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INTRODUCTION

This handbook has been prepared to acquaint you with the policies, procedures, and practices of Tennessee Wesleyan College. It is a central reference guide and is not an employment contract or a contract of any kind. With the exception of faculty subject to the tenure policy and those employees subject to written employment contracts for a specified duration, employment with Tennessee Wesleyan College is “at will,” and nothing in this handbook shall be considered as a promise or guarantee of employment or employment benefits. Tennessee Wesleyan College has the right to add to, delete, revise, or amend this handbook and its policies, practices and procedures at any time. Tennessee Wesleyan College has the exclusive right to interpret and apply the provisions of this handbook and its interpretation shall be final and binding. Tennessee Wesleyan College also has the right to suspend application of these provisions in individual cases where application, in the opinion of the Tennessee Wesleyan College, would be inappropriate.

Introductory Section

1.1 History

For more than a century, Tennessee Wesleyan College has served as a major center of learning in the Sweetwater Valley. Ever since its beginnings in 1857, as Athens Female College, it has enjoyed an ongoing and dynamic relationship with the branches of the Methodist Church, first under the sponsorship of the Holston Conference of the Methodist Episcopal Church, South, then, in 1866, under the Methodist Episcopal Church. At this point the College was renamed East Tennessee Wesleyan College. In 1867, the name again changed, to East Tennessee Wesleyan University; in 1886, to Grant Memorial University; in 1889, to U.S. Grant Memorial University, with divisions in Athens and Chattanooga; and in 1906 to the Athens School of the University of Chattanooga.

The College became independent of the University of Chattanooga in 1925 with a charter issued by the State of Tennessee, and the name of Tennessee Wesleyan College was adopted. Tennessee Wesleyan served as a junior College from 1925 until 1954, when it attained senior College status. The first baccalaureate degrees were awarded on June 1, 1957. Since achieving baccalaureate status, the College has continued its transformation as a liberal arts College with professional programs. The College has extended its programs to a Knoxville campus on Pellissippi Parkway and has added a nursing program in partnership with Fort Sanders Regional Medical Center. Tennessee Wesleyan College can attest to very strong traditions in the liberal arts, in preprofessional programs, and in education, business, and choral music. It also possesses a heritage of strong athletic programs in NAIA-Division II. In women's basketball and in baseball, the College has earned several conference championships and competed for national honors.

Since the 1850's, the campus has been situated on a hill within the city limits of Athens. Today the College occupies a forty-acre tract of land two blocks north of the courthouse square. Athens, the county seat of McMinn County and a community of 15,000, is located near I-75 midway between Chattanooga and Knoxville, in the heart of the Sweetwater Valley. Less than an hour's drive east of Athens loom the Great Smoky Mountains and the Cherokee National Forest, and to the west lie the Cumberland Mountains and Plateau.

At the center of campus stands historic Old College Hall, built in the early 1850s. This original College building, which also served as a hospital during the Civil War, today houses the offices of the President and Vice President for Institutional Advancement. Lawrence Hall, adjacent to Old College and a one-time women's residence facility, is a beautifully-appointed building used at present for administrative and faculty offices. Across the quadrangle from Lawrence stands Townsend Memorial Hall, a newly-renovated 600-seat auditorium and student services complex. At the south end of the quadrangle is Sherman Fine Arts Building, which contains, in addition to the campus dining center, the Chaplain's office and a small chapel; additional faculty offices and classrooms for faculty in music, religion, and education; an Educational Technology Center; a student theater, and the Jack Houts Choral Room. Completing the quadrangle are Fisher Science Building, Banfield-Durham Hall, and the Merner-Pfeiffer Library. Fisher houses faculty offices; biology, chemistry, physics, and computer laboratories; and lecture and seminar rooms. Banfield-Durham, another landmark

building on campus, was constructed in 1901, completely renovated in 2001, and features classrooms, faculty offices, and a computer laboratory. Home to the College's athletic program, Robb Gymnasium houses coach and faculty offices and the John Thornton Fitness Center. On both sides of the Gymnasium stand the student residence halls: Fowler Hall, for men, and Keith Hall, for women. The Library, a charming neoclassical structure, holds 100,000+ volumes, provides on-line access to the holdings of the Appalachian College Association, and includes the Genevieve Wiggins Collection of children's books and a rare book and the Thomas J. Glenn Reading and Archives room.

1.2 Mission (Updated and approved by Board of Trustees – Spring 2008)

In keeping with the spirit of the liberal arts, Tennessee Wesleyan College seeks within the framework of the Judeo-Christian tradition to provide for students the highest quality educational experience, to promote personal responsibility, integrity, and purpose, and to prepare students for a life of leadership and service in an ever changing global community.

Tennessee Wesleyan takes pride in its role as a small church-related college affiliated with the United Methodist Church and accepts the challenge of advancing a community of learning on the main campus in Athens and at its off-campus sites. The College serves a heterogeneous student body comprising traditional and non-traditional students, non-degree-seeking adult learners, and international students. Highly-qualified faculty and staff are committed to assisting students in the realization of their full potential by providing appropriate career, preprofessional, and professional education and/or requisite preparation for continued study in graduate school. The College offers baccalaureate programs in fine arts, humanities, natural and social sciences as well as business, nursing, other career-related areas, and teacher certification. The curriculum is designed to prepare graduates to be knowledgeable, to think critically and creatively, and to develop a basis for effective judgment. In order that they may take their places among those who lead and serve, graduates are expected to be able to:

- a) use effectively the communication skills of reading, writing, speaking, and listening
- b) be knowledgeable of religious beliefs and issues, the religious positions of others, and the choices with which religion confronts them
- c) recognize the issues that affect social and political behavior in their historical and cultural perspective
- d) demonstrate mathematical and basic computer skills, and discover the impact of science and technology
- e) appreciate the contributions of the arts and literature to life enrichment
- f) choose physical activities which will enhance wellness.

1.3 Definition of a Christian College

A Christian College, as applies to Holston Conference Colleges, must provide a quality education through both traditional and innovative programs in a Christian community of learning and fellowship without regard to race, sex, or national or ethnic origin. However, a Christian College, both as part of this process and going beyond it, must seek to prepare persons

- to attain vocational competence
- to witness through service and example
- to develop and identify as one's own, a philosophy of life adequate to the demands of our day
- to face the hard questions of values and the relevancy of Jesus Christ in order that the church, the nation, and the world might have concerned citizens and the leadership so essential for tomorrow

1.4 Relationship to the Holston Conference of the United Methodist Church

In keeping with its affiliation with the Holston Conference of the United Methodist Church, Tennessee Wesleyan College strives to

- embrace, re-invigorate, and foster its relationship with the United Methodist Church;
- reflect the core values shared with the church;
- nurture the faith journeys of students, faculty, and staff;
- create a teaching and learning environment of excellence and faith;
- provide academic programs that contribute directly to the work of the church and equip the next generation of United Methodist Church and community leaders;
- prepare students for servant leadership;
- seek to make College attendance accessible and affordable;
- furnish resource links and study opportunities for clergy and laity; and include area clergy on the Board of Trustees.

1.5 Governance

1.5.1 Board of Trustees

The Board of Trustees of Tennessee Wesleyan College holds final authority for the College. The guidelines for the respective roles of the Board of Trustees, the administration, staff, and faculty are included in the By-Laws of the College as amended in September, 2003.

1.6 The Academic Structure

1.6.1 President

The President, working in close cooperation with the Vice President for Academic Affairs, the Vice President of Financial and Business Affairs, the Vice President for Institutional Advancement, the Vice President for Student Affairs and Enrollment Management, and the Athletic Director, provides leadership and administrative service to all areas of campus life. Advancing the image of the College through community involvement and fund-raising activities, the President is the principal spokesperson to the Board of Trustees, works closely with the Chairman of the Board and the Executive Committee to manage the College and fulfill its mission, holds responsibility for issues of accreditation (with particular reference to the Southern Association of Colleges and Schools), and serves as the principal liaison to the Holston Conference, the Tennessee Independent College Association, and the community at large.

1.6.2 Vice President for Academic Affairs

Reporting to and advising the President in regard to faculty and curricular concerns, the Vice President for Academic Affairs holds specific responsibility for supervising the College's academic program, managing its day-to-day functioning, and inspiring the faculty to self-governance and to excellence in its standards, as well as to pedagogical and curricular innovation. Moreover, the Vice President for Academic Affairs represents the academic program and faculty in his or her work with internal and external constituencies. The Vice President for Academic Affairs is the staff liaison to the Academics Committee of the Board of Trustees.

1.6.3 Vice President for Financial and Business Affairs

The Vice President for Financial and Business Affairs maintains a permanent record of the financial transactions of the College that are audited annually and reported to the President and the Board. He or she regularly appraises the President of the financial status of the College and performs such other functions on behalf of the College as the President may designate. The Vice President for Financial and Business Affairs reports directly to the College President and, on request, to the Board, preparing a financial statement that is mailed to each Board member at least ten (10) days before the Board's regularly-scheduled meetings. The Vice President for Financial and Business Affairs also supervises Information Technology and the contractual services for Building and Grounds and Food Services. The Vice President for Financial and

Business Affairs is the staff liaison to the Finance and Facilities Committee of the Board of Trustees.

1.6.4 Vice President for Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management holds responsibility for co-curricular activities of the campus; holds management responsibility for admissions, financial aid, career services, international programs and services; oversees the administration of the residence halls; and provides leadership for the effective administration of the Student Government Association, fraternity and sorority organizations, and all other campus co-curricular organizations. It is the responsibility of the Vice President for Student Affairs and Enrollment Management to maintain a close working relationship with the entire student body, to keep the President informed of student concerns, and to serve as an advocate for students in all matters related to the administration. The Vice President for Student Affairs and Enrollment Management reports directly to the College President and, on request, to the Board. The Vice President for Student Affairs and Enrollment Management is the staff liaison to the Student Life Committee of the Board of Trustees.

1.6.5 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for managing Alumni Relations, Annual Giving, Campus Communications (including the College website), Institutional Research and Public and Media Relations. He or she directs the annual planning and budgeting processes for the Advancement Office. The Vice President for Institutional Advancement, reporting to the College President, functions in a direct fund-raising role for major gifts and other programs as necessary. The Vice President for Institutional Advancement is the staff liaison to the Advancement Committee of the Board of Trustees.

1.6.6 Vice President for External Affairs

The Vice President for External Affairs is responsible for the management of all off-campus and evening programs. He or she coordinates all institutional relations with the community and works directly as the liaison with the corporate community. The Vice President for External Affairs is responsible for special projects assigned by the President.

1.6.7 Job Descriptions

Current job descriptions for all College officers and administrators are accessible to the public and kept on file in the following locations:

- 1) President's Office
- 2) Academic Affairs Office
- 3) Library

1.7 Faculty Representation and Jurisdiction

1.7.1 Board of Trustees

Article 111, Part A, of the by-laws of the College provides that the faculty be represented on the Board of Trustees. This representative, who shall be nominated by the Faculty Affairs Committee and elected by the faculty to serve a maximum of three consecutive years, is a trustee of the College and is "not by description bound to vote in a fashion of advocacy or represent any view other than [his or her] own." The faculty representative also serves on the Honorary Degrees and Awards Committee yet will be exempt from other standing committee responsibilities during his or her service on the board.

1.7.2 Curriculum of the College

Article V, Part B, Section I, of the by-laws of the College gives the faculty, in coordination with the President and the Vice President for Academic Affairs, "general supervision of the curricula and the government and instruction of the student body. This includes such matters as admission requirements, curricula, instruction schedules, and other requirements subject to the ultimate authority of the board."

1.7.3 The President's Advisory Team

The President's Advisory Team consists of the President's Executive Assistant, the Vice President for External Relations, the Vice President for Academic Affairs, the Vice President for Institutional Advancement, the Vice President for Student Affairs and Enrollment Management, the Vice President for Financial and Business Affairs, and the Director of Athletics. Its purpose is to meet at least bi-weekly during the academic year and monthly during the summer in order to assist and advise the President on all matters affecting the welfare of the College. Summary notes of the meetings are available via members of the advisory team.

1.7.4 The Scholarship Advisory Team

Chaired by the Director of Admissions, the Scholarship Advisory Team also consists of the Vice President for Student Affairs and Enrollment Management, the Vice President for Institutional Advancement, the Vice President for Financial and Business Affairs, and the Directors of Athletics and Financial Aid. Its purpose is to review financial aid on an annual basis and suggest any changes that need to be made.

1.7.5 Committee Elections

No later than the April faculty meeting, the Faculty Affairs Committee shall present nominations to the faculty for all committee vacancies. Consideration shall be given to faculty and staff members' preferences and to the recommendation of the Vice President for Academic Affairs when proposing persons for annual or term assignments. Nominations will also be taken from the floor at this time. The Legislative Council of the Student Government Association makes student appointments. The President, based on recommendations from the President's Advisory Team, makes staff appointments.

1.8 Faculty Governance

1.8.1 The Committee Structure

The faculty governs by means of the committee system outlined below, which forms part of the shared governance of the College. Each committee serves in an advisory capacity to the College officer listed beside its committee name. Final action on matters of the College is within the sound and final discretion of the President, as subject to the College By-Laws.

The standing committees are:

- 1) Athletic Committee – Director of Athletics
- 2) Calendar Committee – Vice President for Academic Affairs
- 3) Student Affairs Committee – Vice President for Student Affairs and Enrollment Management
- 4) Convocation Committee – Vice President for Student Affairs and Enrollment Management
- 5) Curriculum and Policy Committee – Vice President for Academic Affairs
- 6) Enrollment and Academic Status Committee – Vice President for Student Affairs and Enrollment Management
- 7) Faculty Affairs Committee – Vice President for Academic Affairs
- 8) Honorary Degrees and Awards Committee – Vice President for Academic Affairs
- 9) Institutional Effectiveness Committee – President
- 10) Instructional Technology and Library Resources Committee – Vice President for Academic Affairs
- 11) Personnel Committee – Vice President for Financial and Business Affairs
- 12) Promotion, Tenure and Ethics Committee – Vice President for Academic Affairs
- 13) Research Review Committee – Vice President for Academic Affairs
- 14) Safety Committee – Vice President for Student Affairs and Enrollment Management

1.8.2 Term of Service

All committee appointments are normally for one three-year term. Occasionally a faculty member may be requested to fill an unexpired term. In such cases, if three semesters or fewer remain in the unexpired term, that faculty member may be reappointed to a full three-year term on the same committee. Once rotating off a committee following a three-year term, a member may not serve on that committee again for at least two years. A faculty member may not be appointed to consecutive unexpired terms on the same committee.

1.8.3 Other Committee Regulations

1. Faculty members shall be expected to serve on at least one but not required to serve on more than two standing committees.
2. Faculty members' service on institutional or administrative committees may be considered in the evaluation of committee load.
3. The committee chair is expected to vote.

4. Unless otherwise noted in the committee's description, *ex officio* members possess all the rights and privileges of other members of the committee, including the right to vote.

1.8.4 Committee Actions

1. With the exception of business conducted in executive session (i.e., matters of a confidential nature), the minutes of all committee actions shall be distributed to the faculty within five working days of the meeting.
2. Faculty members objecting to any faculty committee action may file such an objection in writing with the Vice President for Academic Affairs within ten days after distribution of the minutes, and the objection will be placed on the agenda of the next faculty meeting. If necessary, a special meeting will be called to accommodate the staff serving on committees. Faculty members will be notified by e-mail or voice-mail of the general nature of the objection and asked to bring pertinent documents to the next meeting.
3. The faculty and staff may take whatever action they wish on the matter, including referring the matter to the original committee for reconsideration.
4. The above process of filing objections does not apply to actions by the Promotion, Tenure, and Ethics committee that involve personnel or academic status. Methods to deal with those objections are outlined elsewhere.
5. All standing committees are expected to submit annual reports of their activities to the Faculty Moderator, the Faculty Secretary, the Vice President for Academic Affairs, and the President.

1.8.5 Ad Hoc Committees

The charge to any ad hoc committee shall include the expected dates for the committee report and the termination of the committee.

1.9 Hearing and Appeals Board

Purpose: The purpose of the Hearing and Appeals Board is to act as an appeal board for cases of student misconduct from the Judicial Council and as a hearing board for new cases assigned by the Vice President for Student Affairs and Enrollment Management. A more complete description is contained in the Student Handbook.

Composition: The Hearing and Appeals Board consists of an administrator, three (3) faculty members, and one (1) alternate faculty member administratively appointed, the President of the Student Government Association, two (2) students appointed by the Legislative Council of the Student Government Association, one (1) student alternate, and the Vice President for Student Affairs and Enrollment Management (*non-voting*).

1.10 Description of Committees

1.10.1 Athletic Committee

Purpose: The Athletic Committee exists to promote the College's athletic programs, to recommend policies governing those programs, and to coordinate the operations of the athletic teams with the academic programs of the College.

Specific Responsibilities:

- 1) to review and make recommendations on policies regarding the scope, operations, and evaluation of athletic programs, and to review proposals for, and make recommendations regarding, any new programs.
- 2) to help coordinate sports schedules with the academic program
- 3) to review reports from the Faculty Athletic Representative on the eligibility of student athletes
- 4) to promote an understanding of the role of the athletic programs in the College community and to promote the athletic programs to the local community
- 5) to acknowledge donations of money and labor received on behalf of the athletic programs
- 6) to review and make recommendations for changes in the *Athletics Handbook*

Composition: The Athletic Committee will consist of the Faculty Athletic Representative and two other faculty members selected by Faculty Affairs and elected by the Faculty, one coach appointed by the Athletic Director, one non-coaching staff member appointed by the President's Advisory Team, and the Athletic Director (ex-officio).

1.10.2 Calendar Committee

Purpose: To ensure that the College's academic calendar is constructed in such a way as to make it most conducive to the education and well-being of the students, faculty, and staff of Tennessee Wesleyan.

Specific Responsibilities:

- 1) to construct the annual academic calendar for the College
- 2) to ensure that clock hours are consistent each term
- 3) to strive for uniformity between the College's calendar and those of area institutions
- 4) to ensure that no conflicts exist between academic and other types of College events

Composition:

The Calendar Committee will consist of 4 full-time faculty members, each serving a 3-year term, as well as the Director of Athletics, the Registrar, the Vice-President for Student Affairs and Enrollment Management, and the Vice-President for Academic Affairs (all *ex officio*) and the Coordinator of Advising and Scheduling (secretary, *ex-officio*, non-voting).

1.10.3 Student Affairs Committee

Purpose:

- 1) to evaluate and coordinate the co-curricular direction of the College
- 2) to promote the co-curricular activities of the College within the confines of available funds and physical facilities
- 3) to strive for improvement of relationships between the College and the community

Specific Responsibilities:

- 1) to assist and support student activities
- 2) to assist and support the Director of Student Activities, who provides functions that will enhance the intellectual, social, cultural and recreational development of students
- 3) to work in relation with campus organizations
- 4) to review and evaluate the various student organizations such as the SGA, sororities, WCF, etc.
- 5) to grant charters to newly-formed campus organizations
- 6) to approve or eject proposed changes in all existing student organizations' charters and by-laws
- 7) to evaluate and recommend improvements to the counseling and medical services and the religious life of the College
- 8) to encourage and initiate artistic endeavors that will develop and enrich the cultural life of the College and community
- 9) to function as an advisory group to the College administration and faculty and student body in the programming of cultural events
- 10) to work through Tennessee Wesleyan College auspices to disseminate information of forthcoming cultural programs to the College community
- 11) to coordinate activities related to the fine arts

- 12) to cooperate with the Athens Area Council of the Arts in joint publicity efforts
- 13) to assist with co-curricular honors
- 14) to review, coordinate, and develop procedures
- 15) to make recommendations to the faculty in all matters concerning student co-curricular honors or other student recognition that has been assigned specifically to the committee

Composition: The committee shall be comprised of four faculty members, each serving a three-year term; two students, to be elected annually; the Chaplain, the Student Activities Director, and the Career Services Director (all *ex officio*); and the Vice President for Student Affairs and Enrollment Management (*ex officio, non-voting*).

1.10.4 Convocation Committee

Purpose: to ensure that the convocations at Tennessee Wesleyan are meaningful and conducive to the education and well-being of the students, faculty, and staff of Tennessee Wesleyan.

Specific Responsibilities:

- 1) to meet at least once each semester in order to determine the convocation schedule and programs for the following term
- 2) to promote student, faculty, and staff attendance at convocations
- 3) to ensure variety and substance in the convocation offerings, with an eye toward providing a suitable mixture of programs in sundry disciplines, bearing in mind the College's religious heritage and bent, its intellectual underpinnings, and the desire to make programs appealing and entertaining while also enriching

Composition:

The Convocation Committee will consist of two faculty members, two staff members, and the following *ex-officio* members: the Director of Student Activities, the Vice President of Student Affairs and Enrollment Management, the Chaplain, and the Vice President of Academic Affairs.

1.10.5 Curriculum and Policy Committee

Purpose: To formulate and coordinate policies in matters relating to academic affairs except those assigned to other faculty committees.

Specific Responsibilities:

- 1) to study and formulate policies and procedures on the following matters affecting instruction and curriculum
- 2) to revise department offerings
- 3) to determine course requirements and credit hours
- 4) to develop new departments, programs, and major course offerings
- 5) to approve the content and design of all curricular programs, seeking advice where necessary from the academic departments involved
- 6) to encourage and assist where possible in the development of interdisciplinary majors

Composition: Seven faculty members, each serving a three-year term; the Director of the Library and the Registrar (both *ex officio*).

Special Note: Every proposal submitted to the Curriculum and Policy Committee is subject to 2 readings. Proposals approved on first reading will be published and distributed in the committee minutes at least 10 days before the next meeting for review by the faculty as a whole. Additional information about this committee can be found in section 3.2.2.6.6, and a sample curriculum proposal form can be found in Appendix 4.1.6.

1.10.6 Enrollment and Academic Status Committee

Purpose: The Committee shall establish and review admissions policies and review and make recommendations regarding financial aid policies of the College.

Specific Responsibilities:

- 1) to establish and review admissions policies
- 2) to determine the academic status of all students in accordance with the rules set forth under the academic program of the College
- 3) to serve as a review board for admission, retention, and financial aid appeals
- 4) to review and make recommendations concerning the application of financial aid policies of the College

Composition: The committee shall consist of four full-time faculty members, each serving a 3-year term; the Director of Financial Aid and the Registrar (both *ex officio*); and the Vice President for Academic Affairs, the Vice President for Student Affairs and Enrollment Management, and the Director of Admissions (all *ex officio*, non-voting). During summer sessions, the Chair must maintain the four-faculty composition and may recruit other faculty to meet this requirement.

1.10.7 Faculty Affairs Committee

Purpose: To oversee faculty development, committee structure, and associate policies.

Specific Responsibilities:

- 1) to present nominations for committee assignments to the faculty at the April faculty meeting
- 2) to assess and promote faculty development programs
- 3) to administer faculty development funds produced by the Neff Endowment for Faculty Development and any other funds available for similar purposes
- 4) to review the Faculty Handbook and make recommendations for any revisions to the President's Advisory Team
- 5) to study the committee structure, make recommendations to the Faculty for modifications, and maintain the annual reports for each standing faculty committee

Composition: The Faculty Affairs Committee shall consist of seven faculty members, each serving a three-year term.

