, or between the University and employee (faculty, staff, and/or student), that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

Work for hire is a work prepared by an employee of Methodist University (faculty, staff, and/or student) within in the scope of his/her employment, or a work specially ordered or commissioned by Methodist University.

Policy

Traditional/Individual/Aesthetic Products. This term refers to work reflecting research and/or creativity, normally considered as evidence of professional advancement and scholarship. It includes scholarly publications, journal articles, reports (contracted or otherwise), research bulletins, monographs, books, plays, software, and works of art. Such products are protected by traditional copyright and solely belong

to the author(s). Unless specifically stipulated by the categories below, all intellectual property produced by faculty, staff, or students belongs to its creator.

- a. *Sponsored Research.* This term refers to products in which faculty or staff has received additional research funding or support. If Methodist University sponsors the research it may assert ownership with the creator, but only with a written agreement authorizing the sponsored research; Methodist University cannot at a later date claim ownership. If a body other than Methodist University is sponsoring research, then Methodist University should ensure that any external sponsorship written agreements are explicit about ownership issues for the creator and for Methodist University. In the absence of any written agreements regarding ownership of results of the sponsored research, the intellectual property will belong to the creator.
- b. *On-line Courses.* Ownership of online or digitalized course materials remains with creator. Faculty, staff and students shall not license, sell, or grant third parties a right to use online materials they have created, own, and that is technologically mediated by Methodist University when the material contains the imprint of Methodist University without the prior approval of the Vice President for Academic Affairs or his/her designee.
- c. *Work for Hire.* This term refers to intellectual property created by Methodist University faculty, staff or students assigned as part of their normal paid employment or specially commissioned to produce defined works of intellectual property in which the creator knows property will be used by Methodist University to improve its operations or to further its stated mission and objectives. In cases in which the parties have agreed that ownership will not be on a work-for-hire basis, said ownership must be governed by a separate written agreement that is (a) signed by employer and employee at the commencement of employment or when the work is commissioned and (b) explicit about ownership of intellectual property.

[Formulated by the ad hoc Copyright Committee and approved by the President, April 14, 2005, and by the full faculty, April 22, 2005.]

University Policies: Section 8

General Accounting and Purchasing Policies and Procedures

At Methodist University, purchasing actions are generally conducted by academic and administrative departmental personnel rather than a central purchasing department. Purchasing activities include obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility.

Once a purchasing need has been determined and approved by an appropriate Vice-President or designated individual with signature approval, the requester has several options for securing a purchase, including University issued Procurement Cards, Corporate Credit Cards, Purchase Orders, and Check Requests.

All general accounting and purchasing policies and procedures, as well as related forms, are maintained on the University's website (www.methodist.edu) under the Business Affairs section of the Faculty/Staff site. Other policies may be communicated directly to faculty and staff via email from time to time. Examples of policies maintained on the website include Purchasing Policies and Procedures, Grant Funds Management, Budgeting, Record Retention, et al. Current mileage rates, meal allowances (per diem), and other policies related to employee travel are also maintained on this website. Questions regarding accounting policies should be directed to the Controller's Office.

Computer and Related Items Purchasing Policy

All technology-related purchases require the PRIOR consent of Computer Services to prevent risk to University systems, and to determine the extent of Computer Services' support. Requests for computer and related purchases are submitted using the Mcnet Online Purchasing System. A detailed listing of items constituting "technology-related" purchases will be maintained within the online system.

Methodist University Fraud Policy

Fraud can be defined as "an intentional act of deceit for the purpose of gaining an unfair advantage that results in an injury to the rights or interest of another person."

Examples of fraud include lying, cheating, stealing, taking money or property from an employer, falsifying documents, exceeding authority, violating policies, "cooking the books", embezzlement, expense report and credit card abuse, forgery, payroll fraud, kickbacks, sabotage, and unauthorized use of University assets.

Methodist University does not tolerate fraudulent activity. Individuals determined to have been involved in fraudulent activities will be disciplined accordingly.

The University has established an anonymous fraud reporting hotline. Employees who suspect any individual of committing fraudulent activity are encouraged to call the fraud hotline at (910) 630-7081 and report the activity.

Further information regarding policies and procedures related to fraud are maintained on the University's website (www.methodist.edu) under the Business Affairs section of the Faculty/Staff site. Other policies may be communicated directly to faculty and staff via email from time to time.

Traffic Regulations and Parking

The Methodist University Police and Public Safety Department is responsible for traffic enforcement on the Methodist University campus. The speed limit on campus is 15 miles per hour unless otherwise posted.

Methodist University Security Officers are responsible for parking enforcement. Faculty members should register their vehicles with the Public Safety Office to receive a special faculty sticker. Failure to register your vehicle with the Public Safety Office could result in a delay at the Welcome Center during entry to campus and could result in a campus citation.

Faculty should park only in parking areas designated for them. Reserved parking should be used only as assigned. Parking illegally in a handicap or fire lane area will result in a citation and fine.

University Vehicles for Field Trips and Off-Campus Activities

University vehicles are available for academic field trips, community relations, off-campus academic programs, and athletic teams. A faculty or staff member must accompany vehicles used by student groups. Sign-out forms are available in the Business Office and must be approved by the Department Chair, School Dean, and Vice President for Academic Affairs.

Policy on Use of Personal Vehicles

Whenever a member of the University community acting on University business elects to use a personal vehicle for such purpose, the University will not afford liability insurance for such use. Each member of the University community must be aware that the individual policy on the vehicle being used will be the sole provider of liability insurance coverage. Each person who therefore embarks on any such venture needs to be adequately insured without reliance on University insurance.

Vehicle/Equipment Operator's Policy

All faculty, staff, and students who wish to apply for authorization to operate a vehicle owned, leased or controlled by Methodist University must have at least five years of driving experience and be at least 21 years of age. The application process includes, but is not limited to, filling out the following forms and submitting them to the Public Safety Office:

- Driver Obligation Form.
- Driver History Form.
- A copy of personal driver's license.

NOTE: An individual from a state or country where the driver's history cannot be obtained by the Public Safety Office must personally obtain the history. University members who have met all qualifications to drive a van owned or leased by the University will be issued a Van Drivers Certification Card. This card must be presented to the University Dispatcher or the Leasing Company, along with your valid driver's license when signing for the vehicle.

Request for the use of University vehicles must be approved by the appropriate Administrative Committee member and sent to the Maintenance Department, "Attention: Vehicle Operations". The user should contact the Maintenance Department to sign for the vehicle and receive the keys. If the pick up or return time is after 3:00 P.M. or if it is scheduled to occur on a weekend or holiday, the user should inform the Public Safety Office by calling (910) 630-7098.

Definition of Terms for Vehicle Policy

Driver: A community member or a non-community member; either a volunteer or an employee who is authorized to operate Methodist University vehicle.

Vehicle: Any vehicle that is owned, rented, leased or borrowed by Methodist University or used for any Methodist University business or function, including but not limited to cars, vans, trucks, buses, and construction and landscape vehicles.

Methodist University Vehicle Operator's Policy

Refer to the detailed policies in the appendix.

Transportation of Pollutants and Hazardous Waste

In the transportation of any pollutant or hazardous waste, the University would be liable for any such material released during an accident, whether the University transports the material in its own vehicles or through an outside contractor.

No faculty, staff member, student or volunteer is authorized to transport hazardous waste to or from Methodist University under any circumstances.

Should the University choose to hire an outside contractor to deliver and /or remove hazardous materials to/or from Methodist University, a University representative should request that Methodist University be added as an additional insured to the transportation company's liability policy.

The transportation company should be licensed to provide said services and insured. Its personnel should be properly trained in all of their responsibilities.

A copy of the company's liability insurance policy must be on file at the Office of the Vice President for Business Affairs.

Accident Reports

- In case of an emergency on campus call 7577 (Campus Security), 9 – 911 from a campus phone or 911 from a cell phone or pay phone.
- Personal accidents should be reported to the Public Safety Office at 7149 during normal business hours or to the Welcome Center at 7098) at any time. An officer will be dispatched to the

location of the accident. The Office of Human Resources and Payroll should be contacted at 7385 as soon as possible.

Congratulations/Condolences to Members of the University Community

University condolences, congratulations, or other such expressions will be handled by the President's Office. Office personnel should be notified if any of the following would be appropriate:

- Flowers to employees who are hospitalized or who are convalescing at home following surgery, injury, or illness.
- Flowers to employees upon the birth of a child.
- Flowers in the event of the death of an employee, an employee's spouse, child, mother or father.
NOTE: If information is not received in time to get an arrangement to a funeral home or if the family requests "no flowers," flowers or a plant will be delivered to the employee upon return to the campus.
- Flowers to Trustees and friends of the University in the event of illness or death at the discretion of the President.
- Cards from the Methodist University Community are sent for all other circumstances.

The Office of Student Affairs is responsible for flowers or cards relating to students or their families.

Policy for Verification of Employment of Current or Former Employees

All inquiries pertaining to staff and student employment verification at Methodist University should be directed to the Human Resources Office at extension 7023. Methodist University policy is to verify only the dates of employment and position held.

In regard to reference requests, Methodist University policy prohibits discussion of employees (both current and previous) or students of the university. It is especially noted that current staff should not make negative and uncomplimentary comments about former or current employees or students.

Emergency Procedures for Dealing with Injuries

In the event of an injury sustained in a laboratory or classroom, the faculty member should supervise the rendering of any immediate practical first aid (e.g., rinsing a chemical wound) and then, if the seriousness of the injury requires, telephone the University Nurse at 7164. If the nurse is unavailable, the Office of the Vice President for Student Affairs or a Residence Hall Director should be called, and arrangements made for someone to take the student for emergency treatment. If none of these persons is available and the injury is serious, the injured student should be transported to the nearest appropriate medical treatment center.

If the injury occurs while a group is away from campus for a field trip or another University-sponsored event, the faculty member or staff or coach should arrange for any emergency medical treatment necessary.

If the injury involves a work-study student performing assigned duties, medical care is covered by the University Workers' Compensation Policy. The emergency healthcare provider should be so informed and should be asked to call the Human Resources Director at 7385.

If the injury involves a student who is not in the employment of the University, payment is the responsibility of the student. If the student is unable to make payment, the injured person should have the medical facility call the Office of the Vice President for Student Affairs to arrange payment. If, as a last resort, the faculty member is required to pay in order to obtain treatment, a claim for reimbursement should be filed with the Vice President for Business Affairs.

A written report must be filed as quickly as possible with the Office of the Vice President for Academic Affairs with copies forwarded to the Vice Presidents for Student Affairs and Business Affairs. This report should state the date, time, and type of accident and summarize first aid and medical care given.

Affirmative Action Policy

Methodist University is a co-educational, liberal arts University governed by a Board of Trustees elected in part by the North Carolina Conference of the United Methodist Church. All practices of the University shall be consistent with its purpose and mission. The foundation for the educational programs and policies of the University is belief in God and the equal rights of all people.

In keeping with this belief, Methodist University is committed to the concept and practice of equal opportunity for all persons regardless of race, color, national origin, sex, age, religion, or disability. Therefore, Methodist University does not discriminate on the basis of any of the above characteristics in educational programs, admissions policies, financial aid, employment, promotions, pay, tenure, disciplinary action, layoffs, or termination of employment.

Methodist University aims to achieve a diversity of faculty, staff, and student body in order to provide an excellent educational experience for its students. In student recruitment and job appointments, efforts will be made to recruit and retain minority groups in the Methodist University community. When there are employment vacancies, Methodist University will use appropriate media and means to invite applications from all qualified persons.

The President of the University has ultimate responsibility for the affirmative action program. He/she delegates responsibility for development and operation of the program to an affirmative action officer and a standing committee representing administration, faculty, staff, and students. Responsibility for the implementation of the program, however, will be shared by all managers and supervisors.

All employees of Methodist University are expected to cooperate with the Affirmative Action Plan. Any employee who violates the principle of equal opportunity shall be subject to appropriate disciplinary action. The Affirmative Action Plan includes a complaint procedure so that any current or former employee, applicant for employment, or student who has reason to believe he/she has been discriminated against may have his/her complaint heard and resolved.

Methodist University prohibits retaliatory action of any kind against any current or former employee, applicant for employment, or current or former student because that person made a charge, testified,

assisted, or participated in any manner in a hearing, proceeding, or investigation involving discrimination.

An affirmative Action Plan to implement this policy will be established and maintained. This plan will be disseminated to the Methodist University community in appropriate ways.

Functions of the Affirmative Action Officer

The responsibilities of the Affirmative Action Officer shall include the following:

- A. Chair the Affirmative Action Committee.
- B. On an ongoing basis, gather data on students, faculty, and staff from various officers on campus for the committee to assess in order to formulate a profile and identify underrepresented populations annually.
- C. Act as liaison with administration, faculty, staff and students regarding affirmative action.
- D. Process complaints of acts of discrimination against students, faculty, and staff, according to the grievance procedure.

Functions of the Affirmative Action Committee

The Affirmative Action Committee will fulfill the following responsibilities:

- A. Review data regarding students, faculty and staff. Establish a profile of these groups and identify underrepresented populations.
- B. Monitor the hiring, promotional, and compensation practices of the University to identify possible inequities.
- C. Annually report to the President on the profile of underrepresented groups and goals.
- D. Recommend to the President of the University a plan designed to improve identified inequities and assist in plan implementation as needed.

While it remains the responsibility of the administrators of their various areas to fill job vacancies, it is also their responsibility to insure that qualified individuals from groups previously underrepresented in the University community will be included in the pool of employment applicants. The Affirmative Action Committee will provide information and assistance in location of sources for achieving this goal.