1.10.8 Honorary Degrees and Awards Committee

Purpose: To approve the nomination of honorary degree candidates and certain award winners as stated below.

Specific Responsibilities:

- 1) to nominate and approve the nomination of persons for honorary degrees, whose names are then presented to the faculty and to the Board of Trustees for final action
- 2) to approve the selection of the four (4) Sullivan Award winners (students and non-students, male and female)
- 3) to approve the selection of faculty the United Methodist Church General Board of Higher Education and Ministry's "Exemplary Teacher Award"; (The Faculty Incentive Awards are NOT to be determined by this committee.)
- 4) to assist the President with the selection of other recipients for awards whose selection processes have not been provided for in previous stipulations
- 5) to select student voters for the Lockmiller Award

Composition: This committee is composed of four (4) faculty members and two staff members, one of whom shall be the executive assistant to the president. The president is also a committee member, *ex officio*. Faculty members will include the most recent Lockmiller Award winner, the most recent Deane G. Hall Award winner, and additional members elected

by the faculty to equal a total of four. When discussing honorary degrees, two trustees, appointed by the Board chair, shall be voting members of this committee.

1.10.9 Institutional Effectiveness Committee

Purpose: To generate and coordinate evaluative procedures related to measuring the degree to which the institution is achieving its goals as presented in its mission statement.

Specific Responsibilities:

- 1) to help establish, promote, and review conditions on the campus that are likely to facilitate the effectiveness of institutional planning and evaluation procedures
- 2) to assess elements of the planning and evaluation process that maintain the College's compliance with the Southern Association of Colleges and Schools' criteria
- 3) to monitor the required evaluation function
- 4) to examine outcomes of institutional planning and evaluation processes

Composition: The committee shall be composed of four (4) Faculty members selected by Faculty Affairs and approved by the Faculty; two (2) staff selected by the President; and the Director of Institutional Research and Effectiveness and the Vice President for Academic Affairs (both *Ex officio*).

1.10.10 Instructional Technology and Library Resources Committee

Purpose: To plan and coordinate the procurement, establishment, and general use of learning resources and instructional support systems applicable to the academic community and to serve as a channel of formal communication between the Library and its user community.

Specific Responsibilities:

- 1) to determine and set priorities based on the needs and opinions of the academic community as they relate to instructional technology and library resources
- 2) to review the strategic plan with regard to information services for instructional technology and library resources
- 3) to formulate, and review annually for possible modification, guidelines for the use of instructional technology in classrooms, laboratories, and the library, including (but not be limited to) appropriate use of hardware and software and adherence to licenses and compliance agreements
- 4) to advise the information service providers on campus as to operations, programs, and priorities of the academic program

- 5) to establish and revise Acceptable Use Policies for the campus at the request of the President

Composition: Four (4) faculty members, each serving a three-year term; one student selected annually; the Director of Instructional Technology, the Director of Information Systems, and the Public Services Librarian (all *ex officio*).

1.10.11 Personnel Committee

Purpose: The committee shall review policies and procedures with respect to personnel and make recommendations to the Vice President for Financial and Business Affairs.

Specific Responsibilities:

- 1) to review personnel policies and procedures as presented in the Faculty Handbook and the Staff Handbook on an annual basis
- 2) to receive written proposals related to personnel issues and make recommendations to the Vice President for Financial and Business Affairs
- 3) to develop recommendations and/or new proposals concerning personnel issues and submit these recommendations to the Vice President for Financial and Business Affairs

Composition: The Personnel Committee shall consist of three (3) faculty members, each from a different department, recommended by the Faculty Affairs Committee and elected by the Faculty; two (2) staff members recommended by the President's Advisory Team and approved by the President; and the Vice President for Financial And Business Affairs (*ex-officio, non-voting*).

1.10.12 Promotion, Tenure, and Ethics Committee

Purpose: The Committee shall make recommendations to the President, conveyed by the Vice President for Academic Affairs, in regard to promotion and tenure of the faculty. The Committee shall function in accordance with procedures outlined in Appendix 4.1.13 whenever faculty/administrative issues cannot be resolved through an informal reconciliation procedure.

Specific Responsibilities:

- 1) to receive written petitions from faculty members who have consulted with their departments and/or the Vice President for Academic Affairs and who wish to be considered for promotion and/or tenure
- 2) to biennially review the progress of individuals in tenure-track positions

- 3) to work with the Vice President for Academic Affairs to establish appropriate orientation and mentoring for the tenure process
- 4) to function according to the Academic Due Process procedure outlined in Appendix 4.1.13 of this handbook when issues cannot be resolved through informal reconciliation
- 5) to fulfill the assigned role according to “Academic Due Process” as described in Appendix 4.1.13 of this handbook
- 6) to review annually the Academic Due Process procedure outlined in Appendix 4.1.13 of this handbook

Composition: The committee shall consist of five tenured, full-time faculty members, each serving a 3-year term, and the Vice President for Academic Affairs (*ex officio, non-voting*) who shall serve as the Secretary of the Committee. When a procedure of Academic Due Process is undertaken, the Vice President for Academic Affairs shall not participate as a member of the Committee.

No one who is personally under consideration for promotion shall serve on the Committee. If a member of the Committee is to be considered, the normal elective process shall replace him or her before any deliberations take place.

1.10.13 Research Review Committee

Purpose: The committee shall review and approve any laboratory procedures or research projects that will involve vertebrate organisms or humans.

Specific Responsibilities:

- 1) to review annually and approve written laboratory exercises from faculty members who wish to use vertebrate organisms as teaching subjects, particularly if these organisms are to be sacrificed
- 2) to review annually and approve written laboratory exercises from faculty members who wish to use humans as teaching subjects, with the stipulation that informed consent must be obtained from any and all human subjects used in these exercises
- 3) to review and approve written research proposals, including class projects or innovative research intended for publication, that involve investigations using vertebrate organisms
- 4) to review and approve written research proposals class projects or innovative research intended for publication, that involve investigations using humans, with the stipulation that informed consent must be obtained from any and all human subjects where possible
- 5) to review and approve each laboratory exercise/research proposal to ensure the humane and/or ethical treatment of the test subject (s) and the safety of the test subject (s) and investigators

Composition: The committee shall consist of three full-time faculty members who possess specific knowledge of research that employs vertebrate animals and/or humans. The Chair, elected from members of the committee, shall receive copies of research proposals and distribute them to the other committee members.

1.10.14 Safety Committee

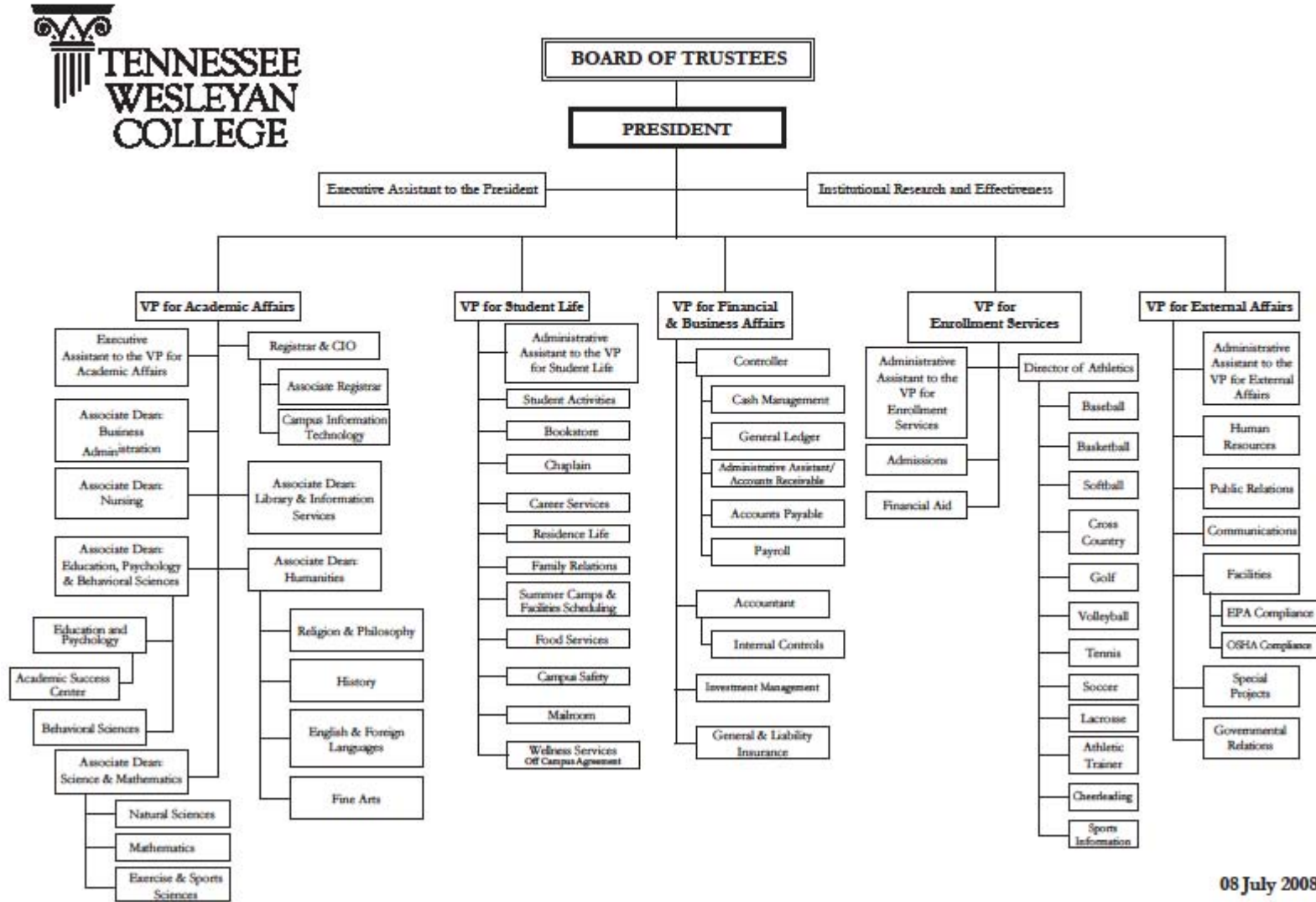
Purpose: The committee shall assess environmental, security, and safety procedures on campus and make recommendations to resolve identified issues.

Specific Responsibilities:

- 1) to review College policies and procedures with respect to safety and risk management on an annual basis and make recommendations for the institutional control of environmental health and safety hazards
- 2) to review and analyze reports of injuries and accidents on campus and advise on corrective actions
- 3) to review reports of health and safety inspections
- 4) to identify strategies to prevent or mitigate possible health hazards or areas of concern
- 5) to consult with the administration, departments, faculty, and student organizations with respect to the resolution of health and safety hazards
- 6) to provide recommendations concerning essential training activities to enhance awareness of safety issues
- 7) to receive written proposals related to safety and environmental issues and make recommendations to the President
- 8) to develop recommendations and/or new proposals concerning safety, risk management, and the environment and submit these recommendations to the President

Composition: The Safety Committee shall consist of the Vice President for Student Affairs and Enrollment Management, the Vice President for Financial and Business Affairs, two (2) faculty (at least one faculty member from the Department of Natural Sciences or Nursing, and no more than one from any specific department) recommended by the Faculty Affairs Committee and elected by the Faculty, two (2) staff members recommended by the President's Advisory Team and approved by the President, and one (1) student selected from the Student Government Association and approved by the President. The Vice President for Student Affairs and Enrollment Management shall serve as an *ex-officio, non-voting* member of the committee.

ORGANIZATIONAL STRUCTURE



08 July 2008

2.0 General Policies For All Faculty

All faculty of Tennessee Wesleyan College are subject to a number of general policies that affect their relationship to, and their work on behalf of, the College. It is the obligation of each faculty member to become familiar with these policies and to adhere to them.

2.1.1 Administrative Organization

The primary executive officer of the College is the President, who is appointed by and is directly responsible to the Board of Trustees. Provisions for the selection of a president are outlined in the By-Laws of Tennessee Wesleyan College as amended September 5, 2003.

The President is assisted by the executive officers, faculty, and staff of the College. The primary executive officers are the Vice President for Academic Affairs, the Vice President for Financial and Business Affairs, the Vice President for Institutional Advancement, the Director of Athletics, the Vice President for External Affairs and the Vice President for Student Affairs and Enrollment Management. The individuals in these positions, along with the Executive Assistant to the President, form the President's Advisory Team (PAT).

The President and officers are responsible for the formulation and administration of all policies of the College subject to the College by-laws and policies of the Board of Trustees. Included in these responsibilities are personnel policy, including the hiring of staff, the assignment of duties, the development of standards, and the professional development of staff. The executive officers recommend appointments, promotions, transfers, terminations, and compensation for staff. The final decision rests with the President.

2.1.2 Equal Employment Opportunity

It is the College's intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all other terms and conditions of employment.

2.1.3 Non-Discrimination Policy

It is the policy of Tennessee Wesleyan College not to discriminate on the basis of sex, race, color, religion, or national origin in its educational programs, activities or employment policies as required by Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Education Amendments.

Other employment practices followed include the following: the Equal Pay Act of 1963 which prohibits sex discrimination in payment of wages for equal work, the Age Discrimination Act of 1967 which protects employees age 40 and older from discrimination on the basis of age, and the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of handicap where with reasonable accommodation the employee can perform the essential functions of the job.

2.1.4 Sexual Harassment

It is the College's policy that all employees are responsible for assuring that the work place is free from sexual harassment. Because of the College's strong disapproval of offensive or inappropriate sexual behavior, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of the responsible College officials. Employees may bring their complaints to their supervisors. If the complaint involves someone in the employee's direct line of supervision, the employee may go to another supervisor with the complaint.

All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential. There will be no retaliation against any employee who reports a claim of sexual harassment or against any employee who is a witness to the harassment. The College will take the appropriate corrective action, including disciplinary measures ranging from a formal reprimand to termination when justified, to remedy all violations of the policy. See Appendix 4.1.1 for defining terms.

2.1.5. College Policy Statement on Drugs and Alcohol

Tennessee Wesleyan College prohibits the unlawful possession, use or distribution of drugs, alcohol and other controlled substances by all members of the College community (students, faculty, staff, alumni and guests) on the College campus or on the premises of a sanctioned function of an organization of the College.

2.1.6. Tobacco Regulations

The use of tobacco is not permitted in classrooms, offices, restrooms, administration buildings, or other indoor public areas. This is for the safety and health of all and is mandated by action of the Board of Trustees.

2.1.7. Date of Payment

The College pays faculty and exempt staff salaries monthly. Adjunct faculty are paid at the end of the semester on the last day of finals. Checks are ordinarily issued on the last business day of each month. Full academic year faculty contracts are paid over either a ten- or twelve-month period. A ten-month payout requires completion of a request form in the Business Office.

2.1.8. Pensions

The College participates in the Teachers Insurance and Annuity Association (TIAA). Once a faculty or staff member becomes eligible to enroll (ordinarily after two years of full-time service), the College contributes an amount equal to 7% of the faculty or staff member's salary. Group Total Disability is carried by the College: the employee is covered after two years of service. Additional information may be obtained in the Business Office.

2.1.9. Insurance

Each full-time employee is covered by a term life insurance policy and by hospitalization and major medical policies, the cost of which is borne completely by the College. Coverage on spouses and children is available under both programs and paid by the employee. Interested faculty should consult the Business Office for details.

2.1.10. Social Security and Unemployment Compensation

All employees of the College are covered by standard benefits.

2.1.11. Tuition Benefits

The Faculty/Staff Tuition Waiver policy and implementation statement is found in Appendix 4.1.12.

2.1.12. Bereavement Leave

In the event of the death of a member of the immediate family or household of a employee, three working days will be allowed for bereavement leave. Department Chairpersons will assist the faculty member in covering missed classes; staff work arrangements would be addressed with and by the immediate supervisor.

2.1.13. Jury Duty Leave

Jury duty with pay is allowed for full-time employees who are subpoenaed for jury duty or as a witness in court. In rare circumstances, if difficulties of schedule should make it advisable, the President may request that a faculty or staff member be excused from service. The Department Chairperson will assist the faculty member in covering missed classes; the staff supervisor will make appropriate arrangements to cover staff assignments.

2.1.14. Military Service

Military leave is granted as required, but is unpaid by the College.

2.1.15. Special Leave Policy

Faculty members may request "special leave" for one semester or a full academic year. All such requests must be made in writing to the Vice President for Academic Affairs, who will then recommend either approval or non-approval to the President.

2.1.16. Parking

Parking on campus is supervised through the office of the Vice President for Student Affairs and Enrollment Management. All employees are assigned a parking space with consideration given to office location when possible. However, parking spaces are at a premium, and assignments in the closest lots are not always available. Employees are expected to use their assigned space and not to park in student lots or spaces reserved to students.

2.1.17. Printing and Mail Service

- 1) This service is limited to members of the faculty and staff to be used in their professional duties as related to their instruction or office responsibilities.
- 2) The services include photoduplicating/printing (with a minimum of 30 copies per original). Materials should be presented as far in advance as possible and a minimum of 24 hours should be expected for completion. At the time material is turned over to be processed, a form should be filled out giving details as to the number of copies needed, time due, etc. Proper security of confidential material will be maintained.
- 3) All department mail is metered. This applies not only to letters, but also parcels or packages. This does not, however, cover personal mail or parcels, as there is no way to meter personal mail and charge individuals separately. Bulk mailings are processed by the department which generates the mailing.

2.1.18. Office Supplies

Routine office supplies are available in the Service Room Monday through Friday of each week. If specific supplies not stocked by the Service Room are needed, they may be ordered. Special orders usually take one week to obtain. Large purchases should be cleared through the department chair and may require a purchase order.

2.1.19. Maintenance and Custodial Requests

In order that the Maintenance and Housekeeping Staff may act in the most effective fashion, all requests for maintenance and custodial needs should be made in writing on the appropriate form ("Tennessee Wesleyan College Facility Services Work Order Request," available in a file box on the wall outside the business office) and submitted to the Business Office.

In the event of an emergency (i.e. overflowing toilet, electrical sparks, etc.) faculty should call the Business Office at ext. 5262 so that maintenance staff can be contacted by radio. Faculty is asked not to call the maintenance office directly.

2.1.20. Travel Expense Forms

In order to be reimbursed for expenses, faculty must obtain prior approval from their department chairperson or director and fill out an Expense Report detailing travel-related

expenses. Receipts must be kept and presented with the travel vouchers. Expense forms are available in the Business Office.

2.1.21. Purchase Order Forms

- 1) The College will be responsible for obligations incurred only if authorized by purchase orders signed by the Vice President for Financial and Business Affairs.
- 2) Purchase orders may be secured from the Business Office and must be filled out before a purchase is made and charged to the College. All purchase orders should be submitted at least 48 hours in advance of the purchase date or mailing of orders and should include the cost of the item or a reasonable estimate of cost. Purchase orders must be approved by the appropriate department chairperson before they will be processed by the Business Office.

2.1.22. Keys

Office and building keys should be requested by work order through the Business Office. Keys are not to be loaned or copied at any time. An employee who leaves the College must return all keys to the Business Office on or before the day the final paycheck is picked up.

2.1.23. On-Campus Injuries or Accidents

Any injury or accident, whether to an employee, student, or to the public (including property damage) which occurs on the campus (on the grounds, or in the buildings) should be reported as soon as possible to the Business Office and your supervisor. A written accident report will be completed as required by our insurance provider.

2.1.24. Book Store Purchases

Full-time employees have been extended a 10 percent discount for most purchases over \$1.00 (excluding textbooks) by The Campus Shop, which manages the bookstore. Items charged to the College require a purchase order and should be for College use only.

2.1.25. College I.D.

A College I.D. is provided for each employee. Replacement cards and cards for family members wishing to use the College library are \$5 each. I.D. cards, which are required for the use of Library resources and for attendance at some College-sponsored events, are available in The Student Life Office.

2.1.26. Family Medical Leave Act

The College is subject to the Family Medical Leave Act. Contact the Business Office for details. Appendix 4.1.5 provides a brief summary.

2.1.26.1. Maternity Leave

Absence due to pregnancy is treated as any other medical leave. See Appendix 4.1.5 for details.

2.1.27. Worker's Compensation

The College provides, at its expense, worker's compensation coverage as required by law. The Tennessee Worker's Compensation Act provides a method for compensation for certain on-the-job injuries. Any injured employee must immediately report the occurrence of the accident to the Business Office and to his or her supervisor. The College is required by law to report all injuries to the Tennessee Department of Labor. Further detailed information concerning worker's compensation may be obtained from the Business Office.

2.1.28. Use of College Facilities

It may occasionally be possible for community groups to use College facilities. Permission must be obtained from the appropriate office responsible for the use of the facility (Appendix 4.1.7 provides a list of facilities and offices responsible). The College will charge a rental fee to cover expenses of the utilities, maintenance, etc. A certificate evidencing general liability insurance coverage naming the College as "additional insured" for the group/event, is required.

2.1.29. Computer Use

The College will make every effort to assign an appropriate work station for each faculty and staff member. The work station will include appropriate work space, a computer and printer as appropriate. The work station and associated furniture are the property of the College. The use of the computer and printer is subject to guidelines disseminated by the Information System Department. Employees of the College should use the computer for College-related business only. All computer-generated or electronically-developed and saved materials are considered College property and will be retained by the College at the time that an employee leaves the employment of the College.

2.1.30. Requests for Computers and Phone Support

Requests for the repair of college computers and phones should be made, in writing, by use of the forms available in a tray outside the service room in Lawrence Hall. Computer support staff will respond to these requests, by phone or by e-mail, as soon as possible but certainly within 5 working days and make an appointment to come investigate the computer or printer problem. When a visit is made and when the problem has been identified and/or solved, the computer support staff will notify the requestor.

Faculty should note that the computer support staff will first try to satisfy equipment requests by using equipment already in stock on campus. If new equipment is needed, the support staff will ask that the requestee fill out a purchase order to be signed by the requestee's department head. The support staff will review specifications to determine the compatibility of requested equipment with the College network. Requests for non-compatible equipment might not be

granted. Faculty is asked not to phone in requests. The request forms provide a tangible means of documenting patterns in equipment breakdowns and other recurrent deficiencies. It is recommended that faculty who wish to establish an e-mail account use the form available at the business office.

Requests for assistance in learning how to use e-mail, the internet, or any programs available or authorized on the College's computer system should be made by e-mail to the college's Director of Instructional Technology.

Requests for changes in information placed on the College website should be made by e-mail to the College's webmaster in the Office of Institutional Advancement.

2.1.31. Inclement Weather Leave

Any day which the President or the Vice President for Academic Affairs declares a non-working day due to inclement weather will not be counted as a day of leave. Closings are announced on local TV and radio stations. In absence of any announcement, offices are open. More details can be found in Appendix 4.1.19.

3.0 Faculty Employment, Responsibilities, Promotion, and Tenure

Faculty employees of Tennessee Wesleyan College hold a contractual relationship with the College. The terms are outlined in each faculty member's contract as issued prior to the beginning of the academic year and agreed to in advance by the College and the faculty member. The provisions of this handbook are not, in themselves, contractual in nature but serve as guidelines for faculty work at Tennessee Wesleyan College.

3.1 Employment Issues

3.1.1 General Oversight

The by-laws of the Board of Trustees of Tennessee Wesleyan College provide that the President or his or her designee shall serve as the chairperson of the faculty and shall hold the responsibility for the general administrative and academic program of the College. Under the by-laws, general supervision of the curriculum and the governance and instruction of the student body, including such matters as admission requirements, curricula, instruction schedules and other requirements, is delegated through the President to the Vice President for Academic Affairs and the faculty. The by-laws provide that the Vice President for Academic Affairs shall have general responsibilities for the educational program of the College. He or she shall advise the President in the formation of the faculty, in the determination of the curriculum, and in other matters under his/her direction.

3.1.2 Academic Freedom and Tenure at Tennessee Wesleyan College

- 1) The teacher is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching any controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims

of this institution; (i.e., evaluation procedures which are essential to the life and welfare of any educational institution), should be clearly stated in writing at the time of the appointment.

- 2) The College or university teacher is a citizen, member of a learned profession, and an officer of an educational institution. The freedom to determine and to exercise the rights and responsibilities characteristic of this recognized status, in a judicious and ethical manner, should not be denied any member of the teaching staff at Tennessee Wesleyan College. Any limitation of this freedom should be stated in writing by the authorities of this institution at the time of appointment.
- 3) Academic freedom requires that a faculty member should receive effective protection of his/her economic security through a tenure system which should provide these safeguards:
 - a) a probationary period of stated length.
 - b) a commitment by this institution to make a decision in advance of the end of the probationary period as to whether a permanent relationship will be established.
 - c) appointment to a tenured post if a person is continued beyond the limit of the probationary period unless an agreement is reached between the institution and the faculty member to extend the probationary period.
 - d) termination of a tenured appointment only because of financial exigency or adequate cause.
- 4) In the case of a faculty member who feels that his/her academic freedom has been denied or compromised, the following procedure should be followed:
 - a) The faculty member will provide, in writing, a statement to the chair of the Promotion, Tenure, and Ethics Committee outlining his/her concerns in regard to an alleged violation of academic freedom.
 - b) Every effort should be made for informal conciliation

If informal conciliation cannot be reached, members of the Promotion, Tenure, and Ethics Committee will adhere to the Procedure for Academic Due Process as outlined in 4.1.13 of the Faculty Handbook.

3.1.3 Statement on Professional Ethics

- 1) The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. His/Her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it. To this end, he/she devotes his/her energies to developing and improving his/her scholarly competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty.

Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

- 2) As a teacher, the professor encourages the free pursuit of learning in his/her students. He/She holds before them the best scholarly standards of his/her discipline. He/She demonstrates respect for the student as an individual and adheres to his/her proper role as intellectual guide and counselor. He/She makes every reasonable effort to foster honest academic conduct and to assure that his/her evaluation of students reflects their true merit. He/She respects the confidential nature of the relationship between professor and student. He/She avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them. He/She protects their academic freedom.
- 3) As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/She respects and defends the free inquiry of his/her associates. In the exchange of criticisms and ideas he/she shows due respect for the opinions of others. He/She acknowledges his/her academic debts and strives to be objective in his/her professional judgment of colleagues. He/She accepts his/her share of faculty responsibilities for the governance of his/her institution
- 4) As a member of his/her institution, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision. He/She determines the amount and character of the work he/she does outside his/her institution with due regard to his/her paramount responsibilities within the institution. He/She considers the effect of his/her decisions upon the programs of the institution and gives due notice of his/her intentions.
- 5) As a member of his/her community, the professor has the rights and obligations of any citizen. He/She measures the urgency of these obligations in the light of his/her responsibilities to his/her subject, to his/her students, to his/her profession, and to his/her institution. When he/she speaks or acts as a private person, he/she avoids creating the impression that he/she speaks or acts for his/her College. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

3.1.4 Department Chairpersons

- 1) Department chairpersons are appointed by the Vice President for Academic Affairs in consultation with the President. Changes may be made at any time, as the Vice President for Academic Affairs deems necessary. As department spokespersons, the chairpersons confer with the Vice President for Academic Affairs on matters relating to department business.
- 2) In compliance with NCATE Standard 6: Unit Governance and Resources, the chair of Education and Psychology is granted a course reduction of 3 hours per term, i.e., is limited to teaching 9 hours per term. Department chairs in other disciplines may receive a similar

reduction, as budgetary considerations permit. Chairs seeking such reductions should make justifications in their annual reports and provisions for the use of adjunct faculty in their annual budget requests.

- 3) The duties of the department chairperson are as follows:
 - 1) Submit an annual report, including a budget request and long- range planning document, to the Vice President for Academic Affairs which outlines the department's program, plans, and needs for the coming year. This request will be reviewed by the Vice President for Academic Affairs, the Vice President for Financial and Business Affairs, and the President. Each department chairperson will be notified in writing of the department's allocation for the academic year following the spring meeting of the Board of Trustees.
 - 2) Approve department requisitions and forward them to the Vice President for Financial and Business Affairs.
 - 3) Keep precise records of equipment and supplies related to his/her department.
 - 4) In consultation with others in the department and the Vice President for Academic Affairs, make proposals regarding the curriculum and the scheduling of courses.
 - 5) Review the budget allocation of funds for library materials and determine the best possible use of these funds. All requests for library acquisitions must be approved by the chairperson of the department concerned.
 - 6) In conjunction with the Vice President for Academic Affairs, review, approve, and/or reject substitutions and waivers within the major of the departments involved.
 - 7) Evaluate the performance of other members of the department for the purpose of recommending promotions and raises.
 - 8) Make requests for additional personnel as needed including part-time and adjunct faculty and student assistants to carry on the work of the department.
 - 9) Conduct regular department meetings to promote the business and welfare of the department, in which there will be a sharing of suggestions and decisions.
 - 10) Keep the work of his/her department before the entire College community.
 - 11) Be available (or make arrangements) during the summer for the advising of new and current students.
 - 12) Review and approve the initial textbook selection for a new course and approve any subsequent textbook changes requested by an instructor.
 - 13) Determine fall, spring, and summer course schedules for the department.

14) Participate in monthly department chairs' meetings.

3.1.5 Guidelines for Employment

3.1.5.1 Qualifications

Sound guiding principles relative to employment, promotion, tenure, and salaries of faculty members are basic in the organization and administration of a College. Therefore, the following qualifications will be considered when hiring new members of the faculty:

- 1) Tennessee Wesleyan College will always seek to hire the most qualified individual. The nature of academic qualifications is such that only individuals closely involved in areas relating to and familiar with those qualifications are likely to be able to ascertain with any accuracy the value of those qualifications. Therefore, it is essential that the primary responsibility for recruiting, evaluating, and nurturing new faculty members rests with those individuals.
- 2) In recognition of the College's Christian commitment and close connection with the Holston Conference of The United Methodist Church, due consideration is given in appointment of faculty and staff to the individual's relationship to the church and dedication to the Christian ideal.
- 3) Tennessee Wesleyan College perceives the faculty and staff as a community of colleagues. Fellowship in the community as well as on campus is important. Due to this philosophy, all employees are encouraged to live within a reasonable drive of the College. Distance of commute will not be considered a valid reason for inability to fulfill one's duties.

3.1.5.2 Method for Securing New Faculty

Since recruitment of faculty relates directly to the quality and reputation of an institution, an effort must be made to attract the best candidates and to leave them with a favorable impression of Tennessee Wesleyan College. The Vice President for Academic Affairs along with department chairs will be responsible for ensuring that this process is well-organized and properly executed.

The guidelines pertaining to recruitment of faculty and academic staff are outlined herewith for purposes of clarification.

3.1.5.3 Search Process

- 1) When an academic unit has a vacant position, a position to be vacated, or a new position, the department chair must prepare and submit to the Vice President for Academic Affairs a formal request to fill the vacancy. The request in turn is presented to the President for approval.
- 2) In keeping with the policy statement included in the catalog, all considerations and evaluations of candidates for employment must be made on the basis of merit and without regard to race, color, religion, national origin, gender, age, or disability.

3) Announcements of faculty openings must be given the widest possible dissemination.

a) The text of all vacancy notices and advertisements must be approved by the Vice President for Academic Affairs and the President.

b) When advertisements are placed in national publications, care must be taken to ensure that we are reaching potential candidates and do so at minimal cost. Professional association publications in some cases may be more appropriate than The Chronicle of Higher Education.

c) Personal and professional contacts are equally important to the search process in identifying well-qualified candidates not actively in the job market.

4) A search committee must be appointed by the Vice President for Academic Affairs to ensure faculty involvement in the screening, interviewing, and selection of candidates for faculty positions. The following represent general guidelines for the search committee.

a) A committee will be appointed by the Vice President for Academic Affairs and the appropriate chair and should ensure a broad and fair representation, including an individual from the student body. Search committee members should be drawn from the academic unit and, when necessary and/or advisable, from collateral academic areas. In most cases, the appropriate department chair will serve as chair of the committee.

b) The committee chair and search committee will establish procedures by which decisions will be made regarding candidate review, selection of finalists, and candidates to be interviewed.

c) Confidential credentials (transcripts, letter of recommendation, etc.) must be kept safe and private, reviewed in a secure environment, and should not be shared with others who are not members of the search committee. Similarly, discussion of the candidates' qualifications and credentials must be confined only to those committee members and administrators involved in the search and hire process.

d) The top candidates should be ranked providing a pool of six to eight candidates.

e) Communication with the applicants is critical to an open and fair search process. The general guideline to be followed is this: treat candidates as you would wish to be treated had you applied for the position.

5) The chair of the search committee should present to the Vice President for Academic Affairs for review, in priority order, the vitae and letters of recommendation for the top candidates. If the Vice President for Academic Affairs is not satisfied that the persons selected for possible interview are the most qualified, the chair will be called upon to justify the rankings.

3.1.5.4 Interview Process

1) Since funds for recruiting can never be accurately projected in advance, every effort must be made to conserve our resources. Those candidates selected for an interview will be discussed with the Vice President for Academic Affairs and approval given before anyone is invited to campus.

2) Normally, campus interviews will be limited to no more than three candidates for each position. The rule is not ironclad, however, and exceptions may be made.

3) Before any candidate is invited to campus for an interview, telephone calls must be made to persons whom you would expect to be well informed about the qualifications of the candidate, especially supervisors such as department chairs, deans, and the like.

4) Since recruiting funds are limited, care must be taken to avoid inviting candidates who are not serious about the College. For this reason, the issue of salary and general instructional obligations (i.e., faculty load) should be addressed before candidates come for an interview.

5) Departments are responsible for scheduling campus interviews, subject to the approval of the Vice President for Academic Affairs. The President and the Vice President for Academic Affairs will meet each candidate in separate sessions of approximately thirty minutes. Someone from the department should accompany the candidate to the interviews.

6) When a prospective faculty member is scheduled for a campus interview, the following guidelines shall be observed:

a) A detailed job description must be available for candidates prior to their being interviewed to ensure that the candidate is informed of what a particular position's essential functions actually are.

b) Candidates should normally spend no more than one day and a half (one night) on campus.

c) All candidates will be expected to give guest presentations in an appropriate class or conduct a seminar with faculty and students. For this reason, interviews should be arranged when the College is in session. Every effort should be made to assess the teaching ability and professional knowledge of the candidate without being rude or confrontational.

d) The search committee shall attempt to:

(1) Determine the potential of the candidate in teaching, in research and/or creative activity, and as a colleague.

(2) Explore the long-range objectives and aspirations of the individual.

(3) In addition to learning more about the candidate, take this opportunity to interest him or her in joining our faculty.

(4) Ensure some voice for students in the process including a session with students majoring or minoring in the program.

7) The following fiscal guidelines shall be observed for campus interviews:

a) Candidates should make their own transportation arrangements subject to reimbursement. Transportation costs, not to exceed one plane ticket (round trip, economy airfare) or mileage at the prevailing College rate per mile (if they choose to drive), whichever is less, will be paid to each candidate who comes to campus for an interview. The back copy of the airline ticket and boarding pass or a statement of mileage (beginning and ending odometer readings) must accompany the request for reimbursement. If parking or local (home) transportation to the airport is involved, receipts must be submitted.

b) During the campus visit, candidates may be housed in Blakeslee Hall whenever possible. While a spouse may occasionally accompany the candidate, the bringing of children should be discouraged. A family with children must be accommodated at a local motel, and then only the single rate will be reimbursed.

c) Transportation in Athens will be provided as a courtesy by members of the department and search committee involved in the process. No car will be provided to the candidates during their stay.

d) When entertaining candidates, good judgment should be exercised.

(a) Reimbursement for meals is generally limited to two or three “hosts” at dinner and should not exceed a maximum of \$12 per person excluding tip.

(b) Breakfasts and luncheons should be in Sherman Dining Center at which time more people, including students, may be invited to participate.

3.1.5.5 Hire Process

1) Upon completion of the interviews, the candidate will be informed of the College schedule for decision-making and thanked for their interest.

2) Faculty, staff and students involved in the interviewing process will be canvassed in a formal manner for their opinion of the candidates.

3) While a majority of the Search Committee (however constituted) should indicate their support for the candidate(s), the choice and recommendation of an individual for hire shall be the responsibility of the Vice President for Academic Affairs as based upon the recommendations of the committee and department chair.

4) Before any offer is made to a prospective faculty/staff member, even on a tentative basis, approval must be obtained from the President. Because an appropriate rank and salary are determined by a number of factors relating to the College as a whole and are always subject to change by the President, no program director or department chair shall quote a salary figure or any other specifics of an appointment to any candidate until a contract has been authorized.

5) When approval to hire is given by the President, the Vice President for Academic Affairs or department chair will contact the candidate by telephone to verify his or her continuing interest in the position and to make a verbal offer conditioned upon the parties entering into a final written contract.

6) A verbal offer constitutes a statement of intent to enter into a contract and must be very specific about such items. Each offer must include the following information:

- Type of appointment
- Term of appointment
- Exact starting and ending date of the appointment
- Title of the position, including rank where applicable
- Salary
- Probationary status (for faculty on tenure-track appointments) including length of the probationary period and years of credit toward tenure (if any)
- Special responsibilities (if any)
- Brief description of the duties and/or teaching load

The verbal offer will be followed by a formal written offer to be accepted in writing by the candidate, then a contract forwarded for the candidate's signature. If the search is completed prior to the completion of the budget process, the contract will be issued along with other faculty contracts of the College. Otherwise the contract will be issued as soon after written acceptance of the offer is received as possible.

7) Candidates accepting contracts must also arrange to have all official College transcripts reflecting all degrees earned sent to the Office of the Vice President for Academic Affairs.

3.1.5.6 Guidelines for Faculty Rank and Promotion

All members of the instructional staff (including full-time librarians), except for temporary appointments, shall be given a faculty rank. Temporary appointments may be at any rank, as lecturer or visiting professor, or they may be at no rank. This determination is made at the time of employment.

In all matters relating to faculty rank, attention will be given to the quantity and quality of the individual's cumulative and ongoing contribution to the institution. Specifically, attention will be given to the individual's success in the areas of instruction, scholarship, community service, advising, and academic achievement (attainment and merit).

Instructor: An instructor is to hold a minimum of a master's degree and show marked ability or potential as a teacher. An instructor who has not been promoted after three years of service and who believes the criteria for promotion to assistant professor have been met may request consideration for promotion

Assistant Professor: An assistant professor is to have an earned terminal degree¹ in the discipline to be taught or a master's degree and a minimum of three years teaching experience at the college level in the discipline to be taught and show marked ability or potential as a teacher.

To be eligible for promotion to associate professor, the assistant professor must give evidence of continued success in teaching. In addition, the individual is expected to have made distinctive contributions in either scholarly/professional/creative activity or institutional/public service and to have had some meaningful involvement in the remaining area.

Associate Professor. An associate professor is to have an earned terminal degree¹ in the disciplines taught and six years of teaching experience in an accredited institution of higher education at the rank of assistant professor. These guidelines do not preclude in special cases applying for promotion while holding a master's degree. In such cases the individual must have completed in addition to the master's degree at least eighteen (18) graduate hours in the discipline beyond the master's or a minimum of nine (9) years of teaching experience at the College level.

To be eligible for promotion to professor, the associate professor must provide evidence of continued success in teaching and have made distinctive contributions in either and substantial contributions in the remaining area.

Professor. A professor is to hold an earned terminal degree or equivalent professional attainment and six years of teaching experience in an accredited institution of higher education at the rank of associate professor.

Individuals who are coming to Tennessee Wesleyan College from another institution and who are being offered an increase in faculty rank as part of their contract must meet the institutional standards for the rank to which they will be appointed. The credentials of the incoming faculty member must be submitted to the Vice President for Academic Affairs for review and assessment before a contract is offered.

Final decisions on faculty appointments, probationary credit toward tenure and related matters are made within the sound and final discretion of the President of the College on the advice of the Vice President for Academic Affairs.

3.1.5.7 Adjunct and Part-time Faculty

Adjunct Faculty are employed on a limited contract which is issued on a semester-by-semester basis. The contract indicates the course(s) and hours to be taught and the amount of compensation. Compensation is determined on a semester hour basis, depending on qualifications. Usually no committee or advising responsibilities are assigned. Academic rank, tenure, and fringe benefits are not provided. If classes contracted for are canceled due to small enrollments, the College has no contractual obligation to the adjunct.

¹ Each academic unit shall determine what constitutes the terminal degree for its area on the basis of nationally recognized and accepted standards for the specific academic discipline.

Part-Time Faculty are usually contracted on a semester or yearly basis to teach a set number of hours, though usually less than 50% of the customary full-time load. Compensation is an agreed-to amount which may not be on a semester hour basis. Part-time faculty may or may not be assigned committee and/or advising responsibilities.

Adjunct and part-time faculty are selected by the Vice President for Academic Affairs in consultation with the department chairperson or, in the case of off-campus programs, with the Director and the appropriate chairperson.

The minimum qualifications for employment are the same as those for regular faculty.

Adjunct and part-time faculty may attend faculty meetings on a non-voting basis and may also attend all other College functions. They are also given access to the College library for both personal and professional use.

3.1.5.8 Issuance of Contracts

The College will seek to issue contracts by April 15, but in no case will contracts be issued later than ten working days after the spring Board of Trustees Meeting, to be returned no later than twenty working days after issuance. Contracts not returned within twenty working days after issuance may be deemed invalid at the discretion of the President.

3.1.5.9 Guidelines for Evaluation, Promotion, and Tenure

3.1.5.9.1 Overall Consideration

Promotion and tenure, though based on essentially the same overall criteria, are very different in nature. Promotion is a right, if a faculty member serves the time within the rank provisions stated above and fulfills the other obligations outlined below. Final approval of a request for promotion rests with the President.

Tenure, on the other hand, is a privilege accorded to a faculty member by the tenured faculty members of the College, the Vice President for Academic Affairs, the President of the College, and the Board of Trustees of the College. Tenure is a way of saying to a faculty member that academy of scholars known as the tenured faculty of the College, the senior officers of the College, and the Board of Trustees are willing to enter into a longitudinal relationship with the faculty member to insure continued employment for the reasonable working life of that newly-tenured faculty. Tenure, unlike promotion, requires Board of Trustees approval since a longitudinal financial commitment is required. Denial of tenure after two applications is an indication that the College community does not wish to enter into a longitudinal relationship with the faculty member seeking tenure and that the candidate will not be issued another contract.

As a rule, a faculty member shall serve at least three years at the rank of Instructor and six years at the rank of Assistant Professor or Associate Professor before being eligible for promotion. However, promotion is not automatic at the end of three years or six years

respectively. Certain circumstances may warrant a faculty member's being retained indefinitely at a lower rank.

The following considerations are central to the evaluation, promotion, and tenure of a faculty member:

- 1) Earned terminal degree.
- 2) Excellence as a teacher, involving knowledge and its relation to other disciplines, and a proven capacity to inform and stimulate undergraduates.
- 3) Continuing professional growth, as reflected in research, scholarship, or creative work that contributes to teaching effectiveness.
- 4) Effectiveness as a counselor to students, including the ability to help them toward personal maturity.
- 5) Adherence to the stated mission of the College.
- 6) Campus and community citizenship and involvement.

3.1.5.9.2 Annual Performance Evaluation

For the annual performance evaluation, each member of the faculty will prepare and submit to the department chair (or, in the case of department chair, to the Vice President for Academic Affairs) a file which will contain the following:

- 1) a written self-evaluation, in narrative form, that discusses the individual's activities in teaching, professional development, and service during the previous academic year,
- 2) an updated vita that highlights in boldface the individual's professional accomplishments in the previous year, and
- 3) a list of scores from the student evaluations of the individual's teaching as administered by the office of Academic Affairs during the preceding year.

The department chair or Vice President for Academic Affairs will review materials submitted and refer to them in the written evaluation. Section 3.1.5.10.2 provides more details regarding the self-evaluation format.

Peer review may also be a part of the evaluation. Annually each department will decide whether peer review, particularly in the case of a junior appointment, will be required. Peer review may include evaluators from outside the unit. Even if the unit elects to forego peer review, an individual faculty member may request a review.

The faculty member's immediate supervisor (department chair or Vice President for Academic Affairs) will prepare a written evaluation of the faculty member's overall contribution to the department, College, profession, and community. This evaluation will adhere to the criteria for annual evaluation, promotion, and tenure as set forth in the *Faculty Handbook* and will refer to data submitted by the faculty member and include an analysis of the standard student evaluations of teaching.

After completing the written evaluations for all faculty members of the unit, the department chair or Vice President for Academic Affairs will hold an evaluation conference with each individual. Both the supervisor and the faculty member must sign the written evaluation as evidence that the conference was held.

The supervisor will then submit the written evaluations and the faculty members' summary of professional activities to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the evaluation materials and discuss them with the supervisor. The supervisor also will submit his or her personal file directly to the Vice President for Academic Affairs, and the Vice President for Academic Affairs will, in turn, hold an evaluation conference with each supervisor.

The annual faculty performance evaluation process is intended to inform non-tenured faculty of their progress toward achieving tenure. Non-tenured faculty members are expected to submit, for bi-annual review by the Promotion, Tenure, and Ethics Committee, a file containing *material as outlined in Section 3.1.5.10.5 paragraph c of the Faculty Handbook*. In addition, the self-evaluations provide assessments of tenured faculty members' teaching, recent professional accomplishments, and community service. Finally, they provide a basis for salary recommendations for the following year.

- May 15- All faculty present required evaluation materials to their immediate supervisor (department chair or Vice President for Academic Affairs).
- September 1- All department chairs submit written evaluations and related materials to the Vice President for Academic Affairs. Evaluation conferences must have been completed and the faculty member provided with a copy of the written evaluation.

Evaluation documents are a part of the personnel files of each faculty member. Final review on the evaluation of faculty rests within the discretion of the President of the College upon the advice of the Vice President for Academic Affairs.