This committee will also maintain a record of grievance complaints taken to the Affirmative Action Officer and assess the complaints to see if changes within the systems utilized by the University should be recommended to the President.

Grievance Procedure

A member of the faculty, staff, or student body who believes that he or she is the victim of discrimination should take these steps:

1. Without fear of retaliation, discuss the matter with the Affirmative Action Officer, who if he or she deems it appropriate, will accompany the complaining party to visit the alleged

discriminator. If the complaint cannot be resolved, the Affirmative Action Committee may be convened to seek a resolution.

2. If the complaint is not satisfied, the matter may be taken to the President of the University.
3. Complaints of discrimination regarding hiring should be taken directly to the President of the University.
4. Complaints against the Affirmative Action Officer should be taken to the President of the University.

Dissemination of the Policy

The Affirmative Action Policy will be placed in the Faculty Manual, Staff Manual and the Student Manual.

The Affirmative Action Officer will, at least once a year, meet with administrative officers and department chairs to discuss the Affirmative Action Policy, the role of the Affirmative Action Officer, and the Affirmative Action Committee. In addition, the Affirmative Action Committee will identify the profile of the faculty, students, and staff, in order to assure that each of these administrators is aware of the policy and the need to include underrepresented groups in the hiring process.

The Affirmative Action Officer will provide a copy of the policy and plan to anyone interested upon request.

The Affirmative Action Policy will be posted on the bulletin board where all job vacancies are posted.

The committee membership will include the Affirmative Action Officer (Vice President for Planning and Evaluation), two members of the Administrative Committee, two faculty members, five members of the staff, and one student.

Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Methodist University Affirmative Action Policy.

Sexual harassment is an abuse of persons. It is a violation of the principle that all members of the Methodist University community should be treated fairly and equally, with dignity and respect. Sexual harassment is, thus, a violation of the freedom of others. It cannot and will not be tolerated at Methodist University. It is the responsibility of all members of the Methodist University community to work toward understanding, preventing, and combating sexual harassment. The purpose of the University's policy regarding sexual harassment is to help the entire community fulfill this obligation.

Any activity perceived as sexual harassment should be reported. Any person found to have violated this policy shall be subject to disciplinary measures.

In addition to its policy regarding sexual harassment, Methodist University provides a resource team trained to deal with this issue. These persons have been chosen for their sensitivity and concern. They will listen objectively, provide support, answer questions about the policy on sexual harassment, and help victims pursue options for handling the problem. Contact the Human Resources Office (910-630-7385 for information about the resource team.

- **Sexual Harassment Defined**

Sexual harassment is a form of sexual discrimination. It is any different treatment of an individual due to gender. This includes (1) unwelcome sexual advances; (2) requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is either an implicit or explicit condition of an individual's employment or education; (3) submission to or rejection of such conduct being used as the basis for employment or academic decisions affecting the individual; (4) such conduct having the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment may occur in a variety of situations and relationships. It may take place between students, between students and professors, between supervisors and employees, and between persons of the same sex or persons of the opposite sex.

Sexual harassment may occur within social, fraternal, or professional organizations. It may involve one-time or repeated actions or responses that are not welcome.

Consensual Relationships

Consensual romantic and sexual relationships between staff and currently enrolled students are strongly discouraged by Methodist University. History has shown that such relationships more often than not can become painful for all parties, especially for students. They are frequently detrimental to the University mission. The following practices are strictly prohibited:

(1.) Any romantic relationship between a supervisor and a person supervised. The supervisory relationship might involve an employee and the employee's supervisor. It might involve a faculty member and a student in a course taught by that faculty member. It might involve a coach and a member of the team coached.

(2.) Any staff member, full-time or part-time, who lives in a residence hall at Methodist University may not be involved romantically with a resident student at Methodist University. Dating or visiting between such persons in the residence halls is prohibited.

Methodist University Golf Course and Practice Facility

Golf Course Use Policy

The Methodist University Golf Course and Practice Facility is reserved for the use of students in the Methodist University Professional Golf Management Program (PGM). It is a laboratory maintained for the purpose of skill improvement by PGM students.

Faculty, Staff, non-PGM students, and guests are authorized to play the golf course at times not reserved for PGM students.

Golf Course Costs

Faculty and staff (full time): No charge.

Guest, Alumni, part-time faculty and staff: No charge

Non-PGM student with full use: \$700 per academic year (includes full use of practice facility and golf course, range balls, lessons, golf course, and PGM tournaments).

PGM student: \$2000 per year (includes full use of practice facility and golf course, range balls, lessons, golf course, PGM tournaments, Work Experience materials, seminar fees, internship fees).

Bag Tags

Authorization to use the golf facility is provided in the form of a bag tag obtained from the PGM department. Valid bag tags must be displayed by all golfers on the golf course and practice facility. This includes PGM students. Bag tags may be requested from the Director of PGM at 630-7144 or the Head Golf Professional at 630-7608.

Non-Golf Related Activities

Activities other than playing golf (e.g., exercising) on the golf course and practice facility are strictly prohibited. Visitors without a valid bag tag and corresponding identification will be asked to leave the golf course. Refusal to leave will warrant assistance of the Methodist University security and may result in arrest for trespassing.

Hours of Operation

NOTE: Information on special events and updates on hours of operation can be found by calling the Methodist University Pro Shop at 910-630-7684. The golf facility is closed for maintenance work, inclement weather, and when the University is closed. All golfers must display a valid bag tag and have corresponding ID card to use the golf course and practice facility.

ACADEMIC YEAR -- AUGUST 15 THROUGH MAY 15**GOLF COURSE**

PGM and full-use non-PGM students	Monday – Friday, unlimited play
Faculty, Staff, Alumni, non-PGM students, Guests, PGM students	Call Head Golf Pro for availability

PRACTICE FACILITY

PGM and full-use non-PGM students	One hour after sunrise/Closes one hour before sunset Weekends, Open as needed for student tournaments Special events, 30 minutes before start
Faculty, Staff, Alumni, non-PGM students, Guests, PGM students (please use personal golf balls to practice)	Monday – Friday, 5 P.M. – sunset; Weekends, Call Head Golf Pro for availability

SUMMER -- May 16 – August 14**GOLF COURSE and PRACTICE FACILITY**

PGM staff and special events guests	Special events*
Faculty, Staff, Alumni, non-PGM students, Guests, PGM students (please use personal golf balls to practice)	Monday – Friday, 8 A.M. – sunset Weekends, 8 A.M. – sunset except special events*

Expected Golfer Conduct

1. All golfers are subject to the code of conduct set forth for the Methodist University campus.
2. Under no circumstances are alcohol or tobacco products allowed on the golf course or practice facility. Possession of alcohol on Methodist University property is considered a violation of the Judicial Code and will be handled according to the student judicial system in addition to discipline by the PGM Department for a flagrant offense.
3. Collared shirts are required at all times on the golf course and practice facility.
4. All golfers must display a valid bag tag and carry corresponding identification.

5. All golfers must play from their own bag.
6. All golfers must sign in at the Golf Shop before beginning play. In the event no ranger is present, play should begin from #1 Tee. Except for some special events, all play starts from #1 Tee.
7. On the driving range, students must practice from designated practice areas only. Practice is not allowed on the golf course. For safety reasons, no full shots are permitted around the practice greens.
8. No Methodist University range balls will be hit after closing time for the practice facility.
9. Use of the practice facility after operating hours must be with the golfer's own golf balls. Full shots should be practiced from the designated practice areas only.
10. Methodist University range balls are not to be used on the golf course.

Misconduct

Golfers who do not follow the expected golfer conduct are subject to the following:

1st offense: A verbal warning.

2nd offense: A written warning and dismissal from the golf facility for seven days.

3rd offense or flagrant offenses: Written documentation and the golfer's loss of golf facility privileges for the remainder of semester or academic year, subject to discretion of the PGM Director.

Vandalism

Vandalism will not be tolerated. PGM students caught vandalizing Methodist University property will automatically be expelled from the PGM program. This includes, but is not limited to, any part of the Methodist University Golf Course, practice facility, Player Center, maintenance facility, and all golf courses played by PGM students.

University Benefits

Major Medical Insurance

Methodist University pays a percentage of the individual premium for the insurance plan offered to each employee. Employees pay the remainder of the individual premium and 100% of optional family or dependent child premiums. Premiums are paid on a pre-tax basis and are subject to change.

Term Life Insurance

Methodist University pays 100% of the premium for a term life insurance policy in the amount of one and one-half times the employee's annual salary, with a reduction at the age of 65 or older. Please contact the Human Resource Director for detailed plan information.

TIAA-CREF Retirement Contributions

Methodist University contributes a standard percentage of all monthly gross income for all full-time employees with more than one year of service. Employees can contribute a percentage or a set dollar amount per annum. Please contact the Human Resource Director for contribution limitations and details of the plan.

Long Term Disability

The University pays 100% of the premium for a long term disability after you have been employed as a full-time employee for two years.

Flexible Spending Accounts

The University offers medical and dependent care flexible spending accounts. There is a ninety day eligibility wait period for new employees to sign up for a flexible spending account. Please contact the Human Resource Director for limitations of the plan.

Pre-tax Flexible Benefit Plan

Pre-tax Flexible Benefit Plan options currently available are: dental, accident/disability, sickness, cancer and intensive care. Federal law does not allow life insurance premiums to be deducted on a pre-tax basis. These options are subject to change. The Flexible Benefits Plan is administered on a calendar year basis, January 1 – December 31. An "open enrollment period" for additions and deletions of coverage is held each year in December. Quarterly enrollment periods are scheduled for new employees. The Human Resources Office notifies eligible employees with information concerning the "open enrollment period".

Illness and Sick Leave

If illness, an accident, or another emergency prevents a faculty member from meeting a class or classes, the individual should notify the Department Chair as much in advance of the class hour as possible. Faculty members are eligible for up to four weeks of non-cumulative annual sick leave.

Maternity Leave Policy for Full-time Faculty

- Twelve weeks postpartum leave may be taken if the faculty member is eligible for the Family Medical Leave Act. The first six weeks (eight weeks for a Cesarean section birth) will be paid leave, with the balance of leave being unpaid.
- Should the mother desire to remain with the child longer, she would be eligible for up to one academic year of unpaid leave.
- The policy applies to full-time faculty only.
- Pre-natal medical restrictions will be handled on a case-by-case basis by the administration, using medical documentation provided by the faculty member.

The Director of Human Resources should be contacted for more information.

Salary Disbursements

The normal University pay date is the 25th of each month, except when the 25th falls on a Saturday or Sunday. In that case, checks are distributed on the preceding Friday or the following Monday respectively. Checks should be picked up in the Payroll Office on payday after 8:30 A.M. A picture I.D. is required to pick up paychecks.

Directed/Independent Studies

Wages due will be paid the next payday after the course is completed and the grade submission form has been turned into the Office of the Registrar.

Payroll Direct Deposit

Direct deposit is available for interested faculty and staff members. Direct Deposit Forms (Form 1199-A) can be procured and completed in the Human Resources Office.

Taxes and Withholding

Deductions for FICA (Social Security and Medicare), federal income tax, and North Carolina income tax are based on standard scales. Current tax withholding forms must be on file with the Payroll/Benefits Office to ensure correct withholdings.

Leaves of Absence and Faculty Loans

A full-time tenured faculty member who is admitted to candidacy for a terminal degree by a regionally accredited graduate school can apply to the President for a one-year leave of absence to satisfy residency

requirements and for a loan of up to \$1,800 to assist with the residency year. The loan is repayable at the rate of \$600.00 per year, plus interest at the rate of 6% on the unpaid balance, commencing on the second anniversary date of the award. Under Section 127, Internal Revenue Code, "Employees receiving tuition benefits will be taxed on the assistance they receive, unless their education qualifies as a deductible business expense." The amount of the loan will be taxed through payroll as a Benefit-in-Kind. If the faculty member returns to Methodist University and serves as a full-time member of the faculty or staff, the loan will be retired by the university at the rate of \$600.00 per full year of service without any cost to the faculty member and without interest. The intent is that the faculty member will have the loan forgiven with no interest in return for three continuous years of full-time service to the university. The university limits such leaves of absence and loans to not more than two faculty members in any given year, provided funds are available.

A faculty member who obtains an award from any other university or agency for graduate or special study will be given a leave of absence, without salary, not to exceed one academic year.

A faculty member requiring personal leave of less than an academic year must submit a formal request to the School Dean, Vice President for Academic Affairs and President at least 30 days prior to the first day of the leave except in unusual circumstances.

A tenured faculty member can be granted up to one year of leave of absence, without pay, and retain the status of tenure.

A tenured faculty member can be granted up to two years of leave of absence for medical reasons, without pay, and retain the status of tenure.

Leaves of absence will not be counted toward the time of service required for obtaining tenure and will not be counted in determining the salary of non-tenured faculty.

Leaves of absence will be counted in determining qualifications of tenured faculty members for promotion and salary.

Tuition Remission

Below are policy revisions to the Methodist University Personnel Scholarship (MUP), effective March 2, 2009.

- All full-time employees (non-faculty) hired on or after March 2, 2009, their spouses, and eligible dependents will be eligible for the MUP benefit after completing six months of full-time employment.
 - All full-time faculty hired after on or after March 2, 2009, their spouses, and eligible dependents will receive the MUP benefit after completing one full semester of teaching.
 - All part-time employees and adjunct faculty, hired on or after March 2, 2009, their spouses, and eligible dependents are not eligible for the MUP benefit.
 - All adjunct faculty in the Physician Assistant master's program, as a result of the irregular teaching hours, will be handled on a case by case basis.
-

Full-time faculty, their spouses, and dependent children are eligible to receive full tuition remission (i.e., Methodist University, Personnel, or MUP Scholarship) after being employed by the institution 6 months. The dollar amount of a MUP Scholarship is subject to applicable IRS regulations. Classes may be taken in the day, evening, or summer programs; however, faculty members are limited to one class per semester (see “Limitations” below).

In the case of part-time faculty, those teaching less than half-time receive no tuition remission. Those teaching more than half-time, but less than full-time receive an amount of tuition remission proportionate to their teaching loads during the semester in which tuition remission is sought.

Tuition remission applies to the actual tuition charge for a given semester and may in no case exceed the actual balance of tuition owed to University. If a faculty member dies or suffers total disability while employed, the individual’s dependents and spouse remain eligible for tuition remission up to three years after the qualifying event.

If a faculty member retires after five years of satisfactory employment, the spouse and dependents will remain eligible for tuition remission up to three years after retirement.

Faculty, staff, spouses, and dependents who receive an MUP Scholarship or other tuition remission must complete and file a North Carolina Legislative Tuition Grant form. This grant, if awarded, will be used to reduce the amount of tuition remission that might otherwise be applicable.

For full-time faculty, the MUP Scholarship covers 100% of the tuition cost per semester after all applicable Financial Aid has been applied. For part-time faculty, the scholarship covers the tuition for one class per semester after all applicable financial aid has been applied.

For spouses and eligible dependents of full-time employees, the scholarship covers tuition for all courses taken during the semester after all applicable financial aid has been applied. For eligible dependents of part-time employees, the scholarship covers 50% of tuition for all courses taken during the semester after all applicable financial aid has been applied.

For MUP Scholarship recipients and their spouses who have already obtained a Baccalaureate degree, the scholarship covers one course per semester with the President’s approval. The scholarship does not provide benefits for the child of an employee if that child has already obtained a Baccalaureate degree.

Some fees/charges are not covered by the MUP scholarship. For a complete list, check with the Human Resources Office.

Regarding Grades/Withdrawals

All individuals who have applied for the MUP Scholarship must complete each course with a grade of “D-” or better in order to receive the MUP Scholarship from the Financial Aid Office for that course.

MUP Scholarship money will be credited to the individual’s account after final grades have been turned in for the course(s) and the Business Office has been notified to credit the MUP. If a course is completed with a failing grade or an Incomplete or the individual withdrew while failing (WF), the individual will

be responsible for the tuition charge for the course. Failure to reimburse the University could result in the individual's not being permitted to enroll in further courses until the amount owed has been collected. The University will take action to collect any unpaid accounts per current Business Office policies.

In order to withdraw from an MUP covered course, the individual must receive written permission from the recipient's supervisor if the individual is a Methodist University employee) and the Vice President for Academic Affairs This applies to all MUP recipients. This permission must be granted prior to withdrawal from the course. **The employee/dependent is responsible for any tuition charges that are assessed due to withdrawal from a course unless permission to withdraw from the course has been granted by the supervisor and the Vice President for Academic Affairs. The employee/dependent is also responsible for any tuition charges that are assessed due to withdrawal while failing (WF).** Withdrawal approval forms are available in the Registrar's Office and the Human Resources Office.

Regarding Excess Financial Aid

Students receiving loans and grants may become eligible for a refund when a credit balance has been created on their accounts. Since the MUP scholarship money will not be credited to the students' accounts until after the semester is over and final grades have been determined, some students may not be eligible for a refund until the semester has ended. However, there should be no delay in the mailing of grades by the Registrar's Office as a result of this policy. Students should bring their official grade notification to the Financial Aid Office in order to have the MUP credited.

Part-time Day Faculty Pay Schedule

Wages due for a semester will be equally divided and paid monthly over a four-month period. Fall Semester: September, October, November, and December – Spring Semester: February, March, April, and May.

Part-time Evening and Summer Faculty Pay Schedule

Wages due will be paid according to the date the class ends. If the class ends between the first or fifteenth day of the month, the wages due will be paid on the preceding month's pay date. If the class ends between the sixteenth or last day of the month, the wages due will be paid on the pay date for that month.

Grievance Procedures

A faculty member with a grievance should pursue the following channels, in the order listed: Department Head, School Dean, Vice President for Academic Affairs. If a further hearing is necessary, the individual may request a meeting with, in turn, the President and the Board of Trustees.

Dispute Resolution Procedures

Philosophy

Disagreements are normal and sometimes even healthy for an organization. Methodist University realizes that there will be times when a complaint cannot be resolved without some formal dispute resolution process. While most disagreements can be solved informally, some are complex and deserve additional dedicated and trained resources to assist and support all involved to find resolution.

What is mediation?

Methodist University offers mediation services to students/staff/faculty with disputes. Both parties meet with a mediator to discuss the issues and reach a mutually satisfactory agreement. Mediators are trained volunteers who can assist individuals in determining what steps to take to settle the dispute. The mediator does not determine right or wrong or impose sanctions of the law. The mediator works as an impartial third party guiding the disputants towards a final resolution which is mutually agreeable to both in an atmosphere of total confidentiality. All mediation services are **voluntary and non-binding**. Mediation is **private, and no written record will result from this process** whereas following the MU written guidelines for dispute resolution will result in a record in the disputants' files.

Who mediates?

The disputants will choose an on-campus Methodist University-trained mediator or a Cumberland County Dispute Resolution Center volunteer mediator. Mediators will be assigned from a panel of qualified individuals and not chosen by the disputants.

What is the cost?

Our services are free of charge.

Step 1 Face-to-face	Step 2, Track 1 mediation	Step 2, Track 2 MU designated procedure
Disputant tries to resolve issue (within 10 calendar days) from time of incident causing dispute.	Parties may agree to refer the issue to mediation by filing a request with MU Human Resource Department. The Mediation Committee will review requests & recommend mediation when appropriate.	If issues cannot be resolved in a private manner, or one of the parties disagrees with mediation, then parties shall follow the steps as outlined in the Faculty Manual, Student Handbook, or Staff Handbook.
If no resolution is forthcoming within 10 days of the incident, both of the parties may agree to (1) mediation (step 2, track 1) or (2) procedures as detailed in MU Manuals or Handbooks (step 2, track 2)	Mediators will be assigned from a panel of qualified individuals.	MU-designated procedure will be used for those subjects not appropriate for mediation which include any subjects covered by federal or state law including but not limited to sexual harassment, disability or any other kind of discrimination, etc.
	The assigned mediator guides the disputants through a discussion of their problems, the issues that	

	need to be resolved, and alternative solutions for the resolution of the dispute.	
	The mediating parties then decide whether and how to settle the dispute.	
	An agreement of the parties' settlement is written up and signed.	
	If the issue is not resolved, disputant may move to the next phase.	

Check Cashing

Personal checks can be cashed in the Business Office with approval of the Comptroller.

United States Post Office (Methodist University Branch)

The Methodist University Branch of the U.S. Postal Service is located in the Berns Student Center and is open for operation Monday through Friday from 8:00 A.M. to 4:00 P.M.

Mail is delivered to the Methodist University Branch Monday through Friday. Mail is distributed and available in the individual faculty member's mailbox after 1:00 P.M.

A mail drop is located at the Post Office in the Berns Center.

Exterior collection boxes are located at the north end of the Berns Student Center and the east side of the Science Building. Collection time is 2:00 P.M. Monday through Friday and 12 noon Saturday.

Money Orders are available at the Post Office.

Printing and Duplication Services (Monarch Press)

Monarch Press is located in the South Campus Administrative Complex, on the first floor of the small apartment building at the southwest corner of Soccer Drive. A packet enumerating the supplies and printing services offered by Monarch Press (with order forms) was sent to all staff and faculty in July 2007. There are separate order forms for supplies, printing requests, and business cards. All forms can be found on the campus intranet under Forms and Documentation/Monarch Press; the general information packet is also located on the intranet. Orders for business cards and supplies may be faxed. All printing and supply charges are forwarded to the controller via spreadsheet at the end of each month and are then deducted from the appropriate budget code given to Monarch Press by the ordering department. Phone numbers for Monarch Press are 7032 (Director) or 7061 (Printer); the FAX number is 7500; the e-mail address is monarchpress@methodist.edu.

Dining Facilities

Food service is available to students, members of the staff and faculty, their families, and visitors when the cafeteria is in operation. Faculty can purchase a faculty meal card from the cafeteria. The Lion's Den, a snack bar, is available on the upper level of the Berns Student Center. Café a la Cart is located on the lower level at the south end of the Trustees' Building, and picnic tables are located in the courtyard of the Trustees' Building. The Faculty-Staff Lounge in the Trustees' Building has a coffee maker, a refrigerator, and a microwave oven. The Administration Building also has a refrigerator and a microwave oven.

Alcohol Policy for Employees

All employees at Methodist University are viewed as role models for students and, in their personal and professional lives, are expected to be examples of responsible, moral, and legal behavior. The document "Teaching by Example" discusses the University's expectations of employees.

No employee of Methodist University shall possess, distribute or use in the workplace any alcoholic beverage. "Workplace" is defined to mean all University property including University buildings and premises, any University-owned vehicle or any University-approved vehicle used to transport students. Therefore, in any interaction with students, even in situations not sponsored by the University, employees are expected to set an example of responsible behavior.

An employee violating this policy will receive a disciplinary sanction which can include, but is not limited to, verbal or written warning, suspension or termination.

Privacy Act and Release of Information

Access to student records is regulated by the Family Educational Rights and Privacy Act (FERPA). FERPA is designed to protect the privacy of student records. Methodist University complies fully with this act. The following information is categorized as "directory information" and it will be released in the best interest of the student as determined by the University: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended, weight and height of members of athletic teams, dates of attendance at Methodist University, and degrees and awards received.

Under the terms of FERPA, students have the right to withhold disclosure of any or all directory information by filing non-disclosure requests annually with the Registrar. Methodist University assumes that the absence of such a request indicates student approval of the disclosure of "directory information".

Any student who is currently enrolled at Methodist University or who has been enrolled previously has the right to review and request the amendment and/or correction of any and all records pertaining to the student being maintained by the university. The institutional policy statement concerning these and other privacy rights is the "Methodist University Student Educational Records Privacy Policy (MUSERPP)" and it can be found in the Office of the Registrar in Horner Administration Building and in the *Student Handbook*. Students have the right to file a complaint with the United States Department of Education alleging a failure of Methodist University to abide by the provisions of FERPA. The University catalog

constitutes annual notification to students currently in attendance, as well as to the parents of those students, of their rights under FERPA and MUSERPP.

Student Related Expectations and Policies: Section 9

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible for learning the content of the course of study for which they are enrolled.

The professor in the classroom should encourage free discussion, inquiry, and expression.

Honor Code

The Methodist University Honor Code is defined, and Honor Board procedures are described in the *Methodist University Academic Catalogue*.

Cheating/Plagiarism Policy

Faculty should state on course syllabi the policy governing cheating and plagiarism. The minimum penalty is a grade of zero for the work in question while the maximum penalty is failure of the course.

Student Grade Appeals

Students wishing to appeal grades should be directed to follow the procedure for grade appeals printed in the *Methodist University Academic Catalogue*.

Student Grievance Procedures

Any student feeling wronged or unfairly treated by a member of the University faculty, administration or staff may appeal to have the grievance heard through the following processes.

1. The student should, whenever possible and after a reasonable cooling off period, talk with the faculty member, administrator, or staff person, stating precisely why the student believes a grievance exists. An attempt should be made in this conference to resolve the issue. If the University employee involved in the grievance is not available on the campus or the situation itself is such as to preclude this step, the student should talk with the person's immediate supervisor.
2. If the issue cannot be resolved in the initial conference with the University official against whom the grievance is directed, the student may initiate a formal, written appeal with the person's immediate supervisor for the purpose of mediation. This written appeal will form the basis for a conference between the supervisor, the student, and the University official against whom the grievance is directed. The written appeal must state in detail the grievance and reasons for appealing and must be presented in four copies, one each for the supervisor, the official against whom the grievance is being made, the student bringing the grievance, and the record. Since the document is of primary importance, the student may seek assistance in preparing it for presentation. Any student or member of the University community may assist the student in preparing the written appeal. The formal written process must begin within 30 days of the most recent incident precipitating the grievance.

3. If the conference between the supervisor, the student, and the University official against whom the grievance is directed does not satisfactorily resolve the issue, the student or the University official in question may request a conference with the authority on the next level of administrative supervision. This request should follow the same procedure as stated above.

4. If the conference with the administrative division head does not satisfactorily resolve the issue, the student or the official against whom the grievance is directed, may request the division head to convene an ad hoc Grievance Committee to hear the issue. The decision whether or not to convene an ad hoc Grievance Committee to hear the issue will rest with the appropriate administrative division head. In cases involving administrative division heads, the decision rests with the President. Decisions at this level will be final.

5. The ad hoc Grievance Committee shall be composed of five persons. The President shall nominate an administrator to chair the committee, one additional administrator and two faculty members. A student member shall be nominated by the Student Government Association (S.G.A.) President.