3.1.5.10 Instruments and Procedures

3.1.5.10.1 Teaching Evaluation

Student evaluations of teaching will be administered across the College. The Office of Academic Affairs will be responsible for administrative support of the process. The Office compiles the results of student evaluations, makes them available to the faculty, and encourages the faculty's thoughtful consideration of student ratings. Individual faculty members or academic units may have supplemental, specialized evaluations administered. Appendix 4.1.20 provides a sample student evaluation of teaching.

3.1.5.10.2 Self-Evaluation

In the Self-Evaluation portion of the Annual Performance Evaluation, the faculty member must address, in narrative form, the following categories of information:

- 1) *Teaching* (courses taught, independent studies directed, academic advising, course modifications and development, etc.)
- 2) *Continuing professional growth* (publications, performances, exhibitions, papers read, conferences attended, consulting, developing computer models for instruction, directing undergraduate research, and other scholarly/creative activity) that contributes to teaching effectiveness.
- 3) *Service* (to department, College, community, profession)
- 4) *Other Noteworthy Activities* (honors, awards, education, etc.)

When submitting the summary of professional activities, a faculty member is to include all relevant data from the previous academic year, which starts August 1.

3.1.5.10.3 Criteria for Promotion and Tenure

Excellence in teaching (both formal and informal) is the primary criterion for awarding both promotion and tenure. It is the responsibility of the faculty and department chair of each academic unit to define the criteria for teaching effectiveness for their unit and to determine methods, procedures and instruments by which the faculty can be evaluated.

Although the College is committed to effective teaching above any other consideration, other factors also enter into the evaluation process. These include advising and program development, which are considered part of the teaching function, scholarly and/or creative activities, and institutional and/or public service.

Final judgments regarding matters of effective teaching, service, and professional development are those of the Vice President for Academic Affairs in consultation with the appropriate committee of the College. Appeals of these judgments are made to the President of the College, who holds final authority on such matters.

3.1.5.10.3.1 Effectiveness in Teaching, Academic Advising, and Program Development

Teaching – both formal and informal – lies at the core of effective faculty performance at Tennessee Wesleyan College. Effective teaching is determined in a number of ways. Advising is considered essential to the teaching process. So is demonstrating knowledge of one's discipline and its relation to other fields. Preparing and presenting course material are also of paramount importance. In brief, faculty are responsible for:

- 1) communicating course objectives to students;
- 2) meeting classes conscientiously and maintaining suitable and regular office hours;

- 3) contributing to curriculum planning, either departmental or interdisciplinary in nature;
- 4) initiating, organizing, or evaluating courses, mini-courses, workshops, institutes, etc.;
- 5) advising and mentoring students, assisting students in selecting and achieving educational goals.

3.1.5.10.3.1.2 Scholarly and/or Creative Activities

The purpose of scholarly and/or creative activities is to promote the intellectual development of the faculty member, as well as to enhance the contribution that the faculty member is able to make to the mission of the College and to the development of his or her discipline in general. Evidence of continued growth is reflected in the following activities:

- 1) Attendance, participation and leadership at professional meetings, conferences, and professionally-related workshops or seminars.
- 2) Engaging in research, professionally-related travel or advanced study.
- 3) Publishing books, articles, reviews, or critiques.
- 4) Performing, exhibiting, consulting professionally, or professionally-related lecturing off-campus.
- 5) Directing undergraduate research.

3.1.5.10.3.1.3 Participation in Institutional and/or Public Service

Evaluation of success in this area is based on the faculty member's performance in the following activities:

- 1) Serving on College committees.
- 2) Participating in activities that provide a useful service to members of the community.
- 3) Performing off-campus professionally related service work.

No individual is expected to excel, or even take part, in every activity mentioned above. Rather, these activities illustrate the wide range from which a faculty member may choose in demonstrating worthiness to receive promotion or tenure.

When requesting promotion and/or tenure, however, the faculty member should understand that the three evaluation criteria are listed here in the order of priority.

3.1.5.10.4 Regulations Regarding Tenure Appointment

Unless otherwise stated, all full-time appointments will be probationary until written notification of tenure has been received. A full-time faculty member required to serve a probationary period may, upon successful completion of the probationary period and with a favorable evaluation and recommendation, be granted tenure.

The precise *terms and conditions* of appointment will be stated in writing and will be in the possession of both the College and the faculty member before an appointment is consummated.

In most cases the total *probationary period* at the College will not exceed seven years. Since the purpose of the probationary period is to provide opportunities to observe the faculty member, time spent on leaves of absence or years of service under a freeze on promotion and tenure will not be considered. The probationary period will include previous full-time academic service (at eligible ranks) at other accredited institutions of higher education. However, for new appointees with three years or more of the aforementioned service, Tennessee Wesleyan College reserves the option of requiring a probationary period of no more than four years. In exceptional cases, tenure may be granted upon appointment to full-time faculty status. It may also be granted at any time after initial appointment upon recommendation of the President and approval by the Board of Trustees. Decisions on tenure are made in keeping with the committee structure of the College. The Vice President for Academic Affairs seeks the advice of the Tenure, Promotion and Ethics Committee and then recommends his or her decision to the President. The President considers the recommendation and makes a decision either to support or reject the recommendation. A decision to support the candidate for tenure must be approved by the Board of Trustees.

In all cases wherein tenure is attained, the appointee will be notified by the College in writing.

In such cases where facts are disputed regarding continued tenure, there may be a hearing by the Promotion, Tenure, and Ethics Committee which acts in an advisory capacity to the President of the College. The ultimate decision is within the discretion of the President of the College.

The foregoing principles and regulations governing tenure apply only to full-time regular appointees of the College who hold the terminal degree in their discipline and who also hold, or are eligible to hold, the ranks of associate professor or professor. Other faculty appointees (including visiting professors, lecturers, instructional assistants or term, part-time and temporary academic appointees) are governed by terms specified in each contract issued.

3.1.5.10.5 Procedures for Implementing Promotion and/or Tenure

- a) Requests for promotion and/or tenure can come from three sources: the individual concerned, the department chairperson, or the Vice President for Academic Affairs.
- b) The Vice President for Academic Affairs shall monitor the proceedings leading to the granting of promotion and/or tenure. This process may be initiated whenever deemed appropriate, but must take into account the two following time considerations:
 - The Vice President for Academic Affairs must forward the recommendation from the Promotion and Tenure Committee to the President, either for or against, in time for action by the Academic Affairs Committee of the Board of Trustees at the spring meeting of the Board.
 - If promotion and/or tenure is not granted, or the probationary period is not extended (i.e., the contract is not to be renewed), the time limits on notification of non-renewal must be followed (see “Notification of Termination”).

- c) Notification that an individual is being proposed for promotion and/or tenure will be made in writing by the department chairperson to the Vice President for Academic affairs. In the case of a chairperson, the Vice President for Academic Affairs will indicate in writing to the chairperson that he or she is being advanced for promotion and/or tenure. The individual must prepare a formal file which will include a letter of application, the individual's self-evaluations for each year of service at Tennessee Wesleyan, the individual's scores on student evaluations for each year of service at Tennessee Wesleyan, all supervisor's (department chair's or, if the individual is a department chair, Vice President for Academic Affairs) evaluations of the individual for years of service at Tennessee Wesleyan, an updated vita, *syllabi for all courses taught at Tennessee Wesleyan, letters of support for the application (from within the department and from outside the department), examples of teaching materials or description of teaching methods*, materials of support for service at institutions other than Tennessee Wesleyan, and any other materials deemed suitable, for review by the chair and tenured faculty within the academic unit.
- d) At the conclusion of the academic unit's review, the department chair will submit in writing to the Vice President for Academic Affairs a summary evaluation of the faculty member with a recommendation for promotion and/or tenure, or non-renewal of the appointment.
- e) Upon receipt of supporting documentation and recommendation from the department chairperson, the Vice President for Academic Affairs will forward the faculty member's file along with the departmental recommendation to the Promotion and Tenure Committee. After reviewing the faculty member's file, the Committee will submit its recommendation to the Vice President for Academic Affairs.
- f) The Vice President for Academic Affairs, in a letter to the President, shall indicate whether or not all parties acted affirmatively on the request. If the department chairperson or the Promotion and Tenure Committee does not act affirmatively, this fact shall be communicated to the President by the Vice President for Academic Affairs.
- g) The Vice President for Academic Affairs will also submit to the President his/her recommendation. If the Vice President for Academic Affairs does not recommend the granting of promotion and/or tenure to the faculty member, the faculty member will be so informed in writing, with copies to the department chairperson and the President. This notification shall also indicate in the case of tenure whether next year's contract is not to be renewed or whether another probationary contract will be offered.
- h) Upon receipt of a recommendation from the Vice President for Academic Affairs, the President shall consider the recommendation and inform the individual concerned in writing of his/her decision with copies to the Vice President for Academic Affairs and the department chairperson. Given approval, the President will forward the recommendation for the granting of tenure to the Academic Affairs Committee of the Board of Trustees no later than ten working days prior to its spring meeting.

3.1.5.10.6 Emeritus Status for Retired Professors

- a) Upon the recommendation of the faculty and approval of the Vice President for Academic Affairs, the President, and three-quarters of those present at a meeting of the Board of Trustees, a tenured faculty member who has served on the faculty a minimum of ten years and who has been granted retirement may also be granted emeritus status.
- b) A person should attain a higher rank than instructor before emeritus status is granted.
- c) Such an honor shall give the person receiving it the privilege of attendance at all functions involving faculty members of the institution, including faculty meetings in which instance he or she shall have the privilege of the floor but without a vote.
- d) A faculty member voted this status shall also have his name included in the College catalog as an emeritus professor and shall be included among those invited to all affairs that faculty members of the institution (or their spouses) are invited to attend.
- e) Emeritus status does not include the right to faculty housing or an office on the campus unless such a person continues to teach on a yearly contract at the discretion of the President of the College or unless his usual office space is vacant and such office space will be granted as a courtesy on a year-to-year basis.
- f) If space is available, a person granted emeritus status may have campus parking privileges.

3.1.5.11 Termination of Employment

3.1.5.11.1 Notification of Termination

A probationary appointment carries with it an opportunity for renewal (unless the faculty member's contract specifically states otherwise, as in the case of a one-year, replacement contract), written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his/her appointment as follows:

- in the first year of service at the institution, not later than March 1 if the appointment expires at the end of that year, or at least three months in advance of its termination if a one-year appointment expires during an academic year
- in the second and third years of service at the institution, not later than January 15, if the appointment expires at the end of that year, or at least six months in advance of its termination if the appointment expires during an academic year,
- after three or more years of service at the institution, at least twelve months before the expiration of an appointment.

3.1.5.11.2 Conditions or Causes For Terminating Tenured Appointments

1. Causes – Tenure may be terminated for any just reason including but not limited to:
 - Voluntary formal resignation or retirement
 - Demonstrably bona fide financial exigency on the part of the College
 - Discontinuation of office or position

- Incompetence, moral turpitude, or gross neglect of duty

2. Replacement – In the event a tenured appointment is eliminated for reasons of financial exigency¹ or discontinuance of office or position, the position or office will remain vacant for two years. If however, the position or office becomes available before expiration of that time, the previous tenured appointee will be offered the opportunity of first refusal.

3.1.5.11.3 Provisions of Termination

Any tenured member of the teaching staff of this College who is dismissed will be accorded the opportunity of academic due process procedures administered through the Promotion, Tenure, and Ethics Committee of the faculty.

3.1.5.12 Appeals Process

Faculty members – probationary or tenured – may appeal the employment decisions of department chairpersons and the Vice President for Academic Affairs. Appeals of decisions of the department chairperson are to the Vice President for Academic Affairs; appeals of decisions of the Vice President for Academic Affairs are to the President who holds final authority in such matters. The Promotion, Tenure, and Ethics Committee will serve as an advisory committee in such matters. Should a hearing be necessary, the hearing committee will be constituted through the advice of the Promotion, Tenure, and Ethics Committee (unless the appeal is of a decision of that committee, in which case the Faculty Affairs Committee and the Faculty Moderator will act on their behalf). The hearing process will be structured so as to provide fair and equitable treatment to all parties involved.

3.1.5.13 Grievance Process

Faculty members – probationary or tenured – who have a concern regarding their conditions of employment or who have professionally based grievances with colleagues should first raise the issues with their department chairperson who will then discuss the issue with the Vice President for Academic Affairs in an attempt to affect an informal resolution. For issues which are not resolved through informal resolution, the aggrieved faculty member may appeal to the Tenure, Promotion and Ethics Committee, which will conduct an appropriate hearing and make a recommendation of resolution to the Vice President for Academic Affairs. Decisions of the Vice President for Academic Affairs may be appealed to the President, who holds final authority on all such matters.

3.1.5.14 Compensation

3.1.5.14.1 Criteria

Tennessee Wesleyan College strives to establish an orderly and equitable basis for determining individual salaries. Each salary is based on the following criteria:

¹ Tennessee Wesleyan College defines financial exigency as “an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means” (AAUP Policy Documents & Reports, 1990 Edition).

- 1) Rank
- 2) Years of overall professional experience
- 3) Years of teaching experience at Tennessee Wesleyan College
- 4) The number of years in the present rank
- 5) Merit
- 6) Need to establish equity

3.1.5.14.2 Salary Plan

Tennessee Wesleyan College endeavors to compensate its faculty at rates that are competitive with those at comparable institutions.

3.1.5.14.3 Contract Period

Faculty contracts generally run from August 1 until May 15.

However, the College employs some faculty on 12-month appointment contracts. These faculty members are eligible for tenure-track appointments, subject to recommendation from their respective director or department chair and approval by the Vice President for Academic Affairs and the President. Such faculty members are issued an appointment contract that operates on a fiscal year basis from July 1 through June 30. Because 12-month faculty members may be eligible for tenure, they follow the same tenure guidelines observed by all other College faculty. However, each such faculty member is expected to complete and submit to his or her supervisor monthly absence reports, which are then submitted to the Business Office. They are also expected to adhere to the Vacation and Sick Leave Policies that are detailed in the Staff Handbook.

3.1.5.14.4 Summer School Pay

The schedule for summer school pay is available in the Vice President for Academic Affairs office.

3.1.5.14.5 Faculty Awards

These awards are made subject to the guidelines for each and are generally presented at the annual Honors Day Convocation held in the spring of each year.

- 1) Deane G. Hall Award (\$200 given yearly)
- 2) Lockmiller Outstanding Teacher Award (income from \$25,000 endowment given yearly)
- 3) Faculty Incentive Awards (presented yearly)
- 4) Exemplary Teacher Award (presented yearly through the General Board of Higher Education and Ministry)

3.1.5.14.6 Terminal Degree Bonus

Contingent upon the availability of funds, faculty members who complete the terminal degree in an appropriate discipline from an accredited graduate program are eligible to receive a one-time "bonus" payment of \$500. The payment may be made only after receipt of official documentation of the degree completion and during the semester of employment at Tennessee Wesleyan College following completion. To be eligible for the bonus, the recipient must return to Tennessee Wesleyan for at least one semester of full-time service after completing the degree.

3.1.5.14.7 Salary Adjustment for Promotion in Rank

Subject to the availability of funds, the following salary adjustments will be made for promotion. Such adjustments are additions to base pay and not one-time bonuses.

Instructor to Assistant Professor	\$500
Assistant to Associate Professor	\$1000
Associate to Full Professor	\$1500

3.1.5.14.8 Assessment of Prior Experience

- 1) College teaching at any level will be counted on a one-to-one basis. One year of teaching will count as one year of experience for salary purposes. One year of one-half time instruction as a Graduate Assistant will count as one-half year of experience.
- 2) High school or elementary school teaching will count as professional experience on a two-for-one basis. Two years of teaching will yield one year of salary experience.
- 3) Business or professional experience clearly related to the faculty member's field of teaching will count on a two-for-one basis.
- 4) It should be noted that experience counted for salary purposes will not necessarily count for promotion or tenure purposes. The latter will be governed by other sections of this *Handbook*.

3.1.5.14.9 Sick Leave

Accumulated long-term sick leave will be deducted when a full-time faculty member or a close relative is incapacitated by illness or injury, or when the faculty member must be absent for medical, dental, or optical examination and/or treatment. The College will not compensate individuals for unused sick leave.

As of the beginning of the 2001-02 academic year, a full-time faculty member earns 12 days long-term sick leave for each academic year's service, for a total of 100 days. The College will pay salary and benefits until such time as disability payments begin or accumulated long-term sick leave expires, whichever comes first. In the event that a faculty member leaves the service of the College and does not accumulate enough sick leave to cover the number of days advanced, a corresponding deduction will be made from the final check. The Vice President for Academic Affairs may require a medical doctor's certificate to substantiate illness at any time.

3.1.5.14.10 Sabbatical Leave Policy

Contingent upon the availability of funds, full-time members of the faculty are eligible for a paid sabbatical leave of one semester free of teaching responsibility after five teaching years. Written application must be made to the Vice President for Academic Affairs no later than March 1 for leaves in the fall semester and July 1 for leaves in the spring semester. Among the factors considered will be direct and indirect benefit to the institution from the faculty member's leave and the length of time passed since any previous leaves. In no case shall an individual be eligible for paid sabbatical leave more than once in a seven-year period. Decisions regarding sabbatical leave will be made by the Vice President for Academic Affairs subject to the approval and at the discretion of the President of the College.

3.1.5.14.11 Professional Meeting and Other Travel Expenses

Members of the faculty are encouraged to attend professional meetings related directly to their responsibilities and professional careers. The College endeavors to subsidize such professional growth as budgetary considerations permit. The primary way in which the College supports faculty travel is via the Neff Endowment Fund (Please refer to Appendix 4.1.14: Neff Guidelines). However, at times the President or Vice President for Academic Affairs will invite faculty participation in, and provide travel funds for, a state or national meeting deemed important to the academic program. Also, department chairs who anticipate faculty travel on a regular basis (for the purpose of teaching at off-campus sites, for instance) are requested to make provisions for such in their annual budget proposals. Travel expense forms are available in the Business Office.

3.1.5.14.12 Faculty Workload/Teaching Load

The customary full-time teaching load at Tennessee Wesleyan College is 12 hours per semester or 24 hours for the academic year. However, when necessary for financial or curricular reasons, faculty members may be expected to teach one additional course per semester with no additional compensation for an overload. By State Department of Education mandate, the Education faculty is limited to a maximum of 12 hours per semester. This teaching load is made up of classroom, laboratory, studio or similar instructional responsibilities (equated by established formulae). In addition, many faculty members will have students on independent study, readings, practice, or learning contracts. Where possible, a faculty member should not have more than three preparations per term. Persons responsible for making teaching assignments shall do so with a view to fair and equitable distribution of load. Because the College offers courses in the evenings and at the Knoxville campus, a faculty member may be assigned one or more courses at those locations. The timing of those classes will be considered in scheduling class assignments on the Athens campus. The needs of the College will be the primary factor in determining the teaching load of individual faculty members.

3.1.5.14.13 Classroom Workload Equivalents

The following formulae are used as the basis for calculations determining a faculty member's semester teaching load:

- 1) 1 lecture hour per week = 1 load hour
- 2) 1.5 laboratory hours per week = 1 load hour
- 3) supervision of 2 student teachers = 1 load hour
- 4) 1 credit hour of learning contracts, field work, independent study, special arrangements, etc., = .5 load hour
- 5) .5 hours per week of studio instruction in music = .33 load hour
- 6) Load allocation for special duties (e.g., coaching, theater, music ensembles, etc.) will be determined at the time of appointment and contract renewal, following the guidelines established by the department affected.
- 7) Recommendations that particular assignments carry more or less weight than the above formula must be presented to the Vice President of Academic Affairs.

3.1.5.14.14 Overload

Whenever feasible, a faculty member with a load hour total above the institution's standard level (as stated in Section 3.1.5.14.12), will receive compensation according to the overload pay schedule currently in effect. Payment will normally be made at the end of the semester in which the overload occurs.

3.1.5.14.15 Service to the Institution

Part of every faculty member's workload is sharing in the governance and program development responsibilities of the College. These include service on faculty and institutional standing committees, as well as *ad hoc* committees, the advising of students, department planning, etc. While such activities provide one basis for faculty evaluation, it is assumed that the level of involvement will vary from year to year according to both institutional needs and the individual's own balance of professional obligations. Faculty members are also expected to support extra-curricular activities.

3.1.5.14.16 Faculty Availability

A ranked faculty appointment carries with it a full-time professional commitment to the College. The College recognizes that a faculty member's research, scholarship, and preparation, etc., may require occasional absence from the campus. However, full-time faculty members are expected to be on campus for a substantial portion of those days on which classes are in session in order to teach classes, advise students, and fulfill other College obligations. It is also expected that a full-time faculty member will ordinarily have classes scheduled on all five instructional days of the week.

3.1.5.14.17 Faculty Office Hours

Although faculty members may prefer to maintain informal office hours or an "open door" policy, at least six formal office hours each week shall be posted and kept. Provisions should also be made for students to schedule appointments. As a guide, full-time faculty members should be on campus a minimum of 25 hours per week. Part-time faculty are on campus for a limited amount of time (never more than half-time), and adjunct faculty do not ordinarily have

office space; nevertheless, availability of faculty to meet with students (hours on campus, meeting time before and/or after class, provisions for making an appointment) must be clearly stated in the syllabus to ensure that students have direct access to part-time and adjunct faculty.

3.1.5.14.18 Advising

All full-time faculty members are required to be available for student advising during advisement periods, early registration, and registration. Faculty members who must be absent during these times due to unavoidable conflicts must request to do so in writing, in advance, and receive approval from the Vice President for Academic Affairs.

3.1.5.14.19 Summer School Teaching

The summer school schedule is set by the needs of the academic program and the students it serves. Summer school instructional staff will be chosen according to need, with priority given to:

- 1) department chairpersons
- 2) tenured faculty, in order of seniority
- 3) a fair distribution of teaching opportunities

A faculty member who has not renewed his/her contract for the succeeding academic year with the College will be considered for summer school teaching only in the case of special need. A faculty member whose contract for the following year has not been renewed by the College will not be asked to teach in summer school.

Department chairpersons are expected to provide primary leadership in identifying courses to be taught in the summer session and in securing faculty for the staffing of those courses.

3.2 Faculty Academic and Administrative Responsibilities

3.2.1 Professional Responsibilities

3.2.1.1 Contractual Obligations

Since any contract between the College and the faculty member is binding on the part of the College, faculty members have a moral obligation to sign their contracts only if they have every expectation of fulfilling that contract. If, for any reason, a faculty member can foresee circumstances under which he/she would be unable to fulfill the obligations of the contract, these possibilities should be made known to the Vice President for Academic Affairs as soon as possible after the contract is issued.

3.2.1.2 Outside Employment of Members of the Faculty and Administration

- 1) Members of the faculty and administration must not engage in outside employment which interferes with their College duties, places them in competition with a College program, or which would in any way discredit the College.
- 2) Before accepting an outside position for compensation, the faculty member should consider the prohibitions as outlined in the preceding paragraph. Should there be doubt as to the applicability, the member should seek guidance from the Vice President for Academic Affairs by submitting a statement containing relevant information. This statement should be in writing and forwarded through the department chairperson to the Vice President for Academic Affairs. After careful evaluation of the facts and circumstances, including legal and administrative considerations, the Vice President for Academic Affairs shall respond in writing to the member. If the Vice President for Academic Affairs and the member are unable to reach agreement, an appeal should be made to the President. The procedures in

academic process in Appendix 4.1.13 should be followed if the President and the faculty member are unable to reach agreement.

3.2.1.3 Faculty Meetings

- 1) Regularly scheduled faculty meetings shall be held the first Thursday of each month during the academic year unless the faculty is notified otherwise by the faculty moderator. Special meetings may be held at any time upon call of the President, the Vice President for Academic Affairs, or the Faculty Moderator. Faculty members are expected to attend faculty meetings unless previously excused by the President or the Vice President for Academic Affairs. The parliamentarian will substitute for the faculty moderator in the event of the latter's absence.
- 2) All those holding faculty rank have the right to vote. A simple majority of those actively voting will be sufficient to conduct the business of the faculty meeting, except in those cases in which a specific vote (e.g. a 2/3 majority) is stipulated in the by-laws.
- 3) All voting members of the faculty shall be allowed to vote by proxy. Proxies must be submitted in writing to the Faculty Secretary prior to the vote in which the proxy will be engaged. A proxy vote will be recognized at any time in which a faculty vote is required. The Faculty Secretary will be responsible for holding the proxy document.
- 4) Faculty deliberations will be governed by Robert's Rules of Order. Appendix 4.1.2 contains pertinent excerpts.
- 5) The faculty will elect from among its members a moderator who will be responsible for organizing and conducting the meetings in consultation with the president, the Vice President for Academic Affairs, the chaplain (for the purpose of the opening prayer) or the religion department chair in the event that the chaplain is not a faculty member, and chairs of standing committees; a parliamentarian (a member of the faculty versed in Robert's Rules of Order); and a timekeeper, who will help to ensure the smooth progress from item to item on the agenda. These elections will be held in April and they assume their responsibilities with the subsequent faculty meeting (May or August). Faculty may be re-elected to a position and may hold any one position for a maximum of three consecutive years.
- 6) The faculty representative to the Board of Trustees will act as secretary to the faculty and will be responsible for taking and distributing minutes of all faculty meetings.

3.2.1.4 The Advising System

- 1) Upon entering the College, each student is assigned to a faculty member who will serve as his or her advisor for academic matters. While the subject matter field of the faculty advisor may not be in the area of the student's interest, this should pose no problem for the first two years, during which the student is completing basic requirements.
- 2) When a student officially declares a major by completing a Declaration of Major form (available in the Office of Advising and Scheduling), the chairperson(s) of the

department(s) affected, or another faculty member in the major department(s), as approved by the chairperson(s), may become his or her advisor.

- 3) Advising folders are furnished to the advisor. For freshmen, the folder contains information from high school records and results from such tests as the ACT or SAT; for transfers, the folder should contain an Acceptance of Transfer Credit form completed by the Office of Admissions. Advisors will receive copies of each advisee's semester grades, and the advisor is expected to keep the folder up-to-date. It thus becomes a cumulative, but unofficial, record of all College work taken by the student.
- 4) To change an advisor, a student must complete a Change of Advisor form, to be signed by both the previous advisor and the new advisor, and return it to the Office of Advising and Scheduling. This process may be initiated by the student or by either advisor.

3.2.1.5 Absence from Class by a Faculty Member

It is essential for the well-being of all students that classes be held as scheduled. Absences which prevent faculty members from meeting classes must be reported to the department chairperson and arrangements must be made to meet the class if at all possible. Written notification of the absence should be sent to the Vice President for Academic Affairs' Office.

When classes are canceled due to an emergency, students should be notified in the most expedient manner possible. Ordinarily, in such cases, the department chairperson should be contacted by telephone. Voice-mail messages are acceptable if time permits. In the case of early morning classes, faculty members may contact the Vice President for Academic Affairs directly at home.

3.2.1.6 Responsibility for Course Rolls and Grades

- 1) Faculty members are periodically requested to check their computer-generated rolls for errors and report such errors to the Registrar's Office. This process should be taken seriously and done in a timely fashion. It is the faculty member's responsibility to monitor his/her classroom to ensure that students who have not properly registered do not attend class. The faculty member should also include names of those who have, with permission of the instructor, chosen to audit the course. Policies concerning the auditing of courses are outlined in the catalog.
- 2) Deadlines for turning in grades will be published each semester by the Registrar as part of the Final Exam Schedule. Faculty members are asked to expedite the completion of final grades as much as possible, without sacrificing the integrity of the process. Unless other arrangements are approved by the Vice President for Academic Affairs, final grades normally should be in the Registrar's Office within 48 hours after the final exam for each class.

- 3) Grades should be hand carried or faxed by the faculty member to the Registrar's Office. Grades should not be sent through campus mail, by voice mail, or by student assistants.
- 4) In accordance with federal regulations protecting a student's right to privacy, grades are not to be posted by name, student number, Social Security number, or any other recognizable system. The only way that grades may be posted is by a code which protects the identity of the students and which has been agreed on by every student involved.
- 5) No transcripts or grade report copies from the advising folder should be released to students by the advisor. Students should request any copies needed from the Registrar's Office.

3.2.2 Procedural Responsibilities

3.2.2.1 Field Trips

Field trips can make an important contribution to the instructional program. In order to minimize disruption in other courses, such trips should be carefully planned, approved by the Vice President for Academic Affairs, and announced at least two weeks in advance. A list of those students who will be making the trip should be filed with the Vice President for Student Affairs and Enrollment Management, and the Vice President for Academic Affairs.

3.2.2.2 Writing Across the Curriculum

All departments across the College stress the importance of writing skills. For this reason, faculty members are urged to include a writing component in all courses wherein such a component is deemed appropriate.

3.2.2.3 Textbooks and the Bookstore

To enable the bookstore to have the required books in stock when needed, faculty members are urged to follow the procedures outlined by the bookstore manager. Order forms and written procedures are typically placed in faculty mailboxes by mid-term of the semester preceding that in which the texts will be required.

3.2.2.4 Audio-Visual Rooms

The group viewing room on the third floor of Old College, containing a large screen television, VCR, projection screen, and other equipment, is available for group use and should be booked in advance through the Office of Academic Affairs. Groups should be accompanied by the faculty/staff member responsible.

The Student Government Association Theater is located in the basement of Sherman Hall. Uses of the facility can be scheduled in advance via the Director of Student Activities.

3.2.2.5 The College Library

Use of collections and services of The Merner Pfeiffer Library is a vital element to academic success. Library collections of 100,000+ volumes include books, periodicals, recordings, videos, and electronics resources. Services include interlibrary loan, reserves, class instruction, research consultations and individualized library assistance. The library home page (www.library.twcnet.edu) provides access to information found in the library as well as to resources available globally. Appendix 4.1.18 provides further information.

3.2.2.6 Academic Policies

3.2.2.6.1 Attendance Policy

Faculty are responsible for determining their own attendance policies, bearing in mind that Tennessee Wesleyan College considers regular class attendance an essential element of the instructional process and expects students to undertake all courses with this in mind. It is only reasonable for faculty to expect prior notification when students know in advance that they will have to be absent. When there is no time for such prior notification, students must explain the emergency as soon as possible after the event. In all cases of absence, students should make up all missed work and assignments by whatever arrangement the faculty member deems fair and suitable. Depending upon the course, faculty may decide that a particular number of absences, whether unavoidable or not, constitutes a serious weakening of student performance. Faculty with such policies should present them to students in their syllabi on the first day of class.

If students unavoidably miss quizzes or tests, they should arrange make-ups for these within one week of return to class. Failure to comply should adversely affect the final grade. If students miss a final examination, immediate notification and explanation should be imperative. Alternative arrangements should then be made within three days of the missed examination. Failure to comply should almost certainly result in a failure of the course.

3.2.2.6.2 Make-up Tests and Examinations

Students may be given a make-up test under the following conditions:

- 1) If the student presents a faculty member with a reason for his or her absence, the faculty member may give a make-up test. An arrangement for the make-up test must be made with the faculty member when the student returns to class. The faculty member will decide if the reason is adequate to justify a make-up test.
- 2) A student may also be given a make-up test upon presentation to the faculty member of an “authorized excuse.” An “authorized excuse” is defined as a medical statement from the College nurse or a physician.

3.2.2.6.3 Final Examinations

- 1) The final examination schedules will be issued each semester by the Office of Academic Affairs.

- 2) If a student is scheduled for three final examinations in one day, the middle final may be rescheduled at the option of the student. The student is responsible for making the arrangement by the last day of class.

3.2.2.6.4 Violations of Academic Integrity

The entire College community—faculty, staff, administrators, and students—holds responsibilities and obligations when any violation of academic integrity is involved. Those people who hold any responsibility whatsoever for administering tests should be sure that test materials are secured at all times.

Violation of academic integrity, either by plagiarism or by cheating in the classroom or elsewhere, is inconsistent with the philosophy of education of Tennessee Wesleyan College and the moral and ethical prescriptions of the Christian faith. For this reason, the College has adopted an honor code by which all members of the College community—faculty, staff, administrators, and students—are expected to abide. Procedures for dealing with student violations of academic integrity are described in Section 4.1.17 of the Appendix.

3.2.2.6.5 Syllabus Requirements

Tennessee Wesleyan College requires that faculty provide syllabi for all courses that they teach (including independent studies and internships). A copy of each syllabus must be filed with the faculty member's department chair, the Vice President for Academic Affairs, and the Director of the Library each semester. The required framework for a Tennessee Wesleyan College course syllabus can be found in Section 4.1.15 of the Appendix.

3.2.2.6.6 Curricular Proposals

Faculty members are encouraged to work with their department colleagues and department chairs in the development of new courses, majors, and programs or the modification of existing ones. Such changes should be responsive to the assessments undertaken by departments and be in keeping with professional guidelines as to appropriate curricular directions. Changes should also reflect the long-range plans of the respective department. The following guidelines should be observed:

- 1) New curricular proposals and changes to existing curricula must be approved by the Curriculum and Policy Committee. Each proposal is required to pass at least two readings prior to final approval by the committee.
- 2) Proposals should be presented using a standard form that will allow the committee to duplicate a proposal and attach it to committee minutes. Section 4.1.16 of the Appendix provides a sample curriculum proposal form.
- 3) Department chairs initiating curriculum proposals are expected to be present at committee meetings to defend their proposals and answer questions by the committee.

3.2.2.6.7 Co-Curricular Policies

3.2.2.6.7.1 Chapel and Convocations

Each semester the College provides chapel programs planned by the College chaplain and convocations planned by the College. All students are required to attend a designated number of these programs. Faculty members should consult the Student Handbook for more specific details about student attendance. Faculty themselves are expected to provide active support for the chapel/convocation program by attending these events.

Since the period from 11:00 a.m. to noon on Tuesdays and Thursdays is reserved for chapel services and other convocations, faculty should not schedule any student activities or committee meetings when events are scheduled during these periods.

3.2.2.6.8 Policies for Externally-Funded Grants and Contracts

The following policies are in effect for all grants and contracts obtained by Tennessee Wesleyan College:

- 1) Each grant or contract must clearly indicate that the activity conforms to the College purpose and that administration of the project and final authority over it resides with the College administration. The College will not interfere or otherwise bring pressure to change the investigation or the reporting of the results of research projects.
- 2) Because Tennessee Wesleyan is primarily a teaching institution, the first obligation of the faculty members is instruction. However, since continued intellectual and professional growth is essential to quality teaching, involvement with research projects is encouraged. If, during an academic year, a proposed project calls for a reduced teaching load, the faculty member must request and receive permission in advance from the Vice President for Academic Affairs.
- 3) In those instances where an individual faculty member is awarded a fellowship/grant as a supplement to or full compensation for the faculty member's annual salary, the faculty member may request and expect a reduction of teaching responsibilities including teaching and advising load as well as committee assignments consistent with the amount of the award granted. Since faculty sign a ten-month contract, a summer research stipend is treated independently and, depending on the amount of the summer stipend, may be signed in lieu of a summer session contract or as supplemental summer income. The specifics of all agreements will be documented in writing.
- 4) Any grant or contract that does not allow for control by the College must not be accepted.
- 5) No grant or contract must be used to fund necessary, regular College programs and activities in such a way that the discontinuation of the grant or contract would endanger the continuity of such programs or activities.

- 6) Unless specifically indicated in the above mentioned written agreement, any equipment or supplies acquired by an individual through a grant or contract become the property of Tennessee Wesleyan College. Copies of grant applications and approved grants must be filed in the Business Office and the office of the Vice President for Academic Affairs.

4.1 Appendices

4.1.1 Sexual and Other Discriminatory Harassment

It is the policy of Tennessee Wesleyan College that all employees have a right to work in an environment free from discriminatory harassment based on sex, gender, race, age, national origin, religion, disability, or any other protected discriminatory factor. The company prohibits any form of harassment of its employees by other employees and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Tennessee Wesleyan College also strives to protect its employees from any form of harassment by third parties, including customers and vendors.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This conduct constitutes unlawful sexual harassment when: (1) submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While sexual harassment usually involves members of the opposite sex, it also includes same sex harassment, (i.e., males harassing males and females harassing females because of the recipient's sex).

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with our work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- 1) Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- 2) Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- 3) Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior, which is appropriate in a social setting, may not be appropriate in the workplace. But whatever form it takes, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and will

not be tolerated in the workplace. Sexual harassment by an employee, supervisor, or third party non-employee will not be tolerated by Tennessee Wesleyan College. All employees College-wide will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Tennessee Wesleyan College also has a strong policy against harassment on the basis of race, color, age, religion, national origin, or disability.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, or disability or that of his or her relatives, friends, or associates, and that:

- 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- 2) has the purpose or effect of unreasonably interfering with an individual's work performance;
- 3) or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- 1) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, age or disability; and
- 2) written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on the College's premises or circulated in the workplace.

All employees should avoid any action or conduct that might be viewed as workplace harassment. Approval of, participation in or acquiescence in conduct constituting workplace harassment will be considered a violation of this policy.

If Tennessee Wesleyan College determines that workplace harassment has occurred on the basis of race, color, religion, national origin, age or disability, corrective action will be taken. Depending upon the circumstances, this corrective action may include verbal or written reprimand, suspension, demotion, or dismissal.

Complaint Procedure

Employees have the responsibility to bring any form of unwelcome harassment to the immediate attention of the Vice President of the unit of the College under whom they work or, if the complaint is against that V.P., to the President of the College. All of these officials are trained to respond promptly and effectively to any complaint. Although employees are free to address inappropriate conduct with the offending person, an employee does not have to complain first to the offending person.

All complaints will be handled in a timely and confidential manner. A thorough and independent investigation will be conducted based on the employee's statement of what has occurred. Individuals involved in the complaint will be advised not to discuss the subject outside of the investigation. Tennessee Wesleyan College will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy. The purpose of this provision is to protect the confidentiality of the employee who files a complaint to the extent possible, to encourage the reporting of any incidents of sexual or other harassment and to protect the reputation of any employee wrongfully charged with sexual harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Employees will be given an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.

If an investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining employee, any witness, or anyone involved in a complaint is strictly prohibited. Tennessee Wesleyan College will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Employees should immediately report any retaliation to the company officials listed above, at the option of the employee. Tennessee Wesleyan College will not tolerate retaliation, and will take prompt and immediate steps to eliminate retaliation.

Tennessee Wesleyan College recognizes that the question of whether a particular action or incident produces a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, Tennessee Wesleyan College also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all employees of Tennessee Wesleyan College will continue to act responsibly to establish and maintain a pleasant working environment, free from discrimination, for all. Tennessee Wesleyan College encourages any employee to raise questions he or she may have regarding harassment with the officials listed above.

4.1.1.1 Fraternization Policy

As an educational institution Tennessee Wesleyan College is committed to maintaining an environment, in which its faculty members, students, administrators, and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

Virtually all faculty members, administrators, and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have

some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator, or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

There are some circumstances in which faculty members, administrators, staff members work with students that can have the potential for the exploitation of students. For example, a work-study student might be asked to perform services that go beyond the terms and conditions of the work-study assignment, e.g. child care or personal business transactions. In such cases, it must be clear that the student may decline such personal invitations without any adverse consequences. It may be that a work-study student will respond to an invitation to provide personal assistance, but this relationship must be one in which the student volunteers, is offered and accepts a fair wage for services, and one which bears no relationship to the continuation of or the evaluation of the work-study assignment.

Because of the commitment to maintaining an environment that supports our educational goals Tennessee Wesleyan College prohibits romantic, sexual, and exploitative relationships between college employees and students. In the event that any such relationship is reported and confirmed the college employee is subject to employee disciplinary procedures up to and including termination in the case of administrators and staff members, or dismissal for cause in the case of faculty members. The policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The Vice President of Academic Affairs, in consultation with the senior administration, is the administrative officer who determines whether an exceptional circumstance applies.

4.1.2 Extracts from Robert's Rules of Order

Much of the work of the faculty, staff, and administration of the College takes place in Committees that are charged with specific responsibilities as outlined elsewhere in this handbook. All committees are expected to keep written records of their proceedings and to share those records with appropriate administrative officers. To assist committee chairpersons in the conducting of meetings, excerpts from Robert's Rules of Order are printed below.

Motions

Types of motions generally encountered and the order of their precedence:

- Adjourn

- Recess
- Lay on the Table
- Previous Question
- Postpone Definitely
- Refer
- Amend
- Postpone Indefinitely
- Main Motion

Some General Remarks About Motions

- 1) All of the above types of motion must be seconded, and none of them is in order when another has the floor. All require a simple majority for passage except the call for Previous Question, which requires a two-thirds majority.
- 2) Adjourn, Lay on the Table, and Previous Question are not debatable. Recess is debatable only if no business is pending. Postpone Definitely, Refer, and Amend are debatable, but the debate cannot go into the merits of the pending main motion. Postpone indefinitely is debatable, and the debate can go into the merits of the main motion.
- 3) An example of the order in which motions might be offered:
 - 1) A main motion
 - 2) A motion to postpone the main question indefinitely
 - 3) An amendment to the main motion
 - 4) A motion to refer the main motion (with pending amendment) to committee
 - 5) A motion to postpone the pending questions to a certain time
 - 6) A motion to vote on the postponement by ballot
 - 7) A motion to lay the pending questions on the table
 - 8) A motion to take a recess

Further Consideration of Specific Motions

A. The Main Motion:

This is the only way by which substantive business may be brought before an assembly. Since it is the officially recorded statement of the action taken by the assembly, it should be concise, unambiguous, and submitted in writing. The main motion should be made in a positive manner.

B. The Amendment

Amendments usually take one of three forms: strike out, insert, or strike and insert. If the main motion is worded so poorly that extensive amending must be done, then it may be replaced by a substitute motion. Both amendments and substitutes must be germane. An amendment may be amended, but an amendment to an amendment may not. A motion to amend cannot be tabled, postponed, etc., when separated from the main motion.

C. Lay on the Table

This is used when it becomes necessary to lay aside some pending business in order that more urgent matters may be considered. A common misuse of this motion is to kill a pending motion. When a main motion is on the table, no other motion on the same subject (either in conflict with or parallel to) may be considered. The proper course in such circumstances would be to postpone indefinitely.

D. Previous Question

This is properly used to bring debate to an end and requires a two-thirds majority.

Handling of a Motion

- 1) The person making the motion says, "I move that ..."
- 2) After the motion is made, another member who wishes it to be considered seconds it. Seconding does not imply approval of the motion, since the person seconding may wish to see the organization go on record as opposing the motion. Modifications may be made (with consent of the maker of the motion) before the motion is stated by the chair.
- 3) The chair states the motion and indicates that it is open for debate (if it is debatable) by asking, "Are you ready for the question?"
- 4) Debate follows. In general, no person speaks twice on a motion until all others who desire to speak have been heard.
- 5) If amendments are offered, the chair will read the motion before the body votes on the amendment.
- 6) Debate may be stopped at any time by the adoption of a motion to call the previous question. If debate appears to have closed, the chair asks, "Are you ready for the question?" If no one claims the floor, the chair puts the motion to a vote.
- 7) The vote is taken by voice or show of hands.
- 8) The chair announces the result of the vote. The chair reserves the option of calling for a written ballot and may do so at the request of the members of the body.
- 9) The recommendation of a standing committee is considered a motion and requires no second. Such recommendations are immediately open for discussion. If there is no discussion, a vote may be called for by the chairperson.

Elections

- 1) Nominations

- a) Nominations do not require a second, although they may be seconded to show endorsement of a particular nominee.
- b) A person may nominate only one person for each office until all who wish to make nominations have done so.
- c) If there appears to be no additional nominations, the chair may declare the nominations closed.

2) Manner of Elections: Unless otherwise specified, elections are passed by a simple majority of the body.

4.1.3 Policy on Cooperation with Law Enforcement Agencies

In accordance with the USA PATRIOT Act of 2001 (P.L. 107-56), Tennessee Wesleyan College faculty and staff members will follow the procedure outlined below when approached by law enforcement agents seeking information on students, library patrons or employees of the College. Faculty and staff members will do the following:

The faculty or staff member who is first approached by a government investigator should notify the highest-ranking authorized person in the building immediately. The highest-ranking authorized person should be called if he or she is not in the building.

In the event that this person is unavailable, the highest-ranking person on duty is responsible for working with the law enforcement official.

No faculty or staff member is to surrender any records at any time to anyone without a duly executed search warrant.

The faculty or staff member in charge will follow the procedures noted below:

- 1) Ask to see identification of the agent(s) and write down the name and badge number. In the event that those claiming to be FBI or other agents refuse to show identification, contact local police (911) and campus security immediately and ask for officers to come to the College to work with the “agents”.
- 2) In order to search premises for information about students, library patrons or employees of the College, law enforcement officials should present search warrants or court orders authorizing this activity. Faculty or staff members in charge should always ask for such documents BEFORE searches commence.
- 3) Emergency situations, which may be declared by investigating officers to be “exigent” or involving immediate danger if their efforts are delayed, might prevent the immediate production of search warrants. Faculty and staff members should ask that the documents be produced at a later time and take careful note of the names of agents and the reasons given by them for conducting the search before presenting court documents.
- 4) The following types of situations might be involved in an investigation.

- a) Request to see list of Internet Users. Tennessee Wesleyan College does not track individual Internet users, nor does our Internet service provider.
- b) Request to see student rolls or borrower lists.
- c) Request to see student records such as list of items checked out by borrower. Only items currently checked out to patrons are available via our system. Other records that may be requested are academic, admissions, and financial records.
- d) Confiscation of computers. Comply. Do not try to resist. Be sure to record any and all inventory numbers for the units removed.
- e) Asking of general questions by agents about “any suspicious persons or activities” at the College. Answer truthfully. Avoid giving names and specific information unless asked and a court order is presented or emergency situation is insisted upon by agent.
- f) Specific questions about seeing a person or persons depicted in photograph or sketch – dates, times, places, etc. Make sure that all faculty and staff present that may have been on duty in the places and times have a chance to see the photos.
- g) If agents require faculty and staff to not repeat or divulge information about their investigations, inform agents it is our policy that the College administration and the College attorney must be kept apprised of all investigatory actions undertaken at the College. The College is responsible for the actions of faculty and staff members in the discharge of their duties and should be charged with the maintaining of any confidences relative to investigations undertaken on College premises.
- h) If you believe that you have some information about activities at the College that might be of importance to the authorities, notify the highest-ranking authorized faculty or staff member immediately available to you who will decide whether to approach outside investigatory agencies. College legal counsel may need to be contacted before initiating action. However, if College employees believe that a threat to life and limb or damage to College facilities may be imminent, contact 911 (local police) and campus security immediately.