6. The ad hoc Grievance Committee shall hear the testimony of both the student and the University official and shall guarantee each the right to hear the other's testimony. An audio tape shall be made of the hearing proceedings and shall be made available to both parties. If the student or the University official fails to appear at a scheduled session of the committee and fails within seven days to provide a satisfactory explanation to the chairperson of the committee, that person shall be considered to have waived the right to further consideration. The ruling of the ad hoc Grievance Committee shall be final. During all formal proceedings, beginning with item two of this procedure, both the University official and the student are entitled to the following due process rights:

- To be present at all formal hearings.
- To be represented by an advisor. Any party may seek from within the University community of students, faculty, administrators, and staff, a person who is willing to act as an advisor to assist the individual. Lawyers may not represent parties in these proceedings.
- To cross-examine witnesses.

The records of the ad hoc Grievance Committee shall be on file in the Office of the President for a period of five years. Only the President, the appropriate Vice President, and the Board of Trustees shall have access to the records. Members of the committee shall observe strict confidentiality regarding the case.

The entire formal proceeding, beginning with the written appeal to the supervisor, shall be completed within 30 days.

NOTE: This procedure does not apply to grade appeals.

Food and Beverages in Classrooms

Food and beverages are not allowed in the classrooms of Methodist University.

Counseling Services

The Center for Personal Development provides licensed counseling and psychotherapy to both students and faculty at Methodist University. Faculty members may refer students for counseling or psychological services by contacting the Center for Personal Development in Pearce Hall. The University also maintains a contract with Cape Fear Valley Medical System's Employee Assistance Program which offers services to Methodist University students and staff. Counselors at Cape Fear Valley Medical Center can be accessed directly by calling (910) 829-1733 and stating indicating an association with Methodist University.

All personal counseling services are confidential unless the counselor believes that the client may physically harm themselves or cause harm to another person.

Health Services

Health services are provided to students and staff by a registered nurse who works for the University during clinic hours and on an on-call basis. Medical problems should be referred to the nurse during regular office hours whenever possible. Emergency medical needs should be brought to the attention of the residence hall staff. In addition to clinical services, the nurse provides presentations to students on a variety of wellness issues to assist them in maintaining a high level of health and well-being. Office hours are 8:00 A.M. to 5:00 P.M., Monday, Wednesday and Thursday, 8:00 A.M. to 1:00 P.M. and Tuesday and Friday in the Health Center located in West Hall. Tuesday 5:00 P.M. to 8:00 P.M. the office is open for women's wellness. In addition to the services provided by the University, the city of Fayetteville has available two hospitals, several clinics, and a number of private medical practitioners in a wide variety of specialties for students

Health services have been expanded to include a Physician Assistant. A variety of examinations and laboratory procedures is now available to the University community. A schedule is posted at the Health Center.

Special Medications

Students who take special medications for allergies, diabetes, etc., must notify the nurse of the problem and the names of the special medications immediately upon their arrival at Methodist University.

Medical Information for Faculty Members

Medical notes from the Health Center can be obtained by the student to explain class absences. Accident or Illness Away from University While on University Activities: Any boarding student involved in an accident or illness occurring away from the University while on University-sponsored activities should report to the Health Center immediately upon return to campus to preserve student insurance rights.

Transporting Injured Students

Students should not be transported to a doctor or hospital without the approval of the university nurse or another University official, except in emergencies. To do so may involve the student or students, as well as the University in legal complications and may involve financial responsibility for the medical services. In the event of an emergency one of the following should be notified immediately: the University nurse, Residential Coordinator, Resident Advisor or the Student Life Office.

Special Diets

Special diets can be prepared to meet the needs of students under medical care but are limited to the resources of the cafeteria. The nurse and cafeteria director should be notified of special needs.

Immunization Requirements: North Carolina Law requires that students bring an adequate immunization record to the University. This immunization record must clearly document that the student has received the following minimum immunizations:

- Rubeola (Red Measles Vaccination): shot must have been received on or after the first birthday, required for all new students born in 1957 or later.
- Rubella Vaccination (German Measles): required for all new students through 49 years of age.
- Tetanus-Diphtheria (TD) Vaccination: three-dose series. Received by most students in a DPT during infancy. One dose within the past 10 years is required.

A student's record of immunizations should be available from one's personal physician, clinic or former high school. The student's parents should know where immunizations were received during childhood.

Medically verified records are required. That is, the immunization record must contain the number of doses of vaccine and dates of administration (month/day/year) and it must be signed or stamped by a health care provider. A student has 30 calendar days from the date of registration to present the immunization record.

Mandatory Student E-Mail Policy

- **For Undergraduate Students**

An e-mail account (ending in @student.methodist.edu) will be created for all Methodist University students. All students are responsible for checking their e-mail daily for messages from the University. All official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other e-mail address.

- **For Graduate Students**

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration, the Master of Business Administration, The Professional MBA at Pinehurst, and the Master of Medical Studies in Physician Assistant Studies programs, e-mail addresses and passwords will be issued to students by their program coordinators.

Office of Career Services

The Office of Career Services is located in the Berns Student Center. Its services are available to all Methodist University students and alumni. Career planning services include interest inventory testing, ability testing, values testing, and personal career counseling.

CLEP Testing

Students can earn up to 45 semester hours of credit based upon successful completion of either the University Level Examination Program (CLEP) or DANTES examinations.

Methodist University is classified as an open testing center for CLEP testing. Subject to payment of applicable test fees any student is eligible to take the test.

Successful completion of tests will be recorded on a pass/fail basis. The examinations will not affect the student's GPA. These tests cannot be used to replace grades previously earned at Methodist University nor can they be used to fulfill residency requirements.

Students must make an appointment with the Assistant Dean for Academic Services at least two weeks in advance to ensure test availability. Students must allow 4-6 weeks for the entire process to be completed. The University catalogue contains further information.

Athletics

To be eligible to practice/compete in the intercollegiate athletics program, a student must carry a minimum of 12 semester hours in the day and/or online program at all times during the course of the semester and be in good academic standing in a program of studies leading to a baccalaureate degree. A student may take MU at Night classes, but one still must be enrolled in 12 semester hours in the day/online program to be eligible to participate in intercollegiate athletics. At any time during a semester a student drops below 12 hours in day/online classes they are immediately ineligible to practice or compete.

A student/athlete may participate in no more than four seasons of intercollegiate competition in a given sport. A student's eligibility for intercollegiate sports participation ends after 10 semesters or 15 quarters of full time enrollment at the collegiate level.

Freshmen and transfers may participate in intercollegiate athletics pending successful completion of NCAA initial eligibility requirements.

Faculty approval of the intercollegiate athletic team schedules serves as a reason for absences for intercollegiate athletics participation, so long as the provisions of the University attendance policy are not violated. All work missed must be made up.

Student Organizations

A student organization must have a faculty or staff sponsor, must be chartered by the Student Government Association, and must be approved by the Vice President for Student Affairs to be recognized.

Methodist University Information Technology Allocation Policy

It is the policy of Methodist University that all academic, student life, athletic and administrative personnel and programs shall be supplied with the information technology appropriate for the conduct of their programs in support of the mission of Methodist University. This technology shall be made available as resources permit. Requests for increased support shall normally be made in the annual budgeting process. The resources shall be allocated by the budget committee in its annual planning process. In the intervals between budget planning and allocation, special or emergency budget requests should be made to the Vice President who supervises the program where the special need exists. That Vice President shall discuss this need for a special allocation with the President, who shall direct the appropriate response.

Methodist University Computer Use Policy

The University reserves the right to modify and expand this policy at any time.

All users shall respect the privacy of other users. This means that no users will attempt to access, copy, or disrupt the use of information that belongs to others. This includes Email files. Proscribed behavior includes any attempt to “hack” or any “hacking” behavior. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.

All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. Programs not owned by the user cannot be loaded on the user’s computer nor can multiple copies of programs for which the user does not own multiple licenses. If a piece of computer software is loaded on a Methodist University computer and no license can be produced for the software, the computer staff will remove the software from the computer.

All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication via computer. This means that all users will identify themselves and refrain from any behavior or communication that might be considered harassing, discriminatory or in any way calculated to cause discomfort or embarrassment to readers or users of the communication.

All users shall use Methodist University computing resources for University-related work consistent with the stated mission of the University. This means that no one shall use University resources for personal financial gain or for any activity that would jeopardize the tax-exempt status of the University. The University will not be responsible for unauthorized debts or obligations incurred by users.

All users shall abide by all applicable state and federal laws pertaining to communications. This includes the sending of chain letters on the Internet, which is a violation of federal law.

All violations of the above policies will be investigated by university authorities and/or law enforcement agencies. At such time that a violation is discovered, the Computer Services staff will take immediate action to curtail the activity. This includes, but is not limited to, the immediate revocation of all rights on computer systems at Methodist University. In carrying out an investigation pertaining to the violation of any of the above policies or the violation of any University policy, it may be necessary for University authorities to examine files, accounting information, printouts, tapes, and other materials. For reasons of potential liability, the University reserves the right to monitor all communication on the University systems. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the University disciplinary system as well as used as evidence in a court of law.

Penalties for the violations of the above provisions may include, but are not limited to expulsion, suspension, discharge from employment, and possible prosecution by state and federal authorities.

Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

Alcohol Policy for Students

In order to fulfill the mandate of the Methodist Church and the mission of Methodist University, the following alcohol policy is in effect for all students:

- Possession on campus of any alcoholic beverage is not permitted.
- In case of a disturbance, residence hall rooms of those involved will be searched for alcoholic beverages.
- Possession of an alcoholic beverage container or disruptive behavior resulting from alcohol consumption will result in a citation.
- Possession shall be defined as having an alcoholic beverage container on one's person or in one's room.
- Citations shall result in a \$25 fine for the first citation and a \$50 fine for the second and any further citations.
- Any student receiving a citation will be required to attend an alcohol-education program at a designated time to be determined by the Center for Personal Development.
- A third citation in any given academic year may result in a minimum of suspension and counseling or a maximum of expulsion from the university.

The Methodist University AIDS Policy

Methodist University shall conduct an ongoing educational program designed to provide students, faculty, and staff with basic information concerning Human Immunodeficiency Virus (HIV).

Persons infected with HIV shall not be excluded from enrollment or employment or restricted in their access to university facilities or services unless a medically-based judgment in an individual case establishes that such exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the University community.

Persons who know that they are infected are urged to share that information, on a confidential basis, with the nurse in the Student Health Center so that the University can respond appropriately to their health and educational needs.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly, in accordance with such knowledge, for the protection of others.

Procedures

The President shall charge the Office of Student Development and Services with the responsibility of education about HIV and other serious infectious diseases. The Office of Student Development and Services will work with other administrators to ensure that basic information is available to all faculty, staff, and students and that more detailed information and personal consultation are available upon request.

A case-by-case management approach will be utilized if HIV is detected on campus. The nurse will be the case manager. The nurse, in conjunction with a small group of key campus officials, shall make a case-by-case assessment to determine whether there is a medically-based reason to exclude or restrict an infected individual from enrollment or employment. The confidentiality of medical information shall be respected.

Tobacco Policy for the Campus

In order to promote a comprehensive wellness program for Methodist University students, faculty, and staff, smoking and smokeless tobacco use are prohibited in all campus buildings. This restriction includes all lobbies, hallways, stairwells, laboratories, classrooms, and offices.

Smoking and smokeless tobacco use are permitted in private residential rooms in campus residence halls if, and only if, all occupants of the room are smokers or do not object to the use of smokeless tobacco.

Davis Memorial Library: Section 10

Services for Faculty

I. Circulation Services

Borrowing Periods

- **Books:** may be borrowed for a minimum of one month and a maximum of one semester. Books are subject to recall when requested by other users.
- **Reference Books, Journals, Microforms, and Indexes:** may be borrowed only for presentation to a class. Item may be borrowed just prior to the beginning of the class and must be returned promptly.
- **Audiovisual Material:** cassettes, LP's, CD, CD-ROM's, DVD's, and videos can be borrowed for one week. Renewals are allowed when necessary.
- **Single-Use Software:** software brought in for student use may be downloaded to designated computers.
- **Music Scores:** music Scores can be borrowed for one semester by music faculty only.
- **Testing Material:** testing materials are available for qualified Education and Psychology faculty wishing to view them in the library. Tests must be signed out for at the circulation desk and may not leave the library. All tests may also be used by authorized students of these departments; however, most require a faculty member to supervise the use of the tests with each student in the library.
- **Teaching Material Collection:** the TMC is made up of Children's Fiction, Non-Fiction, Easy, Professional Books, Big Books, Textbooks and Kits. For Education Faculty, Professional books and Textbooks may be borrowed for two weeks. Activity Kits may be borrowed for two hours. All other material may be borrowed for one week. For non-Education Faculty, Education books may be checked-out for one week and Professional books may be checked-out for two weeks. All other TMC materials must remain in the library.
- **Borrowing Limit:** fifty items at a time.
- **Renewal Limit:** two renewals per item.

Renewing Materials

Items may be renewed at the library, over the telephone, or online. To renew items in-person please bring the items to the library or call the Circulation Desk at 630-7645; please have the items' barcodes handy. To renew items online, visit the library's website and click on the 'Online Catalog' link. Next, click on the link labeled 'Your Account'. At the login screen you will be asked to type in your University ID and your last name. Scroll down your account page until you see a list of the items you have checked out and select items for renewal.

Please note that your items may not be renewed online if they are overdue; they must be renewed by telephone or in-person only. The renewal period for materials varies depending upon what type of library collection the item comes from.

Overdue, Lost, and Damaged Materials

Faculty are not charged overdue fees for items that are returned late. **Faculty with items more than 3 months overdue are billed the full replacement cost of each item.** This charge is refunded if the item(s) are returned to the library.

Items that are lost or damaged will be billed to the faculty member at the full replacement cost.