4.1.4 Policy and Procedures for Access to the Tennessee Wesleyan College Network

In order to provide reliable service to all network users, the College will move in the direction of standardization in hardware and software as well as in the procedures for connecting to the College network. The following policy for network access and the procedures given are for all users desiring connection to the Tennessee Wesleyan College Network.

All connections to the network for any new or old computer will be made by the Information Systems Department (IS Dept.).

Notify the IS Dept. in advance if a machine is to be moved or discarded so that network settings may be removed before the machine is moved. When a computer is to be replaced, the IS Dept. will make all changes to network settings.

Only the IS Dept. can assign and/or remove an IP address. Only the IS Dept. can enter network settings.

All computers on the Tennessee Wesleyan College network will have Corporate Edition Norton installed by the IS Dept. The only operating system that can be currently purchased is XP Pro. Computers with other operating systems will move toward upgrading or replacement as funds allow.

At the end of the day, close all windows sessions (click the “START” button, and Log Off; answer “yes” when prompted). Do not shut down your computer and do not restart your computer. Anti-virus updates cannot run unless you log off.

The College will endeavor to provide appropriate hardware and software for faculty and staff to the extent their positions require. Personally owned computers may not be used on the network without prior approval of the appropriate Vice President, the Vice President for Financial and Business Affairs, and a determination by the IS Department of compatibility and security. An agreement will be prepared indicating the requirement and responsibilities of the individual and the College.

4.1.4.1 Acceptable Use of Information Systems

Access to computer systems and networks owned or operated by Tennessee Wesleyan College imposes certain responsibilities and obligations and is granted subject to College policies, and local, state and federal laws (i.e. the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, The Tennessee Computer Crimes Act, the Electronic Communications Privacy Act, and U.S. Copyright Code)*. These computer resources are available to students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their practices can affect the work of other users.

4.1.4.1.1 Acceptable Use Policy

The list below constitutes the Acceptable Use Policy and code of computing practices for all persons using the Tennessee Wesleyan College computer systems.

- 1) Users are responsible for being aware of and following the published procedures for accessing the computer systems.
- 2) Users must use only the computer accounts that have been authorized for their use. They must use the computer accounts only for the purposes for which they are authorized. Use of Tennessee Wesleyan College’s computer resources for personal or business financial gain without express authorization is prohibited.

- 3) Users are responsible for the use of their computer accounts. Users should make use of system-provided protection features such as passwords, and they should take precautions against others obtaining access to their computer resources. Do not make your account available to others for any purpose.
- 4) Users will not attempt to circumvent or subvert system or network security measures.
- 5) Do not access or copy the programs, files, or data belonging to other persons or to Tennessee Wesleyan College without prior authorization. Do not attempt to access files for which you do not have authorization. Programs and data provided by Tennessee Wesleyan College are not to be taken to other computer sites without permission.
- 6) Users may use software on Tennessee Wesleyan College's computers only with permission of the supervisor of that computer if that software has been legally obtained, and if its use does not violate any license or copyright restriction.
- 7) Do not use programs on Tennessee Wesleyan College's computers that were obtained from other computer sites unless they are in the public domain or authorization to use them has been obtained. A copy of such authorization must be on file in the office of the Director of Instructional Technology and the Director of Information Systems.
- 8) To minimize the impact of your work on the work of other users, you must not attempt to encroach on others' use of the facilities or deprive them of resources. Deliberate wasteful use of resources, such as printing or storing large amounts of unnecessary data on College computers or use for purely recreational purposes is prohibited.
- 9) Users are expected to conduct themselves in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material including but not limited to abusive use of e-mail.
- 10) Do not attempt to modify system facilities. Do not misuse, damage or misappropriate computer equipment.

*(Copies of some codes may be found in computer labs or in the Merner-Pfeiffer Library. Others can be located through resources in the Library.)

Disciplinary Action

Disciplinary action for violating this code shall be governed by the applicable provisions of the student, faculty and/or staff handbooks, and/or other policies and procedures of Tennessee Wesleyan College. The following disciplinary sanctions may be taken either singularly or in combination by the Institution against violators of this code.

- 1) Restitution to reimburse the Institution for damage to or misuse of computing facilities.

- 2) Warning the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action.
- 3) Written reprimand indicating that further violation may result in more serious penalties.
- 4) Restriction of computing privileges for a specified period of time.
- 5) Probation status, with the associated implications, imposed on the individual.
- 6) Suspension or expulsion of the individual from the institution.
- 7) Termination of employment of the individual by the institution.
- 8) Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.
- 9) In the event that other institutional regulations are violated, additional penalties may be imposed.
- 10) According to the U. S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.
- 11) Unauthorized use and/or misuse of computing resources may be in violation of federal and state laws and the violator(s) may be subject to prosecution under these laws.
- 12) Jurisdiction for disciplinary action will be held by one of three offices: for infractions by students, the Dean of Student Life and Enrollment Management; by members of the faculty, the Vice President for Academic Affairs; by members of the staff, the President of the College.
- 13) Tennessee Wesleyan College reserves the right to pursue prosecution for violations covered under other civil and criminal statutes.

Information Disclaimer

Individuals using computer systems owned by Tennessee Wesleyan College do so subject to applicable laws and College policies. Tennessee Wesleyan College disclaims any responsibility and/or warranties for information and materials residing on non-College systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the Tennessee Wesleyan College, its faculty, staff, or students. The privacy of communication sent over the Tennessee Wesleyan College network is not guaranteed.

4.1.4.1.2 Tennessee Wesleyan College Mailing List Policy

Faculty Mailing List: faculty@twcnet.edu

Staff Mailing List: staff@twcnet.edu

Purpose

The purpose of the mailing lists is to facilitate professional communication, including committee and team meeting agendas and minutes, and to inform faculty and staff of legitimate College business. Tennessee Wesleyan College mailing lists are closed, private lists. The following policies apply to all employees:

- 1) Abuse of the list or others on the list will not be tolerated.
- 2) Forwarding of chain letters is not acceptable
- 3) Membership, including e-mail addresses of members of the lists may be provided to those on either mailing list.
- 4) Membership of a mailing list may be subject to disclosure under a public records request, a warrant or court order in connection with a criminal investigation, or other authorized procedure.
- 5) Communication resources may be used only for legitimate College business and for activities that comply with College regulations and policies and all existing laws.

Responsibilities

The **Information Systems Department** has responsibility for the Exchange distribution list including:

- 1) Managing the mailing list.
- 2) Monitoring the list for correctness of e-mail addresses.
- 3) Analyzing error messages and taking appropriate action.
- 4) Archiving of messages for one semester.
- 5) Responding to reported mail problems.

College Faculty and Staff have responsibility for messages they send including:

- 1) Informing the Information System Department of new or changed addresses.
- 2) Sending accurate and appropriate message.
- 3) Providing a relevant subject for each message.
- 4) Keeping messages brief and relevant.
- 5) Taking every precaution to avoid sending viruses.

Inappropriate use of the mailing list may result in suspension from the list. Suspected abuse shall be reported to your immediate supervisor, who will follow up by contacting the appropriate Executive Officer.

Disclaimer: Tennessee Wesleyan College does not control the contents of the mailing lists hosted on its servers. The fact that the College hosts the list does not serve as an endorsement of the content of every posting to the list. The College makes no representations or warranties about the accuracy, reliability, completeness, or suitability for any particular purpose of the information posted to these lists. List members should rely on their own critical evaluation of the postings

Endorsed by the President's Advisory Team 9/26/03

4.1.5 Family and Medical Leave

Purpose

Tennessee Wesleyan College recognizes that employees may sometimes face conditions beyond their control that require them to be temporarily absent from their jobs for brief, or under certain circumstances, extended periods of time, and that employees should be granted a leave of absence for qualified reasons without having to worry about job security or having to choose between their jobs and their family. Tennessee Wesleyan College also recognizes that the number of households in which a single parent or both parents work has significantly increased and that it is important for the development of children and the family unit that both fathers and mothers be able to participate in early child rearing and the care of family members who have serious health conditions. Therefore, Tennessee Wesleyan College has developed this policy to address these concerns and the needs of employees and families, while accommodating Tennessee Wesleyan College's interests in providing quality service to our students and potential students in an efficient manner. This policy is intended to comply with the Family and Medical Leave Act of 1993 ("FMLA"), and sets forth the terms, conditions and procedures under which an employee may be granted a family or medical leave of absence in accordance with the FMLA. Definitions for terms used in this policy are contained in the Department of Labor's FMLA Regulations.

Eligibility for FMLA leave

Employees who have been employed by Tennessee Wesleyan College for at least 12 months and who have worked at least 1,250 hours during the preceding 12-month period (an average of 24 hours per week) are eligible for family or medical leave under the FMLA.

Type of FMLA leave

The FMLA allows for two types of leave -- family leave and medical leave. Eligible employees may be granted family leave for the following reasons: (1) birth of an employee's child and in order to care for the newborn child; (2) the placement of a child with the employee for adoption or foster care; or (3) in order to care for the employee's spouse, child, or parent who has a serious health condition. Eligible employees may be granted medical leave for a serious health condition of the employee that renders him or her unable to perform the functions of the employee's job. In general, a serious health condition of the employee or the employee's family member means an illness, injury, impairment or physical or mental condition that involves: (1) an overnight stay in the hospital; (2) absence from work, school or other regular daily activities for at least three days involving continuing treatment or supervision by a physician; or (3) continuing treatment or supervision by a physician for a chronic or serious long-term health condition. The FMLA would not apply to the occasional

absence due to the flu or a cold, nor to voluntary treatments, such as routine physical examinations and cosmetic treatments, unless inpatient hospital care is required.

Amount of FMLA leave

Eligible employees are only entitled to a total of 12 weeks of medical leave, family leave or a combination of both during a 12-month period under the FMLA. Tennessee Wesleyan College has elected to use the calendar year method allowed by the FMLA. Any FMLA leave taken by an employee during the calendar year will be used to determine the amount of available leave pursuant to the FMLA. FMLA leave may be taken intermittently or on a reduced (part-time) basis; however, employees may be transferred temporarily to an available alternate position or part-time position which better accommodates such recurring periods of leave. The entitlement to family leave for the birth or placement of a child or adoption or foster care will expire 12 months from the date of the birth or placement.

Intermittent or Reduced Leave Schedule

FMLA leave does not have to be taken all at once. FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or per workday, and is a change in the employee's schedule for a period of time, normally from full-time to part-time.

Intermittent leave or a reduced leave schedule is available in two circumstances under the FMLA and this policy. First, if medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, then the employee may elect such leave. An employee needing intermittent leave or leave on a reduced leave schedule for such a situation must attempt to schedule the leave so as not to unduly interfere with Tennessee Wesleyan College's operations. The second circumstance in which intermittent leave or reduced leave schedule may be available is for the birth of a child or placement of a child for adoption or foster care; however, intermittent leave or reduced leave schedule for the birth or placement of a child will be granted only at Tennessee Wesleyan College's discretion.

If an employee needs intermittent leave or leave on a reduced leave schedule that is based on a planned medical treatment for the employee or family member, including a period of recovery from a serious health condition, or if Tennessee Wesleyan College agrees to permit intermittent leave on a reduced leave schedule for the birth of a child or for the placement of a child for adoption or foster care, Tennessee Wesleyan College may require the employee to temporarily transfer to an available alternative position or part-time position which better accommodates such recurring periods of leave. The alternative position will have equivalent pay and benefits, but not necessarily equivalent duties, and will last only for the period of time that intermittent or reduced leave schedule is required.

Procedure for requesting leave

Employees must request family or medical leave 30 days in advance of the effective date of the leave or as soon as is practicable, and must make a reasonable effort to schedule any medical

treatment so as not to unduly disrupt the operations of Tennessee Wesleyan College. When the need for leave is foreseeable, if an employee fails to submit a request 30 days in advance of the leave, Tennessee Wesleyan College may deny leave until 30 days after the date that the request is actually submitted.

Medical certification

When a leave request is based on a family member's or an employee's own serious health condition, the employee may be required to provide a medical certification from a physician within 15 calendar days of the leave request. If Tennessee Wesleyan College has reason to doubt the validity or adequacy of the medical certification, a second and third medical certification may be required at Tennessee Wesleyan College's expense. The request for leave may be denied until such medical certifications are submitted. Employees may be required to submit subsequent medical re-certifications at reasonable intervals and to report periodically on the employee's status and intent to return to work.

Substitution of paid leave

Family or medical leave under the FMLA will consist of paid and/or unpaid leave. Employees are required to substitute accrued sick leave and accrued vacation leave for leave under FMLA until it is exhausted. Any time off by an employee on vacation, sick leave, worker's compensation leave or other leave that qualifies for family or medical leave under the FMLA will count toward the employee's entitlement under the FMLA.

Benefit coverage during leave

During a period of family or medical leave under the FMLA, an employee will be retained on Tennessee Wesleyan College's medical plan under the same conditions and on the same basis as if the employee was not on leave. Tennessee Wesleyan College will continue to pay its portion of the medical insurance contribution, and, to continue health coverage, the employee must continue to make any contributions that the employee would make if not on leave, including any increases. Employees are not entitled to the accrual of any employment benefits while on unpaid leave. An employee who takes medical or family leave under the FMLA will not lose any seniority or employment benefits that accrued before the date that the leave began. Any period of FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate in Tennessee Wesleyan College's pension/retirement plans. If an employee fails to return to work after the expiration date of the leave, the employee will be required to reimburse Tennessee Wesleyan College for all insurance contributions made by Tennessee Wesleyan College on the employee's behalf during the leave unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job, or is due to circumstances beyond the employee's control.

Restoration to position

Employees returning to work from a family or medical leave under the FMLA will be restored to their former position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Tennessee Wesleyan College may deny restoration to the employee's former position or to an equivalent position under certain circumstances pursuant to the FMLA. Failure of an employee to return to work upon the expiration of the maximum leave period for a family or medical leave (including any authorized extension) will subject the employee to immediate termination.

Returning from leave

Before an employee can return to work following medical leave, the employee must submit a return to work fitness for duty certificate from their designated physician releasing the employee to resume work and stating that the employee is able to perform the essential functions of his or her position. Tennessee Wesleyan College may deny restoration of employment until such certification is provided.

The failure of an employee to return to work upon the expiration of leave will subject the employee to immediate termination. Tennessee Wesleyan College does not have permanent light duty work. If an employee is medically released to return to work with restrictions, the employee must be able to safely perform the essential functions of the former position with or without reasonable accommodation.

FMLA records

All records concerning family and medical leave will be maintained for at least 3 years. Records and documents relating to medical certifications, re-certifications, or medical histories of employees or employees' family members will be maintained as separate and confidential records.

Extension of medical leave

If the employee is not capable of performing the essential functions of the employee's former position or an available vacant position at the expiration of the FMLA medical leave period, the employee may request an extension of medical leave for a period of up to twelve (12) months (including any FMLA medical leave period). Such extension may be granted at Tennessee Wesleyan College's discretion as a reasonable accommodation under the Americans With Disabilities Act (ADA). The benefits and rights of employees under the FMLA do not apply to any extension of the medical leave period. Upon granting the extension, Tennessee Wesleyan College will establish the terms and conditions of the extension of the medical leave period.

Maternity Leave:

Any full-time female employee who has been employed by Tennessee Wesleyan College for twelve (12) consecutive months may be absent for a period of up to four (4) months for pregnancy, childbirth, and nursing an infant. Female employees who give at least three (3) months' notice to Tennessee Wesleyan College of her anticipated dates of leave and her intention to return following the leave, will be restored to her previous position or a similar

position with the same status, pay, length of service credit and seniority, as of the date of her leave. If, however, the employee is prevented from giving the three (3) months' notice because of a medical emergency which necessitates that her maternity leave begin earlier than anticipated, the employee has not forfeited her rights and benefits because of her failure to give three (3) months' notice.

Maternity leave is unpaid leave; however, if an employee takes maternity leave, any maternity leave taken will run concurrently with FMLA leave taken for pregnancy and childbirth until the FMLA leave is exhausted. Just as under the FMLA, when an employee is on maternity leave, she will be required to use paid sick leave and paid vacation leave until it is exhausted. During maternity leave, the employee maintains rights to vacation time, sick time, seniority, and other benefits for which she was eligible at the date of her leave.

If the employee's job position is so unique that Tennessee Wesleyan College cannot, after reasonable efforts, fill her position temporarily; then Tennessee Wesleyan College is not liable to the employee for failure to reinstate her at the end of her maternity leave. If Tennessee Wesleyan College determines that the employee will not be reinstated at the end of her maternity leave, it will notify the employee as soon as possible.

4.1.6 COBRA (Consolidated Omnibus Budget Reconciliation Act)

At the time an employee receives a final paycheck, a letter will be enclosed notifying the employee and eligible dependents that medical and dental benefits will terminate at the "Qualifying Event Date" (i.e. last date of employment coverage). Employees and/or their eligible dependents may elect to continue benefits under COBRA rules.

Continued Coverage under COBRA is coverage that is identical to the health care benefits which you as an employee of Tennessee Wesleyan College or your covered eligible dependents, were receiving on the day before the Qualifying Event Date.

Continued coverage under the Plan is available only to those individuals actually covered on the day before the Qualifying Event Date under the Plan.

If an eligible employee, employee's spouse or dependents do not elect to continue coverage, the COBRA Election Form is returned with the line marked "DECLINE" checked.

You can elect continued coverage by signing the COBRA Election Form and sending it to the address on the election form within 60 days following the Qualifying Event Date. The initial premium is for coverage from the Qualifying Event Date to the month in which you submit the payment.

If continued coverage is elected, it will continue until the earliest of the following:

- 1) Failure to pay any required premiums on a timely basis (payment must be made by the last day of the month for that month's coverage);

- 2) The date that the person being covered becomes entitled to Medicare benefits, or becomes covered under another group medical plan (unless that other plan excludes or limits coverage for the person's pre-existing conditions);
- 3) The date the College ceases to offer the benefit in question. If the College replaces coverage, you may continue under the new plan; or
- 4) Eighteen (18) months after the Qualifying Event Date.

For additional information concerning COBRA, contact the Business Office.

4.1.7 Use of College Facilities: Department/Office Responsibilities for Scheduling

Facility

Department/Office Responsible

Old College
 Blakeslee Hall
 Lawrence Parlor
 Sullins Board Room in Sherman Hall
 President's Dining Room

Townsend Auditorium

**Use of facilities is scheduled
 through the Student Life
 Office unless otherwise noted.**

Student Activity Center
 Sherman Video Theater

Glen Lowe ARAMARK Room
 (including Sherman Foyer)
 Sherman Cafeteria

Classrooms

Fisher Seminar Room

Education Instructional Technology Center
 EITC Seminar Room

Library (including Archive Room)

Gymnasium
 Athletic Fields

Summer Camps*

*Summer Camps require approval of both the Vice President for Student Life and Enrollment Management and the Vice President for Financial and Business Affairs. Contracts contain specifics such as camp responsibilities, College rules and regulations for camps, advance

deposit requirements, guaranteed numbers, College as “additional insured” on insurance certificates. Availability dependent upon maintenance schedules each summer, beginning and ending dates for student occupancy, and dates needed for residence hall readiness.

4.1.8 Policy on Fundraising Initiatives

In order to enjoy the full benefit of a coordinated and consolidated advancement program, all fundraising efforts at Tennessee Wesleyan College shall comply with the following policy.

- All fundraising initiatives must be approved by either the President or the Vice President of Institutional Advancement. For consideration, a proposal must be submitted in writing with an attached list of donor prospects.
- A proposal may be approved with a restriction relating the gift revenues to the regular budget allocation for the function, area or department. That is, an initiative may be approved to fund the regular budget of an area, or supplement the regular budget of an area, or any combination of such benefits.
- Gift revenues received through an unapproved fundraising initiative will typically be applied to the fund the regular budget allocation for the function, area or department. That is, unapproved fundraising cannot be used to increase the annual budget for any function, area or program.

4.1.9 Annual Report Format

**Annual Report
Format
Tennessee Wesleyan College**

1. Identification of the Unit

- 1.1 Mission Summary
- 1.2 General Statement/Demographic Information

2. Assessment – Prior Year

- 2.1 General Statements
- 2.2 Prior Year Goals
- 2.3 Description of Assessment Activities Undertaken in Previous Year
- 2.4 Results of Assessments/Explanation

3. Operating Budget

3.1 Budget Discussion -- This is a narrative comment on the last completed fiscal year (July 1, 2003-June 30, 2004) and the associated budget activity for your unit. This should include an assessment of whether the budget support was adequate to operate the unit. This discussion may comment on whether or not the budget for the current fiscal year (July 1, 2004 – June 30, 2005) seems adequate and what precautions you will need to exercise in the operation of your unit.

3.2 Proposed Budget for next fiscal year. This will be the proposed budget for the fiscal year beginning July 1, 2005 and extended to June 30, 2006). The proposed budget should be submitted on forms provided through the business office at the end of August. The discussion should center on operational needs and should include plan-based justification. Note: The CPI is not a particularly good indicator of the costs affecting a College unit or department.

4. Financial Needs/Wants

4.1 Personnel

4.1.1 General Statement

4.1.2 Priority Listing of Faculty/Staff positions

4.2 Facility Improvements Needed

4.2.1 General Statement on facilities including classrooms, office space, meeting spaces, etc.

4.2.1 Priority Listing of Facility Improvements: Include estimated costs if you have estimates. Be sure to indicate the source and date of any estimates that you have.

4.3 Technology Support Needed

4.3.1 General Statement

4.3.2 Priority Listing of Technology Needs including media. Be sure to list estimated cost and special support needed for technology requests. For example, are there special power needs involved that go beyond those available in the room or rooms where the technology will be used? Are there levels of expertise which go beyond the expertise which the College currently has?

4.4 Budget Reduction Plan

5. Executive Summary of Unit Needs

Summary should include brief reiteration of mission, assessment results, significant changes in the unit plan, summary budget request.

6. Summary of Achievements

6.1 Unit as a Whole

6.2 Faculty Achievements/Service

6.3 Staff Achievements/Service

7. Appendices

7.1 Unit Mission Statement

7.2 Planning Document – updated to reflect assessments of 2003-2004 with changes for 2004-2005, 2005-2006 and beyond highlighted

7.3 Assessment Instruments

7.4 Summary/Tabular Results of Assessments

4.1.10 Planning Primer

PLANNING PRIMER

Tennessee Wesleyan College
March 2003

Tennessee Wesleyan, in keeping with Section III of the *Criteria* of the Southern Association of Colleges and Schools, uses a unit-based approach to plan-driven budgeting. Doing so enables the College to anticipate both revenue opportunities and expenditures; to build a longer range budget; to be more participative in the budget process.