Placing Materials on Reserve

- Personal copies of books, copies of articles, miscellaneous material (e.g., review tests), and circulating materials from the Davis Memorial Library can be placed on reserve at the Circulation Desk.
- Bring the item(s) to be placed on reserve to the Circulation Desk and fill out a Reserve Materials Request Form for each course. This form is available on the web at: <http://www.methodist.edu/library/forms/reserveform.htm>. You may print it out and bring it to the library, or submit the form electronically from the site. If the item to be reserved is in the library collection, you are not required to come to the library.
- There are three options for loaning reserve materials to students: Closed Reserve, Overnight Reserve, and Three-Day Reserve. Closed Reserve material is only available for use in the library for two hours at a time. Overnight Reserve material may be checked out one day. Three-Day Reserve material may be taken out of the library for three days.
- Barcodes are placed on all reserve items. A security strip will also be placed on all personal reserve items.
- Please remember to place items on reserve before mentioning them in class and allow at least three days for library staff to process the material. To request an item on reserve, a student needs to know the instructor's name and the title of the book or article.
- The Online Catalog has a course reserve feature that allows users to search for items on reserve. Users may search by the name of the instructor, the name/number of the course, and department. For further information contact the Reference Desk at 7123.
- Copies of articles placed on reserve must comply with copyright laws. After one semester on reserve, royalty fees must be paid. Instructors are responsible for arranging payment.

Reserving Rooms

The library has three group study rooms which may be reserved. These rooms will not be reserved on a regular basis but are available for meetings, study groups, test taking, and other such learning activities. Please call the Circulation Desk at 630-7645 for assistance.

Faculty members are welcome to hold a class session in the library; however, please schedule the time in advance by calling the Reference Desk at extension 7123. This will ensure the library staff can avoid scheduling conflicts with other classes being taught in the library and with classes brought in by faculty. This applies to both day and evening classes.

Audiovisual Material

To make the process of checking out videos and DVD's easier on you and the Library staff, please book ahead of time. Faculty members are able to specify a specific date and time, and items may be booked months in advance; please call 630-7645 to schedule.

Photocopying

Department Chairs are issued copy codes that can be used by faculty or the designee. These codes can be changed upon request and are changed annually. The faculty/staff photocopier is located in the staff area behind the Circulation Desk. Please ask library staff for assistance.

Whenever possible please use the faculty photocopiers or University Print Shop for bulk copying. Departments are allotted 200 copies per semester; excess copies are charged to the department at the rate of .2 cents per copy.

Printing

Printing is provided free of charge in the library. To better meet the needs of our students please utilize the University Print Shop or the faculty photocopier for large print jobs, handouts, presentations, etc. Faculty can assist the library staff with minimizing paper and toner waste by encouraging students to print Power Point slides six to a page and in black and white. Please note that large Power Point presentations, or files that have animation or color, can take several minutes per page to print and disrupt printing services for other students.

Color printing is available; please ask the staff at the Circulation desk for assistance. Color prints are 25 cents per page and are charged to the faculty member's department.

II. Interlibrary Loan and Document Delivery Services

Interlibrary Loan

- Books, articles, audiovisuals, and other materials that are not available in the library may be requested via Interlibrary Loan.
- Interlibrary Loan service is provided free of charge to faculty.
- To request an item that is not in the library, please complete an Interlibrary Loan Request Form. Print forms are available at the Circulation Desk in the library. Online forms are available at:
 - <http://www.methodist.edu/library/service/ill/ill-book.htm> for books
 - <http://www.methodist.edu/library/service/ill/ill-article.htm> for articles.
- To request audiovisual materials please contact the Coordinator of Interlibrary Loan services at 630-7415.
- Requests for articles are usually completed within 5-10 business days. Requests for books are

usually completed within 10-15 business days. Requests can take up to one month to receive so please plan your requests accordingly.

- Article requests are provided free of charge and become the property of the patron. Book requests are borrowed for a period of usually no less than 3 weeks. The due date for Interlibrary Loan books is set by the lending institution. To renew Interlibrary Loan books please contact the Coordinator of Interlibrary Loan Services at 630-7415 before the book's due date. The library will place a renewal request and notify the patron via email or phone as to the status of the request. Please note that not all institutions grant renewals for their items.
- A full explanation of the library's Interlibrary Loan service and policies is available at <http://www.methodist.edu/library/service/ill/ill.htm>. Please send questions or email ILL requests to the Coordinator of Interlibrary Loan at ill@methodist.edu or 630-7415.

III. Library Instruction Service

Mission of the Library Information Literacy Program

The Davis Memorial Library philosophy of instruction is grounded in the mission of the University which encourages the development of moral values and ethical decision making, as well as a continuing thirst for knowledge. The instructional program teaches students to become information literate citizens who:

- Recognize their need for information
- Know how to locate information
- Evaluate information critically
- utilize information technology effectively

This intellectual framework upon which the instructional program is built meets the information needs of the academic community.

Bringing Classes to the Library

Most students will need additional assistance in using library beyond what is offered during the library competency class. Faculty members are encouraged to bring their classes to the library for instruction. The library staff provides instruction tailored to specific assignments and disciplines.

Instruction requests should be submitted at least two weeks in advance either online (<http://www.methodist.edu/library/forms/libinst.htm>), by coming into the library in person, or calling the reference desk at extension 7123. After the request is submitted, the library director will contact the faculty member to confirm the date, time, and topics for the session. Class assignments related to the instruction session should be forwarded to the librarian teaching the class.

Instructors and faculty members may reserve the Library Instruction and Conference Room (LIC) without instruction from a librarian. (<http://www.methodist.edu/library/forms/liconly.htm>). Please use the form online (<http://www.methodist.edu/library/forms/liconly.htm>) or call 7123 to reserve the Library

Instruction and Conference Room (LIC). The LIC has fifteen student workstations and an instructor's station. Students may also bring their own laptop computers.

Instructors who want their students to use the Reference section and/or the Circulating collection should call extension 7123 to verify the time and space availability in the library. Although instruction is not requested, the students may need additional help. This call alerts the library staff to be prepared for the class.

Library Competency Requirement

All students are required to meet the SACS-mandated library competency requirement. This graduation requirement can be satisfied through a Library Competency class or the library component of the IDS 110 class. All students must pass, with a grade of 70 percent or better. The library competency must be completed before a student accumulates a total of 60 semester hours.

Library Competency Class

All students who do not fulfill the library competency requirement as part of an IDS 110 class (see below) must take a Library Competency class. Attending a library session with a non-IDS 110 class or taking a library skills class at another institution does NOT fulfill the Methodist University requirement.

Students register for Library Competency classes by filling out the online registration form on the library website at <http://www.methodist.edu/library/forms/competencyform.htm>

The Library Competency class schedule is posted on the library website and is also available on the yellow bookmark placed at the circulation desk in the library and in many offices on campus and the Fort Bragg office.

A class session lasts approximately one hour and consists of a pre-test, hands-on instruction session, and a post-test. Students who score 69 or lower on the post-test must register for another Library Competency class session and complete the pre-test, instruction session, and post-test until a score of at least 70 is achieved.

Students enrolled in IDS 110

One IDS class period is scheduled in the library. The class session consists of the same content and format at the Library Competency class (pre-test, hands-on instruction session, and post-test). Students who score 79 or lower on the post-test must register themselves for and attend a Library Competency class. When a student successfully passes the post-test, the score will be emailed to the IDS 110 instructor. Instructors will assign a grade of incomplete to IDS 110 students who do not complete the library competency requirement by the end of the semester.

IV. Plagiarism and Turn It In

Plagiarism

If a faculty member suspects a student of plagiarism on an assignment and would like additional assistance researching the situation, please contact the library Reference Desk for assistance at extension 7123. Librarians will assist faculty members with searching with more traditional sources (i.e., compare the paper to books/articles available in the Library) in the case of suspected plagiarism.

Turn It In

In addition, Methodist University subscribes to Turnitin.com, an anti-plagiarism software that enables an instructor or student to submit a paper to a database for comparison against other copyrighted sources and submitted papers. The database checks the uploaded paper against the Internet, other subscribed institutions, and selected article databases. By uploading a paper to the database, an instructor is provided with highlights of any copyrighted material, therefore making it easier to check for plagiarism and correct citations. Additionally, the database provides a link to the location of the copyrighted material. A Turnitin.com account can be set up so that an instructor may conduct subsequent inquiries on the system independently. Faculty members may also elect to set up an individual account such that students are able to upload the papers themselves.

For assistance with setting up a Turnitin.com account or any other questions, please call the Systems/Reference Librarian at extension 7548.

V. Distance Learning and Persistent Links

Distance Learning

The library encourages faculty members who are creating distance learning courses and supplementary materials to link to relevant materials in the library. Subject specific material is located in the Electronic Resources and Research Help sections of the library website. The library maintains lists of databases, by subject and also subject specific resource guides. These resources help students locate information in a particular discipline, guide students to appropriate electronic resources, and indicate which print journal holdings are available in that discipline.

The library also encourages faculty who teach in the University's distance learning courses to contact the Director of Library Services at 630-7587 or 630-7123 for information on requesting reference and document delivery services for their students or for scheduling reference instruction by a librarian.

Persistent Links

Articles in the library's electronic databases can be used in Blackboard. Copyright law prohibits copying the full text of the articles into Blackboard but persistent links may be posted. A persistent

link is a URL, or web address, that does not change. Most of the library's electronic databases use 'sessions'; when an article is viewed during a session the database uses a temporary URL that expires after a certain period of time. Each article or citation however will include a persistent link that does not change and can be used to link directly to the article or citation.

For assistance with utilizing persistent links please contact the Director of Library Services at 630-7587 or 630-7123.

VI. Finding Journals in the Library

Journal Finder

The library's website is the best place to look for journal titles. The library has access to many journal titles in print, electronic, or both formats. It subscribes to a tool called Journal Finder, located under the Electronic Resources tab, to identify the journals, their formats, and dates available. To look for a specific journal, type in its name. Then click on the computer icon (journals available electronically) or the open book icon (journals available in print, microfilm, or microfiche). Make sure that you match the dates available to the dates of the journal for which you are looking.

Journal Finder is also incorporated into most of the databases to which the library subscribes. There will be a "Check Journal Finder" link in the database to check for that journal against the library's available titles.

VII. Library Liaison Program

Davis Memorial Library has instituted a Library Liaison Program for faculty of academic departments on campus. Each librarian is assigned to specific academic departments based on their subject expertise and interest. Faculty will benefit from the Library Liaison Program by knowing about our services, while students will benefit because the library gains a better understanding about their programs through contact with faculty. The list of liaisons can be found at <http://www.methodist.edu/library/info/info.htm>.

Liaison Services

Your subject librarian can be contacted to discuss information regarding collection needs, course assignments, and future departmental plans. Your subject librarian will create and update research guides for the library website, and monitor your department's journal collections, reference books, circulating books, and audio visual materials. To help with this process, the library encourages all faculty members to leave a copy of course syllabi with the subject librarian.

The library encourages faculty members to get in touch with their respective subject liaison with any questions regarding resources, budgets, instruction, and any other areas. Davis Memorial Library offers faculty members the opportunity to receive instruction on the use of any teaching aid, database, software, or resource that is available in the library. The library encourages faculty to invite a subject liaison to departmental or school meetings to present resources on topics of interest. Librarians can

currently present live demonstrations in some classrooms. Liaisons will also offer individual faculty instruction upon request.

Call or email your subject liaison to schedule a faculty resource training session. Please give the library staff a reasonable time frame with which to schedule each requested instruction session.

Library Acquisitions

I. Budget

Allocation of Funds

Money is allocated from the Library's budget to each academic school for faculty selection of monographs and non-print materials. This allocation is based on a formula called the Colorado Plan (see below) this plan was approved by the Library Committee. The money from the Colorado Plan should be used to support the curriculum, keep the library's collection current, and reflect any changes in the curriculum and assignments.

Colorado Plan

- The Colorado Plan is a numeric point-based formula used by the library for allocating some of the library's budget to the academic areas. Faculty select and forward through their department head requests for monograph and non-print (DVDs, videos, CDs, etc.) purchases.
- Money is allocated to each school based on a percentage of points that it accumulates in the formula.
- School deans will be responsible for the allocation of funds within their school.
- Each school dean will sign off on all purchase requests from the school and forward the orders to the library director.
- Each school dean will provide the library director with a breakdown of how money is to be allocated within a school. There does not have to be an allocation. Money can be spent on a 'first come, first served' basis within a school. However, if there is an allocation, the library staff needs to set up their accounting system to track expenditures by the allocations.
- Reports on encumbrance and expenditures will be sent to each dean on a periodic basis.
- Do not stop sending in purchase requests just because the Department's allocation is encumbered. Sometimes additional money becomes available or items already requested are actually unavailable for purchase.
- At the end of the fiscal year, a report will be provided on expenditure by school back to each school's Dean. If a school significantly under spends its allocation, then the committee may reduce that school's allocation the next year. These decisions are made between the Library Director and the Library Committee each fall.

II. Collection Development

When developing a new course or planning a major revision of an existing one, please let your subject liaison know. Together, the faculty member and the liaison can evaluate the library's current holdings to determine if the quantity and age of the materials is adequate for the class. If you realize that holdings in your field are dated or not sufficient to meet your students' research needs, please schedule a meeting with your subject liaison to address the matter. New faculty should let the Library Director know what their main areas of interest are.

Outdated materials need to be removed from the shelves. If a book or media item should no longer be on the shelves, please let a Reference Librarian know. The same thing applies to the journal collection. If the focus of a journal has changed so that it no longer supports a curriculum area (or the subject is no longer taught), please inform the Library Director. Subscriptions may be canceled so funds may be allocated towards more applicable resources.

III. Ordering Books

Using Order Cards

- Use the Online Catalog to determine if the Library already owns the book.
- Use netLibrary to see if the book is part of the electronic collection (over 30,000 volumes).
- Complete a white order card for each book (see example below).
- Print name of requestor under "Requested by."
- Have your department head and School Dean sign the card, who will then forward card to the Library Director.
- Order cards can be obtained from the Acquisitions Assistant at extension 7124 or from the faculty secretary's office. Print legibly. Include ISBN (if known).
- Attach flyers to the card when the item is from a small press or there is some indication that it must be ordered directly from the publisher. Hardback volumes are preferred over paperback, unless the material will date quickly or the price difference is great.

CLASS NO.	AUTHOR (SURNAME FIRST) Stinecombe, Arthur		
ACCESSION NO.	TITLE Logic of Social research		
NO. OF COPIES	ISBN 0226774910	DATE REQUESTED 6/07	
DATE ORDERED	PUBLISHER AND PLACE Univ. of Chicago	YEAR 2005	LIST PRICE 50.00
DEALER	EDITION OR SERIES	VOLUMES	NO. OF COPIES 1
DATE REC'D	REQUESTED BY (your name)	DEPT. RECOMMENDED (your dept.)	
COST	REVIEWED IN	NOTIFY	
L.C. NO.	APPROVED BY (Dept. Head + School Dean Signs)	FUND CHARGED	
GAYLORD 101	Printed in U.S.A.		

Finding Book Reviews

Book reviews can be found in many of the subject specialty journals to which the library subscribes. Most publishers have catalogs online available at their website. *Choice Online* is available on the library's Electronic Resources page (<http://www.methodist.edu/library/elect/bytitle.htm>). Faculty can also use other databases such as *Academic Search Premier* to obtain book reviews. Searching on the name of the book itself should find reviews.

In addition, the library staff implements the use of Choice Cards which are index-sized cards containing reviews and suggestions of academic books. These Choice Cards are periodically sent to department chairs and deans by library subject liaisons. Each professor may then sign the back of a card if he/she wishes to request a book for purchase. Once cards have circulated, the Dean of each school will ultimately decide on which items to purchase, sign each of those cards, and send back to the Library Director. Faculty can also send lists of requested materials with appropriate signatures to the Library Director.

Recommendations for materials for the Teaching Materials Collection are encouraged from all faculty members responsible for methods courses. Send recommendations to the Education liaison librarian at ext. 7541.

Rush Items

If an item is needed for a class the next semester, please attach a note to the card.

V. Non-Print Items

Ordering procedures for non-print items such as videos, DVDs, CD-ROMs, and the like are the same as those for books (see above). If an item costs over \$100, the requesting faculty member may be asked to order the item on an approval basis. Items costing over \$200 may be sent to the library director for review.

V. Donations

The Library welcomes donations of materials. All materials should be in good condition. Donations of audiovisual materials must comply with copyright laws. Davis Memorial Library reserves the right to dispose of the donation as staff see fit. Methodist University will send a “thank you” letter listing the type and quantity of donated items, but will not attach a monetary value to said items. For questions or special considerations, please contact the Director of Library Services at extension 7587.

VI. New Journal Subscriptions

Send suggestions for new journal subscriptions to the Library Director. Provide subscription information, a justification for acquiring the title, and a list of courses and/or subject areas that it will support. Supply a sample issue if available. Orders for new titles are usually placed in August, for a January start date. Available money, potential usage, indexing, relative cost, and alternative sources are all factors considered. Even if the Library staff is unable to add a title for the current year, please provide the information so the need is on record. A faculty member may also request back years on microform of new and existing titles.

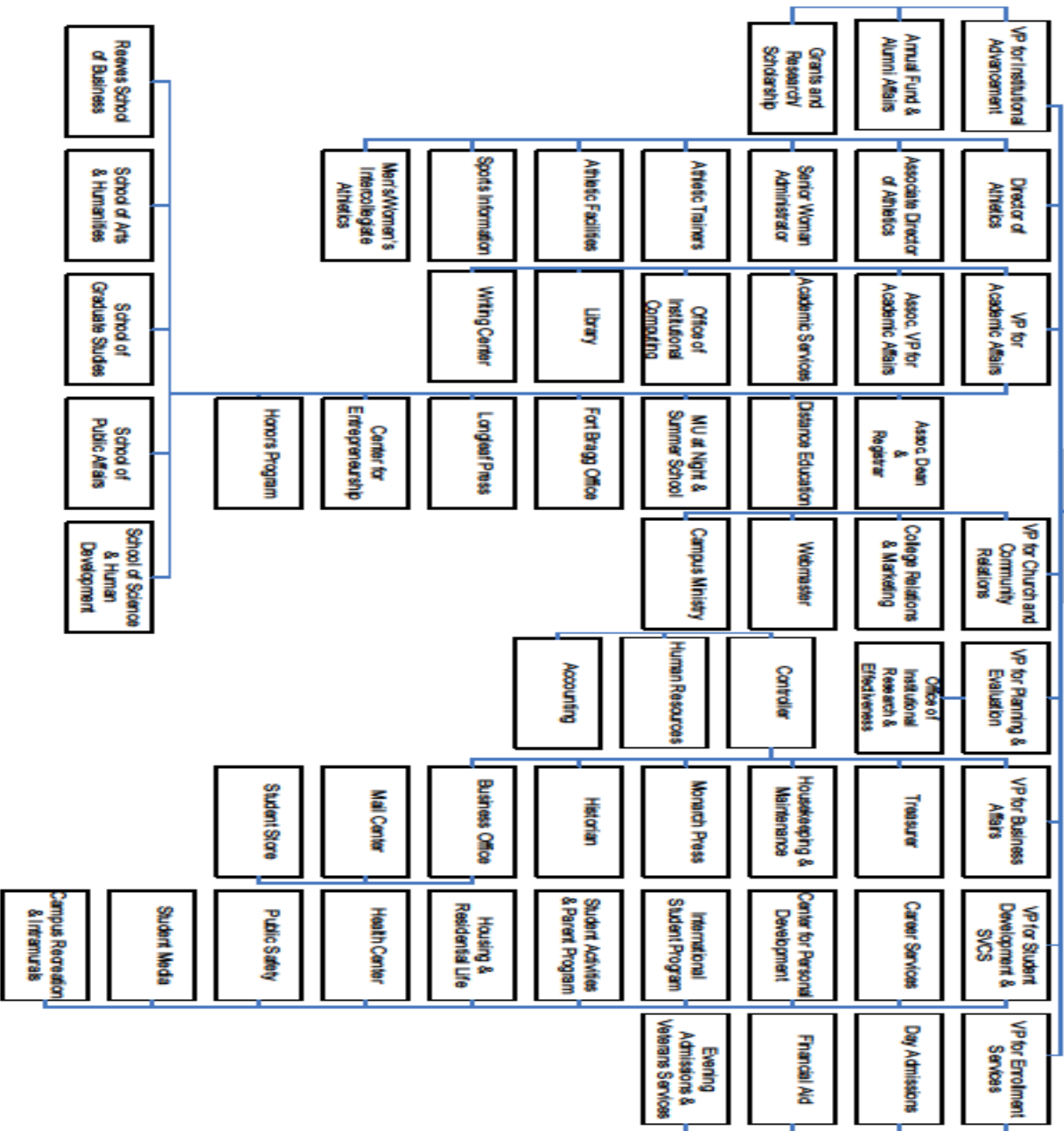
VII. Publicity of New Materials

New circulating books are placed on display near the Library entrance and in the North Wing. Faculty order cards are returned to the requestor when the item is available for check-out. The call number is written on the back of the card.

The Online Catalog has a “New Books” tab where users can browse or search new books added in the last four months. Searches can be limited to “Main Circulating Collection,” “Teaching Materials Collection,” “Reference Collection,” and “DVDs/Videos.”

APPENDICES

- University Organizational Chart
- Academic Departments and School Deans
- Annual Report Template
- Faculty Pay for Summer, EU and Overload
- Vehicle Operator's Policy
- Forms:
 - Curriculum Change Request
 - Faculty Classroom Observation Form
 - Overload Request
 - Adjunct Request (Day)
 - Adjunct Request (Evening/Weekend/Summer)
 - Adjunct Request (Online)
 - Faculty Development Request
 - Student Evaluation of Instruction



Academic Departments

Academic Affairs Office

Dr. Delmas S. Crisp, Vice President for Academic Affairs and Dean of the University
Ms. Jane Weeks Gardiner, Associate Vice President for Academic Affairs
Ms. Jasmin Brown, Associate Dean and Registrar
Ms. Pam Ellis-Phipps, Administrative Assistant

School of Arts and Humanities

Dean, Dr. Emily Wright
English and Writing, Modern Languages and Literature, Philosophy and Religion, Art, Music,
Theatre, History, Sociology, Psychology

Reeves School of Business

Dean, Dr. Jeff Zimmerman
Accounting, Business Administration, Finance/Economics, Health Care Administration, Professional
Golf Association Golf Management, Professional Tennis Management, Resort Management, Sports
Management, Master of Business Administration

School of Graduate Studies

Dean, Dr. Don Lassiter
Master of Business Administration, Master of Justice Studies, and Master of Medical Science
Programs.

School of Public Affairs

Dean, Dr. Bonita Belcastro
Communication, Justice Studies, Social Work, Political Science, Paralegal, Leadership Studies,
Global Studies, Occupational Environmental Management, Military Science, Master of Justice
Administration

School of Science and Human Development

Dean, Dr. Lori Brookman
Biology, Chemistry, Computer Science, Mathematics, Athletic Training, Teacher Education,
Wellness and Exercise Science, Exercise Physiology, Physician Assistant Program

Davis Memorial Library

Ms. Tracey Pearson, Director

Academic Services

Ms. Gena Dumas, Academic Services Associate
Mr. Quincy Malloy, Academic Services Associate

Center for Entrepreneurship

Dr. Sid Gautam, Director

Fort Bragg Office

Mrs. Yasmin Rivera, Director, Ft. Bragg Office
Ms. Dana Horne, MU@Ft. Bragg Administrative Assistant
Ms. Nichole Houy, Ft. Bragg Student Services Administrative Assistant

Honors Program

Dr. Richard Walsh & Dr. Jennifer Rohrer-Walsh, Co-Directors

Longleaf Press

Dr. Michael Colonnese, Managing Editor

MU at Night and Summer School

Ms. Linda Gravitt, Assistant Dean for MU at Night/Summer School
Ms. Sandra Warren, Admission and Student Services Coordinator

MU Online and Distance Education

Mr. Michael Molter, Assistant Dean for Distance Education

Office of Institutional Computing

Mr. Sam Clark, Director

Registrar's Office

Ms. Jasmin Brown, Registrar

The Writing Center

Ms. Robin Greene, Director

ACADEMIC UNIT ANNUAL REPORT TEMPLATE

Section I. Unit Overview

In a separate statement or paragraph, report each of the following:

- A. Number of majors (students).
- B. Number of minors (students).
- C. Number of graduates each semester.
- D. Departmental events (meetings, other activities).
- E. Faculty additions and turnover.
- F. Noted student accomplishments (papers given, projects/shows, conferences attended, awards, etc.).
- G. Job placement and graduate school placement of graduating seniors and recent graduates (go back three years).
- H. Minutes of department/program meetings (also see “C” under Section II).
- I. Summary of faculty performance for the year. Point out in a general way (i.e., do not include names), areas where faculty need further development. (NOTE: Remind all faculty (full-time and adjuncts) in your department/program/concentration to send an updated vita to the VPAA’s office by August 30 of each year.)

Section II. Unit Assessment Update

- A. State the Mission/Purpose of your Unit. Be sure to show how your Unit’s mission/purpose follows from the University’s mission.
- B. Do the following for each Unit Goal:
 1. State the Goal. (Indicate if the Goal addresses one or more of the 10 General Education Competencies. For a list of these Competencies, see the *Academic Catalogue 2010-2011*, pp.)
 2. State the Assessment Strategies for each Goal. (See the attached page for examples of Assessment Strategies you could use.)
 3. State the Assessment Results for each Goal.
 4. State the Use of Assessment Results for each Goal.
- C. Show documentation of discussions of assessment (e.g., minutes of meetings where topics relevant to assessment (results, plans, decisions, etc.) are presented and discussed). **Highlight** such information in the minutes.

Section III. Resource Needs

- A. Include your final (or last available) budget spreadsheet for the academic year. You can obtain this from MCNET or the Accounting Office.
- B. Describe how you allocated these funds (note that your allocation may differ from the line items as presented in the budget spreadsheet you received).
- C. Identify and prioritize three budget/resource needs for your Unit, staying as realistic as you can. These needs may reflect academic materials, equipment, staffing, etc. Whenever possible, tie your budget/ resource needs to assessment results.
- D. Provide a justification for budget/resource needs you identified.