There are several keys to the process. The process begins with the mission of the College and the mission of each budgetary unit of the College.

1) Mission: Why

“*Why* do we exist; what is the unit’s purpose?”

Planning, whether at the department, unit or at the institutional level, must begin with a sense of what the unit is and where the unit is headed. That sense is contained in the mission statement which responds to the question “why” the unit exists.

2) Planning priorities/goals: What do we do? What do we want to do?

“*What* must we accomplish to meet our mission?”

The planning priorities or goals are statements about what the department or unit will need to do in order to fulfill the mission. Planning priorities or goals are quite broad, but they nevertheless point to a specific direction for the department or unit.

Examples:

- (a) the Department of Biology will enhance the laboratory experiences of all lower level students;
- (b) Students completing composition courses will be proficient in the use of word processors;
- (c) Graduating seniors seeking the assistance of the Career Center will indicate satisfaction with the services received.

3) Objectives: How will we meet our planning priorities and fulfill our mission?

“*How* will we meet our planning priorities or goals?”

Objectives are often stated with the thought that they can be both short and long range. Objectives are more concrete than planning priorities; they usually have a timetable associated with them.

Examples:

- (a) the Department of Biology will revise the lab manual by fall 2000;
- (b) The Department of English will implement Phase I of the Computerization Project by the fall 2000;
- (c) The Career Center will adjust its advising procedures for graduating seniors by fall 2000.

4) Action Plans: What activities will we undertake to achieve goals/objectives/plans?

“What specific *activities* will we undertake to meet our goals and our objectives?”

It is at this point that the goals or objectives are put into operation. This is really an outline of the steps that must be taken to implement a goal. An action plan is, in reality, a detailed map by which each goal will eventually be reached. This might mean the appointment of a task force; it might mean the development of a specific proposal for funding; it might mean that you have to secure new staff.

An action step or the action plan should include the following elements:

- (a) Specific actions which will be taken;
- (b) All pertinent information regarding staff assignments, facilities, and resources needed;
- (c) A schedule with interim deadlines for the completion of the work tasks; and
- (d) An assignment of responsibility for each step of the process.
- (e) A deadline for completion of the final project.

5) **Outcomes**

“With which (*quantifiable*) *measurement* will we determine that our goals/objectives are met?”

The outcomes should be measurable and indicate a deadline. What can our students be expected to learn? What does our unit expect to achieve? How many students or clients do we expect to serve? How well do we expect to serve them? What fund raising goals do we anticipate? How many student activities and of what kinds will you sponsor?

Examples:

- (a) Spring semester freshman biology laboratory students will show an improvement of 25% on tests over the previous year.
- (b) By the end of spring semester 2001 word processing will have been incorporated into 75% of the composition courses offered.
- (c) At the end of spring semester 2001, 75% of all graduating seniors advised by the Career Center will indicate satisfaction with the services provided.

6) **Assessment**

“Which types of *instruments* will be used to measure if we have met our outcomes?”

Having established our outcomes, we must then ask how we know that our students or our unit has achieved outcomes. We need to have multiple assessments including surveys, the College *Fact Book*, focus groups, national data, and trend lines.

Examples:

- 1) Pre and post tests will be given to freshmen in Biology laboratory courses.
- 2) A review of syllabi for composition courses will be undertaken.
- 3) A survey will be distributed to graduating seniors using the services of the Career Center.

7) Reporting and the Feedback Loop

“How will we ensure a *broadly participatory process*?”

Planning is as much about conversation and process as it is about the final product. These basic planning steps cannot be undertaken without frequent referral back to the departmental faculty or the staff of the unit. It is to those individuals that we turn for ideas about how to proceed. It is in this way that participation is assured.

ASSESSMENT & PLANNING

“How do we *improve*?”

The entire process outlined above is one that must be reinforced by **assessment** as mentioned in item 6. While assessment can have an audit function, the more significant purpose of assessment is to improve.

Assessment ultimately ties to planning because it is the information gathered from assessment which gives us a basis on which to change our planning including our goals and our activities. Planning is informed by assessment.

Assessment to improve is institutionally defined. For our purposes we want to take advantage of what we do anyway because this provides us with information which we can then use. It would be a shame to collect all of the information that we collect from alumni, for accreditors, and/or for other purposes and then not use it to improve ourselves. It is, in fact, often the case that we can use existing assessment information to affirm the existing quality of our programs and services.

The immediate question we must ask of assessment is one in which we say something about what assessment instruments are already in place. Does the information that we already have tell us anything that will help us to know whether or not we are meeting our outcomes? If assessment information is already available, use it!

If the information is not already available, are there simple mechanisms that can be developed which would help us? These might take the form of exit interviews, surveys of faculty, students, or staff, or perhaps some other kind of assessment. Some departments have internship experiences and those might be used as a guide to the success of programs designed to prepare students. Other departments have placement indicators such as the rate at which students are placed in professional schools. We may well have to continually refine our mix of assessment activities to be certain that we have something in place that generates information about the success of the College in meeting the goals of each unit.

PLANNING & BUDGETING

“How much will it *cost* to achieve our goals?”

Planning should drive the budgeting process. The activities required to meet our goals will have a cost associated with them: these costs should be the basis for our budget request.

The essential mandate can be stated in this way: Each unit shall have an annual report which is to be submitted no later than October 15 of each year. The annual report shall

include: a statement of mission for the unit, a plan including goals, outcomes and action steps, a discussion of assessment results and a budget proposal which will enable the unit to improve and achieve its plans.

Adopted from several sources on higher education; approved by the president's advisory team in March, 2003; revised in October, 2003.

4.1.11 Media Guidelines

A public relations program is vital to building and maintaining an organization's relationships, reputation and credibility with key constituents. Tennessee Wesleyan College's essential publics include: current and prospective students, faculty, staff, donors, trustees, the communities of Athens, Tenn., and the surrounding area. Effective public relations programs are built on consistent messages shared with the public through media outlets, College and community publications and other relevant communication techniques.

To ensure that members of the media and others seeking information about events and issues related to Tennessee Wesleyan have easy access to the school as a resource and to maintain consistent messages, it is sensible for the College to designate one person as the primary media contact. This individual should have extensive experience working with the media in order to meet and anticipate its needs. The College's Coordinator of Media Relations is the natural choice to act as the school's primary media contact. All media requests and other communications related to Tennessee Wesleyan's intercollegiate athletic programs should be handled by the school's Director of Sports Information. This policy is not meant to censor any individual on campus but to ensure that the public receives consistent and accurate messages about the College and to allow Coordinator of Media Relations or the Director of Sports Information to assist media personnel appropriately.

If a reporter or other member of the media contacts a member of the faculty or staff, or a student, that individual must put the journalist in touch with the College's Coordinator of Media Relations. No student, faculty or staff member is to initiate contact with or make any comment regarding Tennessee Wesleyan to a member of the media without first contacting the Coordinator of Media Relations. Media inquiries and other requests for information about Tennessee Wesleyan's intercollegiate athletic program should be directed to the director of Sports Information, at (423) 746.5225 (office).

4.1.12 Faculty/Staff Tuition Waivers: Policy and Implementation Statements

Full-time employees of Tennessee Wesleyan are eligible for tuition waivers at Tennessee Wesleyan College or after two years of full-time service, Hiwassee College. This waiver is available to all employees; however, if they hold a degree, this waiver applies only to classes at Tennessee Wesleyan College. Scheduling of classes should be coordinated with the supervisor and class time cannot be included as part of the 7 ½ hour work day. (Example: an employee could take an 11:00 class and count that hour as lunch, or could come in early/leave late to take a class, but they must still work 7 ½ hours total each day.) In addition, office time cannot be spent studying. Employees are limited to a maximum of nine hours of course work per semester.

Full-Time employees of Hiwassee College with a minimum of two years full-time employment are eligible to receive tuition waivers at Tennessee Wesleyan College. The waiver is limited to nine hours per semester and is limited to the total number of hours required to complete the first baccalaureate degree.

Spouses and dependent children of full-time employees of Tennessee Wesleyan College, Hiwassee College, and Emory and Henry College are also eligible for the tuition waiver benefit. (At Emory & Henry, employees must be employed for two years before spouses and dependents are eligible for tuition waiver benefits). For the purpose of this benefit, a dependent child must be either biological, adopted, or a step child and must meet the IRS requirement for being considered a dependent—that is, he/she must have been claimed as an exemption on the employee's previous year tax return. A student who marries or otherwise becomes independent during an award year will continue to receive the waiver during that award year but not thereafter.

The total benefit for any spouse or dependent child will not exceed the number of hours required for the first baccalaureate degree, up to a maximum of 144 hours. Any transfer credit accrued will count toward the 144 maximum.

Students on waiver must make satisfactory progress toward their degrees; meeting College retention standards and complying with the number of course or hour requirements for graduation. Students placed on academic probation will have one semester to bring their overall GPA up to retention standards before being suspended from the tuition benefit. If the GPA is not brought up to retention standards by the end of the probation semester, the waiver will be discontinued. Students may apply to have the waiver reinstated once their GPA is brought up to retention standards if all other requirements for the waiver are still met.

No student on tuition waiver can receive more than the cost of full tuition in institutional aid. Resident waiver students who are eligible for Federal or State financial aid can apply these funds to the cost of room, board, and expenses. Any money received in excess of this amount will come back to the institution to apply toward the tuition benefit. Non-Resident waiver students can apply to Federal or State Funds for expenses, with any excess to this amount going back to the institution to apply toward the tuition benefit.

The tuition waiver benefit ends with termination of employment unless the employee is an executive officer with at least seven years of continuous employment at the College and dies or retires while in service to the College, in which case, tuition benefits will continue as long as other eligibility requirements are met.

Outside normal semester courses (for example, summer and evening courses), the waiver is granted only for courses that have the minimum number of required students to make the class without counting the waiver student(s). Special Arrangement and Proficiency Exams, normally charged at full tuition rate, will be charged at cost to tuition waiver students. Regular class hours in excess of 18 carry no additional charge for waiver students provided the class(s) have made with non-waiver students.

APPLICATION PROCEDURE

- 1) All applicants, with the exception of full-time Tennessee Wesleyan College employees, must file the Tennessee Wesleyan Application for Financial Aid, the Application for Tuition Benefits, and the Free Application for Financial Aid. In addition, applicants who are receiving benefit due to employment at Hiwassee College or Emory & Henry College must provide an affidavit of employment from their institution signed by their immediate supervisor, Business Manager, and President. Employees of Emory & Henry and Hiwassee are required to be employed full-time for two years before they are eligible for the tuition waiver benefit. Employees of Tennessee Wesleyan, who are using the benefit themselves, need only file the Application for Tuition Benefits and the Tennessee Wesleyan College Application for Financial Aid. All application forms are available in the Financial Aid Office.
- 2) Priority deadline for fall semester is March 1. Applicants who file between that date and June 1 can receive tuition benefits, but may not receive all other money for which they are eligible. Applications filed after June 1 may be too late to process prior to fall enrollment. Students in this category should be prepared to pay 1/3 of their semester bill at the time of registration and another 1/3 in thirty days if the application is not completed. Once the application process is completed, any money paid to the College for tuition can be refunded.
- 3) Waiver students beginning Tennessee Wesleyan College in the spring semester should submit all application materials no later than October 1.
- 4) Applications must be filed each year for spouses, dependents, and employees of Hiwassee and Emory & Henry. Tennessee Wesleyan employees using the waiver themselves must apply only once but should inform the financial aid office prior to the beginning of each semester of the number of hours they intend to take.

4.1.13 Academic Due Process: Procedural Issues

Definition of Academic Due Process

- 1) Academic due process is a system of procedures designed to produce the best possible judgments in those personnel problems of higher education which may yield a serious adverse decision in regard to the career of the individual faculty member and the reputation of the institution
- 2) Academic due process is a system which provides the individual faculty member and institution with procedural safeguards and guarantees that control positive as well as negative action.
- 3) Administration in this process shall consist of the President of the College, the Vice President for Academic Affairs, and one (appointed by the President) at-large appointee from the senior faculty who is not a member of the Tenure and Promotion Committee.

Procedure in Academic Due Process

Procedural safeguards and guarantees:

- 1) Termination for cause of a tenured faculty member or the dismissal for cause of a faculty member previous to the expiration of a term appointment should be considered by the Tenure, Promotion, and Ethics Committee and the Executive Committee of the Board of Trustees. The faculty representative to the Board of Trustees is a member of the Academic Affairs Committee and should, for purposes of a hearing on termination, serve as a liaison to the committee and not as a voting member of the committee.
- 2) Academic due process begins with the presentation by the administration of a statement to the faculty member.
- 3) Academic due process guarantees the faculty member the right to be heard in his or her own defense by all bodies that pass judgment on the case.
- 4) Academic due process ensures the right of the faculty member to have an advisor of his or her own choosing present who may act as counsel.
- 5) Academic due process requires that a full stenographic record of the hearing be available to the parties concerned.
- 6) Tenured faculty members who are dismissed for reasons not involving moral turpitude should receive their salaries for at least one semester from the date of notification of dismissal whether or not they are continued in their duties at the institution.
- 7) Termination of a tenured faculty member because of financial exigency should be demonstrably bona fide.

Procedural Order

Informal Conciliation

Prior to the filing of a formal, written complaint with the chairperson of the Tenure, Promotion, and Ethics Committee, every opportunity should be used for informal conciliation. The faculty member might discover that the administration is willing to talk with him/her in a fair way, or to be convinced that he/she has seen things in the wrong light.

Safeguards during Informal Conciliation

Care should be taken lest the exploration of conciliation yield information or argument that will be embodied in later formal charges against the faculty member.

Suspension of the faculty member at this stage in the confrontation is justified only if immediate harm to the faculty member or to others is threatened by his or her continuance at the institution.

During the interim period the case will necessarily take on the characteristics of an adversary proceeding. It is therefore suggested by the Tenure, Promotion, and Ethics Committee that communications between the adversaries, as a general rule, should be in writing, with copies retained. Oral communications between the adversaries should be followed by an exchange of memoranda indicating the understanding that each party has of the conversation.

Commencement of Formal Proceedings

The accused faculty member shall be informed in writing of the charges against him or her. The formal communication should embody:

- 1) Relevant legislation, Board of Trustees By-Laws, and rulings of the faculty that do not violate the principle of ex post facto.
- 2) The charges in the particular case.
- 3) The summary of the evidence upon which the charges are based, and a first list of witnesses to be called.
- 4) The faculty member's responsibility at this stage of the formal proceedings:
- 5) May supplement the statement of governing rules applicable to the situation.
- 6) May suggest modifications in the charges or proposed procedures.
- 7) Should indicate the evidence by which he or she expects to refute the charges.
- 8) Should furnish a first list of witnesses he or she desires to call.

Nature of the Formal Proceedings

Ordinarily, the hearing will be private unless the faculty member or the administration request otherwise.

In the event that either one of the adversaries objects to a public hearing, the formal proceedings will be private.

Statement of Charges

In addition to the charges themselves, there should be an accompanying summary of the evidence upon which the charges are based.

Charges should include a first list of witnesses, if any, to be called.

Charges should be accompanied by as complete a statement as possible of the regulations pertinent to the issue(s).

Faculty Member's Response to the Charges

The Promotion, Tenure, and Ethics Committee recommends that the faculty member, after receiving from the administration the charges and relevant regulations, should answer in writing, not less than one (1) week before the date set for the hearing, the statements in the administration's letter which represent the charges.

Such a response would be seen as:

- A duty to acknowledge receiving of the charge.
- Acceptance of those charges that are true.
- Response by a general denial.
- Response by a demurrer.
- A presenting of a first list of witnesses.

NOTE: Under no circumstances should the faculty member feel constrained to state, in advance of the formal hearing, any part of his or her reasoned defense if he or she feels that by doing so he or she might prejudice his or her position at the hearing.

Evidence and Its Presentation

Persons involved shall be at the hearing during the representation of evidence. The faculty member should be informed of all charges and all the evidence against him or her; he or she should have full opportunity to deny, to refute, and to rebut. Witnesses for the defense and prosecution may be present and called upon to give evidence. If the charge is one of professional incompetence, a formal report on the faculty member's work should be first made in writing by:

The teachers in his or her own department and of cognate departments in the College. A committee of fellow-specialists from other institutions appointed by competent authority, if he or she so desires.

The faculty member or his or her counsel and the representative designated by the administration have the right, within reasonable limits, to question all witnesses who testify orally.

The Tenure, Promotion, and Ethics Committee acting on its own authority shall:

- Determine the order of proof.
- Conduct the questioning of witnesses.
- Secure the presentation of important evidence.

Burden of Proof

(a.) In the case of a tenured faculty member, the burden of proof rests upon the administration.

Waiver of Rights

(a) A faculty member cannot waive rights which have been published as accruing to the whole profession.

(b) A faculty member may not waive a right for himself or herself when, by so doing, he or she affects the right of other members of the profession.

Counsel

The faculty member may select from among colleagues a person of established wisdom, position, and judicial temper, who will act as his or her official academic advisor.

The faculty member may be assisted by both an academic advisor and a legal counselor. In the event that the faculty member seeks legal counsel, the presence of an attorney for the faculty member should not lead to a condition in which the attorney plays the role of a determined prosecutor. In the event that a faculty seeks legal counsel, the College will do likewise.

Recording of the Formal Proceedings

All evidence shall be duly recorded by the Tenure, Promotion, and Ethics Committee.

In the event that either of the parties involved desires a copy of the formal proceedings, they may, at their own expense:

Employ the services of a stenographer to record the formal proceedings.

Obtain a copy of the taped recording, which under normal conditions, will be part of the record.

Findings and Conclusions

The Promotion, Tenure, and Ethics Committee shall make brief, but explicit, findings with respect to each of the grounds for removal presented along with a reasoned opinion.

In the event of remedial action, short of dismissal from the institution, the Promotion, Tenure, and Ethics Committee shall make recommendations to the administration as to what action should be taken.

The administration and the faculty member shall be notified in writing by the Promotion, Tenure, and Ethics Committee of the decisions thereof.

Appellate Procedure

In the event that either party does not accept the findings and recommendations of the Promotion, Tenure, and Ethics Committee, either shall have the right to appeal the case to the Board of Trustees of the College. Such an appeal will be directed to the Executive Committee of the Board.

In cases of appeal to the Board of Trustees, the President of the College should transmit to the Executive Committee of the Board of Trustees the full report of the Promotion, Tenure, and Ethics Committee, stating its action.

On the assumption that the Board of Trustees has accepted the principle of the Promotion, Tenure and Ethics Committee, acceptance of the Committee's recommendation would normally be expected.

If the Academic Committee of the Board of Trustees chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written, or both, by the principals at the hearing of their representatives. The decision of the Promotion, Tenure, and Ethics Committee should either be:

- Sustained by the Board of Trustees, or
- Returned to the Promotion, Tenure, and Ethics Committee with objections specified.

In such cases, in which the proceedings of the Promotion, Tenure, and Ethics Committee are returned to the committee with objections specified, the committee should:

- Reconsider the case pending, taking account of the stated objections and receiving new evidence, if necessary.
- Frame its decision and communicate it in the same manner as listed before under procedure.

Only after study of the committee's reconsideration should the Executive Committee of the Board of Trustees make a final decision overruling the decision or recommendations of the Promotion, Tenure, and Ethics Committee.

Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or the administration shall be avoided so far as possible until the proceedings have been completed.

Timetable for Beginning

This committee will begin its duties as the Promotion, Tenure, and Ethics Committee following the publication and distribution to the faculty of all rules and regulations pertaining to the ethics and conduct expected of a faculty member at Tennessee Wesleyan College.

Amendments

Proposed amendments to the above document will require a two-thirds majority vote by the faculty. The amendment will become binding following the acceptance of the said amendment by a three-fourths majority of the faculty and upon approval by the Board of Trustees.

Grievances

If any faculty member alleges cause for grievance in any matter not covered by the procedures described in the foregoing regulations, the faculty member may petition the Promotion, Tenure, and Ethics Committee for redress. The petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed. It will contain any factual or other data which the petitioner deems pertinent to the case.

NOTE: The above document is based on recommendations of the American Civil Liberties Union and the American Association of University Professors.

4.1.14 Neff Guidelines and Sample Neff Request and Expense Forms

Neff Endowment Faculty Development Funds Guidelines

During each academic year, a certain amount of money is set aside for use in faculty development projects. These funds are generally referred to as the Neff Endowment. At the beginning of the academic year, the President informs the Faculty Affairs Committee of the amount of money available, and this committee is then responsible for the dispersal of these funds to the faculty at large.

1. Who can apply for Neff funds?

Most full-time and part-time faculty is eligible. There are a few exceptions, however. Nursing faculty, for example, have funds in their budget and are not eligible for Neff funds. Similarly, even though they hold faculty rank, the Academic Dean and the Director of Athletics are not eligible for funds from the Neff Endowment.

2. For what can the Neff funds be used?

- 1) Workshops – Money may be allocated to fund workshops on our campus provided that the function is designed primarily to benefit the Tennessee Wesleyan College faculty. The workshop may be intended for the benefit of the general faculty or a well-defined subgroup of the faculty (i.e. one or more related disciplines). A Neff grant may be used to pay for necessary expenses such as teaching materials and supplies, as well as paying qualified instructors a stipend and travel expenses to and from the College. However, any Tennessee Wesleyan College faculty involved in preparing or presenting the workshop may not request a stipend to pay for their time and work.
- 2) Individual Projects – Money may be allocated to individual faculty members for projects related to their discipline. The Faculty Affairs Committee will calculate the amount of money available to be requested per person each year after any workshops have been funded. Part-time faculty requests will be funded at half the amount of full-time faculty requests. Some examples of individual faculty requests would include:

- 3) Travel –The primary intended use of Neff money is to pay for travel expenses, lodging, meals and application fees for faculty attending conferences, meetings and/or workshops. Faculty should keep in mind that most travel expenses are far greater than the available Neff money, and that therefore, even with a Neff grant, the faculty member is likely to pay some portion of the travel expenses themselves.
- 4) Coursework – Neff money may be used for paying tuition, books and materials for additional coursework in a faculty member’s discipline at other Colleges and universities.
- 5) Other Projects - Sometimes, faculty development begins at home. The above two examples do not rule out the use of Neff funds in other individual development projects. The project must have a clear starting and ending point and a clearly stated intent for how the project would benefit the faculty member in their continuing development in their field. Neff money should not be used to purchase supplies and equipment which would normally be paid for out of a faculty member’s departmental budget.

3. **When do I apply for Neff funds?**

Faculty wishing to apply for funds to hold a workshop on the Tennessee Wesleyan College campus will need to have an application (using the Neff Endowment Request Form found in the back of the Faculty Handbook) within two weeks of the beginning of the Fall Semester, even if the workshop will not be held until the Spring Semester. (The reason for this early application time is that the Faculty Affairs committee needs to know how much money will be spent on workshops before it can correctly calculate the upper range for first requests from individual faculty.)