VARIOUS ASSESSMENT STRATEGIES

The following examples can be used to assess student learning and other types of outcomes:

- Objective tests
- Rubrics for scoring papers, portfolios, projects, presentations, essay questions, musical performances, etc.
- Comprehensive final exams
- Sub-scores from tests to see how well students achieved certain course objectives
- Student satisfaction measures (i.e., student evaluation of course instruction)
- Capstone courses
- Pre-test/post-test
- Common core of questions on a comprehensive departmental final exam (good approach if multiple sections of a course offered)
- Major Field Tests
- Certification/licensing exams (e.g., PANCE for PA program)
- Internally developed exit exam for seniors
- Pre- and post-tests given in the introductory course (pre-test) and capstone (post-test) for the major
- Sub-scores from above tests to examine if students achieved certain program goals
- Job placement rates
- Number of graduates
- Graduation surveys
- Annual surveys of students
- Graduate surveys 6 months to a few years after graduation
- List of employers of program graduates
- Employer surveys
- List of graduate schools accepting your program's graduates
- Graduate school admission rates
- Graduate school completion rates

(NOTE: Do not use course grades as your primary assessment tool. While very useful for other reasons, course grades are not sufficient by themselves for assessing student learning outcomes. Course grades are too general and lack the diagnosticity to determine more specifically how your students performed regarding your student learning goals.)

Faculty Pay for Summer, EU and Overload

Revised, February 27, 2004

\$500.00/credit hour-Adjunct and MU Full Time Faculty (Instructor level)

\$550.00/credit hour-MU Full Time Faculty (Assistant Professor)

\$600.00/credit hour-MU Full Time Faculty (Associate Professor)

\$650.00/credit hour-MU Full Time Faculty (Professor)

PLUS Bonus Per Course (not by credit hour) if the course is late evening (8:10 pm start), Friday evening (5:30pm or later), or Saturday = \$100

If the course is online-then add \$800 for the course (not per credit hour). Online courses require a minimum of 5 students and each section will be capped at 25 students.

The above applies if (a) the class taught has 5 or more students or (b) the class is a 300 or 400-level course required for the particular students' graduation and unlikely to be scheduled at a time in which more students could be registered.

If neither (a) nor (b) applies, then payment and any bonuses described above will be multiplied by the following percentages:

Only 4 students-80% of above

Only 3 students-60% of above

Only 2 students-40% of above

Only 1 student-20% of above

NOTE: Online classes may not proceed with fewer than 5 students without written approval from the Vice President for Academic Affairs.

METHODIST UNIVERSITY***Vehicle Operators' Policy***

NOTE: All faculty, staff, and/or students who desire to operate a Methodist University vehicle must first be placed on the University Vehicle Operators' list. In order to be placed on the list, you must complete this packet in its entirety and return it to the Campus Safety Office located at the Public Safety Department for processing.

Updated
July 12, 2005

DEFINITION OF TERMS

Driver- A community member or a non-community member, either a volunteer or an employee who is authorized to operate a Methodist University vehicle.

Vehicle- Any vehicle that is owned, rented, leased or borrowed by Methodist University or used for any Methodist University business or function, including but not limited to cars, vans, trucks, buses, and construction/landscape vehicles.

DRIVER'S QUALIFICATION

A. UNIVERSITY-OWNED PRIVATE PASSENGER VEHICLES

1. Must have a **valid** driver's license, be at least **21 years of age**, and have a **minimum of five (5) years driving experience**.
2. Must complete a driver history questionnaire form.
3. Must complete a Driver Obligation form.
4. Must agree to a yearly review of your driving history from the Department of Motor Vehicles.
5. Must not have any at-fault accident/violations, no excessive traffic violations, or a combination thereof within the last 24 months.
6. Must not have any violations of driving while under the influence of drugs or alcohol; reckless driving, excessive speed violations, or have a reinstated license in effect less than one (1) year after the revocation.
7. Must sign a statement agreeing not to drink and drive.
8. Must agree to report any motor vehicle violations or citations to the Campus Safety Officer within 72 hours of its occurrence; regardless of whether you are operating a University owned or leased vehicle or your privately owned vehicle.

NOTE: Methodist University reserves the right to deny any requests to drive a University-owned or controlled vehicle.

B. VANS (10 passengers or fewer persons only)

1. Must satisfy all qualifications under Section A.
2. Must attend the Methodist University Van Driver Certification Course if under 25 years of age.
3. Student drivers must have a Methodist University faculty or staff member in the van when operating the van. (Only exception is that a faculty/staff must be in the **lead** vehicle when in a caravan arrangement.)

4. Persons 25 or older and have experience driving vans are required to attend the driving portion of the Van Driver Certification Course. **NOTE: Persons without van driving experience who desire to qualify for such are required to attend the entire course regardless of age.**

C. ACTIVITY BUSES (capable of carrying 16 or more passengers)

1. Must satisfy all operator conditions listed in Section A.
2. Have a valid Class C-Commercial Driver's License with a P-endorsement for vehicles carrying passengers.
3. Submit to pre-employment Alcohol/Drug testing and random re-testing.

D. CONSTRUCTION/LANDSCAPING VEHICLES

1. Must satisfy all conditions in Section A.
2. Must satisfy conditions of Section B, if applicable.
3. Must use the vehicle only for assigned tasks.

TRANSPORTATION OF POLLUTANTS AND HAZARDOUS WASTE

It must be understood that whether the University chooses to transport hazardous waste in its own vehicles or through an outside contractor, as the owner/generator of the hazardous material, the University would be liable for any such waste released during an accident.

No faculty, staff member, student, or volunteer is authorized to transport hazardous waste to or from Methodist University under any circumstances.

Should the University choose to hire an outside contractor to deliver and/or remove hazardous materials from Methodist University, a University representative or department head should request that Methodist University be added as an additional insured to the transportation company's liability policy.

It should also be realized that the transportation company is licensed and insured to provide said services, and their personnel should be properly trained in all of their responsibilities.

A copy of the company's liability insurance policy must be on file at the Office of the Vice President for Business Affairs.

Methodist University

Driver Obligations

The driver agrees that he/she will:

1. Have a valid driver's license of the type and with all proper endorsements for the vehicle being driven.
2. Have with them the proper certification card issued by Methodist University.
3. Use school vehicles for authorized business only.
4. Not permit any unauthorized person to drive the vehicle.
5. Use seatbelts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers should not exceed the number of seatbelts.)
6. Operate the University vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances and regulations and use safe driving practices at all times.
7. Assume all responsibility for any and all fines and traffic violations associated with his/her use of a University vehicle or privately owned vehicle on University business.
8. Not drive under the influence of drugs or alcohol.
9. Not transport unauthorized passengers such as hitchhikers, etc.
10. File a travel plan if taking an out-of-town trip.
11. Turn off the vehicle, remove keys, and lock the vehicle when unattended.
12. Drive the vehicle at speeds appropriate for road conditions.
13. Only drive a total of eight hours with a fifteen-minute break for every two hours driving. Any trip that requires more than eight hours, or more than 500 miles in one day will require two (2) drivers.
14. Not drive the vehicle "off-road" unless it is made for that use.
15. Before leaving the parking area, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
16. Immediately report all accidents or violations to the prescribed authority (Public Safety/Maintenance).
17. Be subject to applicable University disciplinary procedures for violations of University policy or rules.
18. Submit to random Alcohol/Drug Testing at the direction of the faculty member in charge.

DRIVER'S NAME _____

DRIVER'S SIGNATURE _____ **DATE:** _____

DRIVER'S HISTORY

NAME: _____ DATE OF BIRTH: _____

SOCIAL SECURITY #: _____ - _____ - _____

DRIVER'S LICENSE #: _____ STATE: _____

- 1. Have you had a driver's licenses for 5 years or more? Yes No
If no, how long have you had a license? _____
- 2. Have you, as the driver of a vehicle, been involved in a traffic accident? Yes No If yes, when? _____ Explain below.
- 3. Do you have any violations within the last two years? Yes No
- 3. Have you ever been convicted of any moving violations? Yes No
- 4. Have you ever been convicted of Driving Under the Influence? Yes No
- 5. Have you ever been convicted of reckless driving? Yes No
- 6. Have you ever been convicted of excessive speed violations? Yes No
- 7. Have your driving privileges ever been revoked or suspended? Yes No If yes, when? _____ Explain below.

Write your own account and explain all items answered "YES" in this questionnaire; identify item number. Use back of this paper if necessary.

I authorize Methodist University to obtain an accurate copy of my driving history from the Department of Motor Vehicles.

I hereby certify that each and every statement made on this form is true and complete and understand that any misstatement or omission of information will subject me to disqualification or dismissal.

Signature in full

Date

Curriculum Change Request

(This part must be completed for all proposed curriculum changes.)

NATURE OF REQUEST: (Indicate whether request is for additional course, course deletion, or program change.)

RATIONALE FOR COURSE/PROGRAM ADDITION/DELETION (A draft syllabus including a list of prerequisites, credit hours, course description, course goals and objectives, and general topics must be attached for all new courses. A complete list of course and other program requirements must be included for new programs.)

DEPARTMENTAL OR SCHOOL GOALS SUPPORTED/AFFECTED BY PROPOSED CHANGE: (i.e., If a course/program is deleted, how will the goals it supported continue to be met?)

PLANNED MEASUREMENT(S) OF PROPOSED OUTCOMES: (i.e., How will it be determined whether or not the course/program is achieving its stated goals?)

Proposed frequency of course offering(s): _____

Anticipated course/program start date: _____

Projected enrollment: _____

Methodist University

FACULTY CLASSROOM OBSERVATION

Faculty Member: _____

Evaluator: _____

Observation Date: _____

Course: _____ Term: _____ Location: _____

Use the following observation rubric with the form on the back of this sheet to evaluate faculty classroom performance. These criteria are linked to the Methodist University faculty evaluation process.

OBSERVATION RUBRIC

<i>Criteria</i>	Ratings		
	<i>Commendable Performance</i>	<i>Satisfactory Performance</i>	<i>Needs Improvement</i>
Course Structure	<u>Well-designed</u> course structure (including presentation of this in syllabus)	<u>Adequate</u> course structure (including presentation of this in syllabus)	Course structure (including presentation of this in syllabus) <u>needs improvement</u>
Instructional Methods	<u>Effective</u> instructional methods	<u>Adequate</u> instructional methods	Instructional methods <u>need improvement</u>
Motivation of Student Learning	<u>Effective</u> motivation of student learning	<u>Adequate</u> motivation of student learning	Motivation of student learning <u>needs improvement</u>
Measurement of Student Performance	<u>Effective</u> measurement of Student Performance	<u>Adequate</u> measurement of Student Performance	Measurement of Student Performance <u>needs improvement</u>
Punctuality and Consistency	<u>Clear evidence</u> of punctuality and consistency observed	<u>Evidence</u> of punctuality and consistency observed	<u>Concerns</u> related to punctuality and consistency noted
Modern Technology	<u>Effective</u> use of modern technology	<u>Adequate</u> use of modern technology	Use of modern technology <u>needs improvement</u>

N

<i>Criteria</i>	<i>Examples</i>	<i>Observation Notes</i>	<i>Rating*</i>
Course Structure	* Clear/thorough syllabus *Effective use of class time *Other		
Instructional Methods	* Appropriate/effective teaching methods * Active learning techniques *Other		
Motivation of Student Learning	* Student engagement in class * Evidence of students' preparation for class * Other		
Measurement of Student Performance	* Clearly stated goals * Evidence of assessment of student learning * Other		
Punctuality and Consistency	* Productive class period * Demonstration of fair/equitable treatment of students * Other		
Modern Technology	* Integration of appropriate technology * Other		

* C = Commendable Performance S = Satisfactory Performance N = Needs Improvement

Received by Faculty Member: _____ Date: _____

Request for an Overload for a Full-Time Instructor/Professor

From: Department _____

Date: _____

School of _____

Please have a contract for an overload drawn for the following:

Name :

Social Security #:

Campus Extension:

Address:

Home Phone #:

Courses to be taught during the _____ semester of _____ .

For each course the Instructor/Professor will be teaching during the term, to include his/her regular load and any overload, please list each course prefix, course number, and the number of credit hours.

Day Program			Evening/Weekend Program			Online			Directed/Independent Studies		
Prefix	#	s.h.	Prefix	#	s.h.	Prefix	#	s.h.	Prefix	#	s.h.

Total # of credit hours being taught: _____

Overload Contract Information

Provide the information requested below for all courses that are to be included in the Instructor/Professor's overload contract.

Course number and section	Course Title	Number of s.h. credit	Stipend

Signatures:

Instructor/Professor: _____ Date: _____

Department Chair*: _____ Date: _____

School Dean*: _____ Date: _____

Vice President for Academic Affairs: _____ Date: _____

Request for an Instructor in the Regular Academic (Day) Program

From: _____, Chair, Department of
 Through: _____, Dean, School of
 To: Dr. Delmas Crisp, Vice President for Academic Affairs

Date: _____
Please have a contract drawn for part-time employment for the following:

Name: _____

Social Security Number: _____

Address: _____

Phone Number: _____ Spouse's First Name: _____

Highest Degree (Master's required): _____ Major Field: _____

The candidate has 18 graduate hours in the area of the teaching assignment (as listed below.) Yes
 No (If no, the justification for the exception must be attached.) Please list the eighteen graduate hours by course name, indicating the number of hours per course:

- 1—
- 2—
- 3—
- 4—
- 5—
- 6—

Additional Work: _____

Subjects to be taught during the _____ semester of _____.
 The resume is attached (for new faculty) or on file .
 Graduate transcripts are attached (for new faculty) or on file .

Contract Information:

Course No. and section	Course Title	Number of s.h. credit	Stipend

Signature of Department Chair: _____

Signature of School Dean: _____

Signature of Vice President for Academic Affairs: _____

Request for a Part-Time Evening/Weekend/Summer Instructor

From: _____, Chair, Department of
 Through: _____, Dean, School of
 Through: Linda Gravitt, Assistant Dean for MU at Night and Summer School
 To: Dr. Delmas Crisp, Vice President for Academic Affairs

Date:

Please have a contract drawn for part-time employment for the following:

Name:

Social Security Number:

Address:

Phone Number: _____ Spouse's First Name: _____

Highest Degree (Master's required): _____ Major Field: _____

The candidate has 18 graduate hours in the area of the teaching assignment (as listed below.) Yes
 No (If no, the justification for the exception must be attached.) Please list the eighteen graduate hours by course name, indicating the number of hours per course:

- 1—
- 2—
- 3—
- 4—
- 5—
- 6—

Additional Work:

Subjects to be taught during Term _____ of the _____ semester of _____.

The resume is attached (for new faculty) or on file .

Graduate transcripts are attached (for new faculty) or on file .

Contract Information:

Course No. and section	Course Title	Number of s.h. credit	Stipend

Signature of Department Chair: _____

Signature of School Dean: _____

Signature of Assistant Dean for MU at Night: _____

Signature of Vice President for Academic Affairs: _____

Request for a Part-Time Online Instructor

From: _____, Chair, Department of
 Through: _____, Dean, School of
 Through: Michael C. Molter, Assistant Dean for Distance Education
 To: Dr. Delmas Crisp, Vice President for Academic Affairs
 Date: _____

Please have a contract drawn for part-time employment for the following:

Name: _____
 Social Security Number: _____
 Address: _____
 Phone Number: _____ Spouse's First Name: _____
 Highest Degree (Master's required): _____ Major Field: _____

The candidate has 18 graduate hours in the area of the teaching assignment (as listed below.) Yes
 No (If no, the justification for the exception must be attached.) Please list the 18 graduate hours by
 course name, indicating the number of hours per course:

- 1—
- 2—
- 3—
- 4—
- 5—
- 6—

Additional Work: _____
 Subjects to be taught during the _____ semester of _____.
 Online Qualifications: Training Course Completed or Experience Teaching Online
 The resume is attached (for new faculty) or on file .

Graduate transcripts are attached (for new faculty) or on file .

Contract Information:

Course No. and section	Course Title	Number of s.h. credit	Stipend

Signature of Department Chair: _____

Signature of School Dean: _____

Signature of Assistant Dean for Distance Education: _____

Signature of Vice President for Academic Affairs: _____

Faculty Development Request

FACULTY/STAFF DEVELOPMENT AUTHORIZATION FORM

(to be approved at least two weeks prior to the event)

Name _____ Department _____
 Event _____ Date(s) of Event _____
 Place of Event _____
 Address and /or phone # of event _____

CLASSES MISSED

Dept	Course #	Course title	Substitute Instructor	Day(s)	Time	Location

_____ I will have all of my classes covered.

1. _____ I will serve as an officer of an association at a national professional conference.
2. _____ I will give a new paper (or a Performance/exhibit) at a national professional conference/event and will try to get the paper published.*
 The title of my paper is _____
3. _____ I will chair a session of a national professional conference.
4. _____ I will serve on a committee at a national professional conference.
5. _____ I am seeking help with the costs of publication(s).

Total estimated expenses: _____ Amount requested _____

Approvals

- (1) Department Chair _____
- (2) School Dean _____
- (3) Vice President for Academic Affairs _____

COMPLETE AFTER RETURN TO CAMPUS

Date: _____

EXPENSES:

Travel (5750)

Air-Fare	_____
Automobile (_____ miles @ \$.40 per mile)	_____
Hotel (_____ nights @ \$ _____ per night)	_____
Food (meals)	_____
Ground travel	_____

Registration (5340) (\$75 maximum paid by university) _____

Other Expenses _____

Total:
 \$ _____ Approved: _____
Vice President for Academic Affairs

PLEASE ATTACH RECEIPTS ,FACULTY/STAFF DEVELOPMENT REPORT FORM AND CHECK REQUEST FORM BEFORE REIMBURSEMENT CAN BE PROCESSED

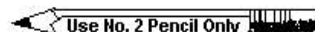
Term: \$\$\$

Course: \$\$\$\$\$\$\$\$\$\$

Instructor: \$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

Course Enrollment: \$\$

STUDENT EVALUATION OF INSTRUCTION



This form provides an important source of information about the institutional effectiveness of the course and the instructor. The results are used by faculty to make improvements in their own courses and by departments in faculty performance evaluations. Some questions on this form will be used for institutional assessment only.

Form Directions:

- Read each question carefully
- Mark only one response per statement
- Use a No. 2 pencil
- Fill in bubble completely
- Erase all stray marks completely

FILL IN COMPLETELY ONE OF THE CIRCLES AT THE APPROPRIATE POINT USING THE SCALE INDICATED.

Questions About Yourself

- 1. I asked the instructor for feedback when I needed it.
- 2. I participated when appropriate.
- 3. I did not complete all of my homework and reading assignments to prepare for class.
- 4. I attended all class sessions and related, required meetings, unless excused.

Questions About the Course

- 5. The course was poorly organized.
- 6. The required textbook and/or materials were helpful and added to the learning experience.
- 7. The readings and assignments contributed to my learning.
- 8. The work required for this course was less than what is required for other Methodist University courses at the same level (100 level, 200 level, etc.).
- 9. The course improved my oral and/or written communication skills.
- 10. The course improved my ability to think critically.
- 11. The course improved my ability to think creatively.
- 12. The course helped me appreciate how conclusions are reached in the natural sciences, social sciences or arts and humanities.
- 13. The course helped me recognize or conceptualize connections between ideas, events or knowledge areas.
- 14. The course improved my familiarity with cultures other than my own.
- 15. The course increased my understanding of or commitment to values and ethics.

Questions About the Instructor

- 16. The instructor communicated ideas and information clearly and effectively.
- 17. The instructor connected activities, assignments and assessments to the course goals and objectives.
- 18. The instructor encouraged me to connect real world situations to the course when appropriate.
- 19. The instructor found ways to keep students interested and engaged.
- 20. The instructor was available during posted office hours and/or by appointment.
- 21. The instructor provided clear, useful and timely feedback.
- 22. The instructor treated students and their ideas and opinions with respect.
- 23. The instructor explained grading criteria clearly.
- 24. The instructor was inconsistent in applying grading criteria.

Summary Questions

- 25. Overall, I did not put forth a full effort for this course.
- 26. Overall, the instructor was effective in promoting my learning in this course.
- 27. Overall, this course has been a worthwhile addition to my college experience.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. I asked the instructor for feedback when I needed it.	5	4	3	2	1
2. I participated when appropriate.	5	4	3	2	1
3. I did not complete all of my homework and reading assignments to prepare for class.	5	4	3	2	1
4. I attended all class sessions and related, required meetings, unless excused.	5	4	3	2	1
Questions About the Course					
5. The course was poorly organized.	5	4	3	2	1
6. The required textbook and/or materials were helpful and added to the learning experience.	5	4	3	2	1
7. The readings and assignments contributed to my learning.	5	4	3	2	1
8. The work required for this course was less than what is required for other Methodist University courses at the same level (100 level, 200 level, etc.).	5	4	3	2	1
9. The course improved my oral and/or written communication skills.	5	4	3	2	1
10. The course improved my ability to think critically.	5	4	3	2	1
11. The course improved my ability to think creatively.	5	4	3	2	1
12. The course helped me appreciate how conclusions are reached in the natural sciences, social sciences or arts and humanities.	5	4	3	2	1
13. The course helped me recognize or conceptualize connections between ideas, events or knowledge areas.	5	4	3	2	1
14. The course improved my familiarity with cultures other than my own.	5	4	3	2	1
15. The course increased my understanding of or commitment to values and ethics.	5	4	3	2	1
Questions About the Instructor					
16. The instructor communicated ideas and information clearly and effectively.	5	4	3	2	1
17. The instructor connected activities, assignments and assessments to the course goals and objectives.	5	4	3	2	1
18. The instructor encouraged me to connect real world situations to the course when appropriate.	5	4	3	2	1
19. The instructor found ways to keep students interested and engaged.	5	4	3	2	1
20. The instructor was available during posted office hours and/or by appointment.	5	4	3	2	1
21. The instructor provided clear, useful and timely feedback.	5	4	3	2	1
22. The instructor treated students and their ideas and opinions with respect.	5	4	3	2	1
23. The instructor explained grading criteria clearly.	5	4	3	2	1
24. The instructor was inconsistent in applying grading criteria.	5	4	3	2	1
Summary Questions					
25. Overall, I did not put forth a full effort for this course.	5	4	3	2	1
26. Overall, the instructor was effective in promoting my learning in this course.	5	4	3	2	1
27. Overall, this course has been a worthwhile addition to my college experience.	5	4	3	2	1

(Continue on back)

Directions: Please respond candidly to the following questions. You may attach a separate sheet if you need to make additional comments.

28. I would recommend this course from this instructor.

- 5 Strongly Agree
- 4 Agree
- 3 Neutral
- 2 Disagree
- 1 Strongly Disagree



29. What aspects of this course or instructor promoted your learning?

30. What specific, practical changes can you suggest that may improve learning in this course?

INDICATE THE APPROPRIATE BUBBLE FOR THE FOLLOWING QUESTIONS.

31. Did your instructor arrange for adequate instruction in using the information resources of Davis Library (electronic databases and other information resources) relevant to class assignments?

- Y Yes
- N No
- X Not Applicable

32. Did your instructor follow the proper procedures for administering this form?

- Y Yes
- N No

TERM			DEPT			COURSE		
0	0	0	A	A	A	0	0	0
1	1	1	B	B	B	1	1	1
2	2	2	C	C	C	2	2	2
3	3	3	D	D	D	3	3	3
4	4	4	E	E	E	4	4	4
5	5	5	F	F	F	5	5	5
6	6	6	G	G	G	6	6	6
7	7	7	H	H	H	7	7	7
8	8	8	I	I	I	8	8	8
9	9	9	J	J	J	9	9	9
			K	K	K	D	D	D
			L	L	L	E	E	E
			M	M	M	I	I	I
			N	N	N	S	S	S
			O	O	O			
			P	P	P			
			Q	Q	Q			
			R	R	R			
			S	S	S			
			T	T	T			
			U	U	U			
			V	V	V			
			W	W	W			
			X	X	X			
			Y	Y	Y			
			Z	Z	Z			



Demographic Information

Year

- 1 Freshman
- 2 Sophomore
- 3 Junior
- 4 Senior
- 5 Graduate
- 6 Unclassified/Special Student

Reason for Taking Course

- 1 Interest
- 2 Major/minor requirement
- 3 General Education requirement
- 4 Reputation of course
- 5 Reputation of instructor
- 6 Other

Grade you expect to earn in this course.

- A
- B
- C
- D
- F
- I

Thank you for your time and input into Methodist University's future.

INDEX

Academic Freedom	67
Administrators.....	5
Admission to Class	31
Affirmative Action Policy.....	74
AIDS Policy	96
Alcohol Policy	88
Annual Report.....	D
Appointment	41
Athletics	94
Attendance Policy for 100- Level Classes.....	34
Attendance Policy for 200-, 300-, and 400- Level Classes.....	34
Board of Trustees.....	3
Bomb Policy Statement.....	35
Calendar	30
Calendars and Facilities	30
Cheating/Plagiarism Policy.....	90
Children in Class.....	32
Classrooms and Class Times	30
CLEP Testing.....	94
Committees	19
Computer Use Policy	95
Consulting Services	67
Counseling Services.....	92
Curriculum Change Request.....	L
Department Chairs	10
Directed Study	36
Directed/Independent Studies	36
Disability Services	33
Disruptive Classroom Behavior.....	31
Distance Learning.....	103
E-Mail Policy	93
Emergency Alert Notification.....	35
Evaluation of Faculty	43
Faculty Development Request	5
Faculty Loads.....	16
Faculty Membership	14
Faculty Organization.....	14
Faculty Pay.....	85
Faculty Responsibilities.....	14
Field Trips/Off-Campus Activities	35
Final Examinations	35
Flexible Spending Accounts	81
Fraud	70
Fraud Policy	70

General Education/Core Curriculum Goals	2
Golf Course	78
Grade Appeals	90
Grades/Withdrawals	84
Grants	67
Grievance Procedure(Affirmative Action)	75
Grievance Procedures(Faculty), (Student)	85, 90
Health Services	92
Honor Code	90
Illness and Sick Leave	82
Inclement Weather Policy	30
Independent Study	36
Information Technology Allocation Policy	95
Instructional Responsibilities	30
Intellectual Property	68
Leaves of Absence	82
Library	98
Long Term Disability	81
Major Medical Insurance	81
Maternity Leave Policy for Full-time Faculty	82
Military Deployments	37
Mission Statement	1
Office Hours	30
Office of Research Integrity	37
Officers of the University	3
Organizational Chart	A
Outside Employment	68
Overloads	17
Payroll Direct Deposit	82
Plagiarism	90
Pre-tax Flexible Benefit Plan	81
Privacy Act and Release of Information	88
Promotion	57
Request for an Overload	O
Request for Part-Time Instructor	P
Sabbaticals	18
Salary Disbursements	82
School Deans	9
Sexual Harassment Policy	76
Student Evaluation of Instruction	T
Syllabi Statement on Students with Disabilities	33
Syllabus Guidelines	32
Taxes and Withholding	82
Tenure	54
Term Life Insurance	81
Termination of Employment	65

Textbooks..... 31
TIAA-CREF Retirement Contributions..... 81
Tobacco Policy..... 97
Tuition Remission..... 83
Vehicle Operators' Policy..... G