The deadline for first requests from individual faculty will be set each year by the Faculty Affairs Committee and will be announced at the first Faculty Meeting in the fall semester. In general, the deadline for first requests will occur in the first half of the Spring Semester. If there are Neff funds that have still not been allocated at that time, a deadline for second requests may be set for later in the Spring semester.

You must apply for Neff funds at least ten working days in advance of the planned use of those funds; the committee will not consider retroactive requests for funds. Applications for Neff projects in July or August should be made in the Spring semester, even though, because of the change of budget year, the money for those requests will not be available until July.

4. **How do I apply for Neff funds?**

- 1) File a request with the Faculty Affairs Committee chair using the Neff Endowment Request Form. Refer to Appendix 5.1.6.
- 2) Up to eighty percent of the approved amount may be received in advance. Upon completion of the funded activity, the balance of the approved amount will be paid after the Neff Endowment Expense Form, report and receipts have been filed with the Faculty Affairs Committee chair. If you fail to file this paperwork with the time limit of ten

working days, you may forfeit the balance of your funds and may not be eligible for a second request during the same academic year.

- 3) Receipts are required for most expenses. However, travel by car does not require receipts and may be charged at the rate of \$0.31 per mile. Also, receipts are required for meals only if they exceed \$25.00 per day.
- 4) A faculty member may continue to apply for funds for different activities until they reach the limit for first requests set by the Faculty Affairs Committee. As long as the separate applications for funds are received before the deadline, they will all be considered part of the faculty member's first request. (For example, if the Faculty Affairs Committee determines that \$300 is available for each faculty member for individual requests, then a faculty member who spent \$200 on a trip in October and \$250 on a trip in December could submit both trips as part of their first request and be reimbursed \$300.)
- 5) If your expenses exceed your approved amount, the committee will automatically (except as noted in (2) above) submit the remaining amount as a second request, to be considered once all possible first requests for individual funds have been considered.

NEFF ENDOWMENT REQUEST FORM

Name _____

Date _____

Purpose/Function

Activity _____ Dates _____

Location _____

Statement of benefit to professional and/ or College program(s). Please give specific details on a separate page and attach it to the back.

Estimate of Expenses

Approval

Registration _____

Amount approved: _____

Lodging _____

Pay in advance: _____

Meals _____

Approved by: _____ Date: _____

Transportation _____

Other (specify) _____

Faculty Affairs Committee Chair

Date

Paid in advance = (_____)

Academic Dean

Date

Net

Accounting Records:

Approved by: _____

Cost Dept. _____

4.1.15 Tennessee Wesleyan College Course Syllabus

COURSE:

LOCATION:

TERM:

INSTRUCTOR:

OFFICE:

PHONE:

E-MAIL:

WEB SITE:

OFFICE HOURS:

COURSE DESCRIPTION:

COURSE GOALS & OBJECTIVES/COMPETENCIES/SKILLS:

COURSE RELATIONSHIP TO MAJOR PROGRAM & DEPARTMENTAL OR INSTITUTIONAL PURPOSES:

COURSE RELATIONSHIP TO CONTENT AREA KNOWLEDGE & SKILLS FROM THE EDUCATION MATRICES:

TEXT AND OTHER REQUIRED RESOURCES:

TOPICS OR UNITS OF INSTRUCTION:

ADDITIONAL READINGS:

METHODS OF INSTRUCTION and LEARNING:

C&P Chair: _____ Date: _____

V.P.for Academic Affairs: _____ Date: _____

H. Term/Year Action Becomes Effective: _____

If action involves adding or modifying a course, a complete syllabus using the standard format must be attached to this form.

*If action involves adding or modifying a major, please attach a copy of the major to this form.

4.1.17 The Tennessee Wesleyan College Honor System

The Tennessee Wesleyan Honor System promotes academic integrity on the Tennessee Wesleyan campus and increases awareness among different groups within the College community –students, faculty, staff, and administration – of the importance of academic honesty. Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System establishes the higher level of conduct expected and required of all Tennessee Wesleyan students. Violation of academic integrity, either by plagiarism or by cheating in the classroom or elsewhere, is inconsistent with the philosophy of education of Tennessee Wesleyan College and the moral and ethical prescriptions of the Christian faith.

The basis of the Honor System is the assumption that academic honesty lies at the heart of the academic enterprise. It provides the foundation for the intellectual freedom that is encouraged and shared by all members of the academic community, and it embodies the belief that true academic freedom and discourse can exist only within a framework of honesty, integrity, and responsibility-- values essential to the life of an engaged citizenry.

The success of the Honor System depends upon the co-operation of the entire community. Students, faculty, and College employees are equally involved in matters of academic integrity.

The Honor Pledge

Upon admission to the College, students agree to abide by the Tennessee Wesleyan Honor System by signing the Honor Pledge, which reads:

“I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

Each examination, quiz, or other paper which is to be graded will carry the student’s written pledge and signature: "I hereby certify that I have neither given nor received unauthorized aid on this paper. “ The abbreviation "Pledged" followed by the student's signature holds the same meaning and may be acceptable on papers other than final examinations.

All examinations should feature a cover page or an addition to the exam that mentions the Honor Code so that the student will have a heightened sense of his or her responsibility in regard to academic integrity.

These short, succinct statements will appear in the Student Activity Center, dormitories, and classrooms across campus to remind all members of the College community of the importance of academic integrity. Faculty must also include the Honor Pledge on their syllabi to serve as an additional reminder.

Each faculty member must give specific directions concerning the nature of examinations and assignments. Written guidelines for the course should be given in a syllabus. Omission of such guidelines might handicap the student's understanding of the honor code and could pose an obstacle to the enforcement of the code.

Academic Integrity and Honor

A student who lives by the Honor Pledge is an individual who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge

- espouses academic integrity as an underlying and essential principle of the College community
- understands that each act of academic dishonesty devalues every degree that is awarded by this institution
- is a welcomed and valued member of Tennessee Wesleyan College

Education

Both students and faculty members are charged with the responsibility to educate the College community about academic integrity and the Tennessee Wesleyan College Honor System. This responsibility can be accomplished in a variety of ways, such as the sponsorship of an Academic Integrity Week, lectures in freshman orientation classes, statements in individual course syllabi, and presentations by faculty members.

The Honor Code

An understanding of the Honor System must include the following:

- 1) Any adequate conception of Honor demands that an honorable person shall not lie or cheat or steal.
- 2) Membership in the student body carries with it a particular responsibility for the meticulous observance of those standards of conduct that govern an honorable person in every walk of life. This responsibility includes the classroom, dormitory, community, and work.
- 3) The integrity of the degrees granted by the College depend in large degree upon the Honor Code; therefore, all students in every class must regard themselves as particularly bound by

their honor not to cheat in any form, and are likewise bound in honor not to fail to report any cheating of which they are aware.

- 4) Plagiarism is a form of cheating because the plagiarist copies or imitates the language and thoughts of others and passes the result off as an original work.
- 5) The same paper may not be submitted in more than one course without the prior permission of the instructors in those courses.
- 6) The preservation of equal access to scholarly materials is essential in any academic community: therefore, it is a violation of the Honor Code to fail to check out a book taken from the library, or to remove from the building without proper authorization non-circulating materials such as reference books, periodicals, or reserved books.
- 7) Material taken from any electronic source, i.e., the Internet, may not be used as the original work of the student.

Student Involvement in the Disciplinary Process

Under the Honor System, Student Honor Boards are convened to hear cases of academic dishonesty and determine appropriate penalties. The Board, largely comprised of students, can be more effective than faculty members or administrators in engaging a violating student in a conversation about the importance of academic integrity. In addition, students are better able to understand all of the pressures and difficulties that may have motivated a student to cheat, falsify, or plagiarize. But most importantly, students comprise the largest portion of the Tennessee Wesleyan College community, and it is students who are involved in determining if an act of academic dishonesty is serious enough to warrant dismissal from this community. Current Student Government Association by-laws contain instructions for the establishment of such boards under Section IV. Judicial Branch.

Steps in the Disciplinary Process

When the Faculty member or other person in authority suspects reasonable evidence of a violation of the Honor Code, evidence must be reported or, in a classroom situation, dealt with within one hundred and twenty (120) hours (5 days) after being detected. If the College is not in session at the time of the detection, these one hundred and twenty (120) hour periods are to be measured from the resumption of the College session. If the infraction falls within that time period, the concerned student shall be informed of the reported violation of the Honor Code, and he or she shall agree upon a time and place for a meeting with the concerned faculty member as expeditiously as possible.

To apply the honor code in response to an Act of Academic Dishonesty, the following procedure must be followed:

The individual faculty member may resolve the first offense. The second offense will go directly to the Academic Dean. The third offense should go to the Student Honor Board. If a fourth offense should occur, the Academic Dean will handle it. On every level, a record will be maintained. The following represent the stages through which a case might move:

- 1) An act of academic dishonesty as defined by the Student Code is committed.
- 2) The faculty member in whose course the offense occurred may sanction the student by issuing a warning or reprimand or by adjusting the student's grade. Whatever the decision, it must adhere to a statement contained in the class syllabus, and the offense and subsequent discipline must be reported to the office of the Academic Dean, where it will be kept on file.
- 3) The faculty member, wishing to impose more severe penalties on the student, may refer the case to the Academic Dean for review. The Dean may attempt to resolve the case informally or may refer the case immediately to the Student Judicial Council. At this as at every other level of the disciplinary process, the student's file must be kept up to date.
- 4) The Student Judicial Council may then review the case. The Student Judicial Council consists of a chairperson elected by popular vote or appointed by the SGA, three members, one senior, one junior, and a sophomore elected by the entire student body who have the charge of determining appropriate penalties for varying offenses. The decision of the Student Judicial Council is final unless appealed, but the President of the College must approve the penalties of suspension and expulsion.
- 5) Students have the right to appeal the decision of the Student Judicial Council to the Hearing and Appeals Board, the makeup of which is described in the Student Handbook.
- 6) The Hearing and Appeals Board shall forward its findings to the Dean of Students, who is the advisor of the Student Government Association, and the Dean will forward this information, with his recommendation, to the President.
- 7) The decision of the President is final.

Academic Dishonesty

The Student Code defines academic dishonesty as acts of cheating, falsification, and plagiarism.

Cheating is defined as:

- using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise
- depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- substituting for another student, or permitting another student to substitute for him/herself, in taking an examination or preparing academic work
- acquiring tests or other academic material belonging to a faculty member, staff member, or another student without expressed permission

- continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity
- submitting substantially the same work for credit in more than one class, unless he/she has prior approval from the instructor
- engaging in any form of research fraud whether by electronic or any other means

Falsification is defined as:

- altering or fabricating any information or citation in an academic exercise or activity

Plagiarism is defined as:

- Representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of using materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Other violations of academic and personal integrity include: misrepresentation of academic information to College officials—and falsifying grades, forging documents, records or signatures; destroying, hiding, or improperly removing or retaining library materials; revealing confidential information gained while employed as student assistants or office workers.

Addendum

The default assumption covering all academic exercises is that students are required to do their own work without help unless explicitly authorized by the instructor. Students may, however, use assistance routinely offered to all students by reference librarians, writing tutors, and Academic Success Center (student learning center) counselors.

Extended Definition of Terms

Cheating occurs when a student does not do his or her own work on an academic exercise. Examples of cheating include, but are not limited to:

- copying from another student's examination;
- allowing another student to copy from an examination;
- using outside materials on an examination that are not authorized for use during the test;
- preparing notes to take into a closed-book examination, such as
- writing on one's hand or desk; and
- collaborating on a project that was intended to be the work of an individual student.

Plagiarism: The appropriation of the work or ideas of another scholar—whether written or not—and without acknowledgment, or the failure to correctly identify the source, constitutes

plagiarism regardless of whether it is done consciously or unintentionally. Ignorance of the standards of academic citation does not excuse violation of the Honor Code.

Plagiarism may take many forms. In its most blatant form, entire phrases, sentences or paragraphs are used verbatim, without quotation marks or the appropriate citation. Plagiarism also includes paraphrasing the work of another without attribution, or taking a written passage and altering a few words in an effort to make the writing one's own. Moreover, the use of an idea of another that cannot reasonably be regarded as common knowledge constitutes plagiarism. Non-textual images such as drawings, graphs, and maps are also subject to plagiarism, as are the experiments, computer programs, musical compositions, and web sites of others. Since footnoting and bibliographical conventions differ significantly between disciplines, students should consult with professors about the conventions of academic footnoting and bibliographical documentation expected in a particular course. Standard published sources used as guides to citation style include:

- Gibaldi, Joseph, *MLA Handbook for Writers of Research Papers*, 5th ed., 1999.
- McMillan, Vicky. *Writing Papers in the Biological Sciences*, 2001.
- Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed., 1996.
- *Publication Manual of the American Psychological Association*, 5th ed., 2001.
- *The Chicago Manual of Style*, 14th ed., 1993.

There are also many websites with useful information concerning the appropriate use of sources as well as acceptable footnote and bibliographical style. Among these are:

- http://owl.english.purdue.edu/handouts/research/r_apa.html
- http://owl.english.purdue.edu/handouts/research/r_mla.html
- <http://library.berkeley.edu/TeachingLib/Guides/Internet/Style.html>
- <http://www.dartmouth.edu/~sources>

1. Fabrication: Fabrication occurs when a student consciously manufactures or manipulates information to support an academic exercise. Some examples of fabrication are:

- falsifying citations, for example by citing information from a non-existent reference;
- manipulating or manufacturing data to support research;
- taking another student's examination or writing another student's paper; and
- listing sources in the bibliography that were not used in the academic exercise.

2. Multiple Submissions: The same work may not be submitted to more than one course without the prior approval of all instructors involved. Reasonable portions of a student's previous work on the topic may be used, but the extent of the borrowing must be acknowledged.

Violations of the Honor Code will be punished as needed according to the guidelines established by the College Judicial System. Consult the current Student Handbook for details.

4.1.18 Merner Pfeiffer Library Information

Contact Information:

Phone: 423-746-5250

<http://www.library.twcnet.edu>

Email: library@twcnet.edu

Hours

Fall and spring semesters:

8:00 am – 9:00 pm Monday – Thursday

8:00 am – 5:00 pm Friday

2:00 pm – 8:00 pm Sunday

Summer semester:

8:00 am – 8:00 pm Monday – Thursday

8:00 am – 4:00 pm Friday

During breaks, the library follows administrative office hours. The library is closed for all scheduled holidays on the College calendar.

Lending Policies

- A Tennessee Wesleyan College photo ID with library barcode is needed for check out.
- Full time, part time and adjunct faculty can check out books, periodicals, and audiovisual materials to be due on the last day of Spring semester each year, unless otherwise specified. Your privileges will be blocked until those items are returned or checked out again. If you believe you have lost an item, let us know; we will clear your account and reorder the item. Other users might recall your items; you will then have 7 days to return them.
- Faculty dependents have equivalent library privileges. Faculty spouses and children 14 and over can be issued their own cards upon request. Faculty children under 14 must have a parent check out their books and assist them when using library computers.
- When taking Tennessee Wesleyan College course work, faculty dependents are considered students and the Tennessee Wesleyan College student circulation policies apply.
- Student lending policies are on the library web page under Policies.

Library Instruction

The library faculty encourages you to schedule library instruction classes, especially when an assignment involves research. We can tailor sessions to your assignment by outlining appropriate search strategy, demonstrating print and online resources, and explaining interlibrary loan. Please contact the Assistant Librarian to schedule your sessions. We ask that you give us two weeks' notice and fill out the Library Instruction Request Form available in the library. Freshmen are given very basic library orientation during their Freshman Seminar

course and again in English 102; any further library instruction in subject areas depends on teachers' requests. We recommend library instruction in major courses during the junior and senior years to familiarize students with the research tools in their subject fields.

If you plan to hold any of your classes in the library without instruction, please call to schedule so that we can be sure that several classes are not in the library at once. Leave one or more reference computers available for other library users.

Syllabus File

At the beginning of each semester, submit a copy of every syllabus to the library as well as to the dean's office. The library keeps these on file to refer to for student assignments and to aid in collection development. Send them to Jean Pierce by campus mail or email.

Reserves

You can place library books, photocopies, videotapes, CDs, and personal copies on physical or electronic reserve for your students' assignments. Special forms are available at the library for you to fill out to place items on reserve. Electronic reserves include scanned articles, scanned chapters, database articles, web sites, and e-books. Electronic reserves increase availability and avoid fines. Please allow one week to process, more if copyright permission is required. Physical reserve loan periods are room use (2 hour), 1 day, 3 days, and 7 days.

Interlibrary Loan

Faculty and students can request articles and books not found in the Merner Pfeiffer Library through Interlibrary Loan. Fill out a paper request form at the library or submit an online request via Pfat Cat, the online catalog, by clicking the "Request" button. Articles are .10 per page and take from 1 day to a week to receive; books are no charge and take from 3 days to a week to receive. Please see complete Interlibrary Loan policies at the library or on our web page.

Departmental Books and Periodicals Budgets

Each department is allocated a portion of the library's book and periodicals budgets, and faculty members are encouraged to request materials in their disciplines that students will need for their classes. The library's Collection Development Policy describes the materials and levels collected. Each month, we send Choice Reviews on Cards to department chairs to distribute to department members. Blank book order cards are available for additional requests. Please include ISBN number and price when available. You can use Books in Print Online (www.booksinprint.com) from campus computers.

All books, periodicals, and audiovisual requests should be routed through the appropriate department chair. Department chairs turn in requests to the director. We send out notification of your allocation status periodically and let you know when a request has been ordered, when it is cataloged, or if the order has been cancelled. You are encouraged to submit book requests throughout the year, but the deadline for book orders for the current year is the last Friday in

February. Periodical subscriptions are renewed in July, so make addition or deletion suggestions before the end of spring semester.

Gifts

The library accepts gifts of books, periodicals, and audiovisual materials. All gifts will be recorded through the Office of Institutional Advancement. The library reserves the right to add only those materials that are needed according to our Collection Development Policy; unneeded materials will be discarded. Letters of acknowledgement and appreciation will be sent.

4.1.19 Important Weather and School Closing Information

The decision to close campus is usually made every early in the morning, so if there is winter weather, check one of the following media outlets before you leave your home:

Chattanooga TV Stations
WTVC-News Channel 9
WRCB Channel 3 News
Knoxville TV Stations
WBIR Channel 10
WATE Channel 6
WDEF Channel 12



Radio Stations
WYXI – 1390 AM
WJSQ – 101.7 FM
WLAR – 1450 AM

You can also check the InfoLine at the “Daily Post Athenian” at 745-3100, ext. #7005.

Closing information will be posted on the college’s website at www.twcnet.edu.

In the event you do not see or hear Tennessee Wesleyan College listed on the school closing lists, understand this means the college is open

4.1.20 Sample Student Evaluation

Class Climate	Student Evaluation of Course Instruction	
<p>Mark as shown: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Please use a pen or a thin marker. This form will be processed automatically.</p> <p>Correction: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Please follow the examples shown to help optimize the reading results.</p>		
1. Student's self-rated accomplishment		
1.1 I feel that I have benefited academically in this course.	Strongly Agree	Strongly Disagree
1.2 This course increased my interest in the subject area.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2. Professor's Effectiveness		
2.1 The professor gave clear explanations and examples.	Strongly Agree	Strongly Disagree
2.2 The professor seemed to have a thorough knowledge of the subject.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2.3 The professor was enthusiastic when presenting material.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2.4 The professor encouraged critical thinking and reasoning.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2.5 The professor made the course sufficiently difficult to be challenging.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3. Professor's Rapport with Students		
3.1 He/She treated students fairly and without favoritism.	Strongly Agree	Strongly Disagree
3.2 I felt comfortable expressing my ideas and viewpoints.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3.3 The professor responded to questions in a helpful way.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4. Professor's Professionalism		
4.1 The professor did not miss class without explanation or good reason.	Strongly Agree	Strongly Disagree
4.2 The professor usually seemed well prepared for each class.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4.3 Office Hours and appointments to help students were kept by the instructor.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5. The Course		
5.1 The material provided was consistent with course objectives.	Strongly Agree	Strongly Disagree
5.2 The professor provided a syllabus and explained the course content.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6. Feedback and Assignment of Grades		
6.1 The professor graded and returned student work in a reasonable time.	Strongly Agree	Strongly Disagree
6.2 The grading was objective and fair.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
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7. Comments

7.1 Please provide at least one suggestion on how we might improve this course.

7.2 Please provide at least one example of what you really liked about this class.

7.3 Please provide any additional comments you would like to share with the instructor.



4.1.21 Scheduling Food Services/ Catering Events

- 1) If you require the use of the cafeteria or the ARAMARK Room for a meeting only (no food or beverages involved), please contact the Food Services Director as far in advance as possible to reserve the room. Reserving the Board Room and President's Dining Room is handled through the president's office. PLEASE NOTE: Your room reservations can be bumped if a food related event is booked for the same time.
- 2) If you are having a function, and your group will be going through the cafeteria line, the procedure is as follows: The Food Services Director will need at least 24 hours notice for groups of 20 or less. For groups of more than 20, at least 48 hours notice. When you call with the number of your group size, you will know if the room is available.
- 3) Any other event requiring food will be treated as a catered event. You must call the office at 745-6985, and arrange a meeting to schedule the event. At the time of the meeting, we will set up a Special Events Sheet, which will cover the menu, price, and location of the event. Please remember to contact the president's office beforehand if you wish to use the Board Room or President's Dining Room. Also, at the time of the meeting, the Food Services Director will need to know an approximate number of guests anticipated for the event and will need a guaranteed guest count no later than 72 hours prior to the event.

4.1.22 Intellectual Property Policy

I. Preamble

Tennessee Wesleyan College is a private Christian liberal arts college, whose primary objective is education and preparing students for a life of leadership and service, not the creation of inventions, patentable processes, or the creation of other intellectual property. However, it is the intention of the Board of Trustees and the leadership of the college to provide a policy to protect academic freedom and promote the common good.

Previously the college has subscribed to the 1940 *Statement of Academic Freedom and Tenure* jointly agreed upon by the AAUP and the AACU. This statement says “Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole.” Additionally, the 1940 *Statement on Academic Freedom and Tenure* notes that “Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.”

At this time the college feels that a more specific policy is needed to ensure that all constituencies of the college understand the policy. The aim of this policy is to support the free search for truth at Tennessee Wesleyan College, while also guarding the rights of all interested individuals. This policy applies to all Faculty, Staff, and Students of the college as well as any visitors to the campus.

II. Creation of Intellectual Property Review Board

The Board of Trustees hereby authorizes the President to appoint a committee, made up of faculty and staff, to oversee intellectual property issues and which has the responsibilities and authority described in this document. Hereafter this committee will be referred to as “the committee”. Specifically the committee would be made up of faculty members from the standing Promotion and Tenure Committee and 3 staff members appointed by the president.

III. What is Intellectual Property

Matters of intellectual property on college campuses center around 3 main categories: *copyrights*, *patents*, and the newer “gray area” of *computer software*.

Copyright should hereafter be understood to mean the “bundle of rights that protect original works of authorship fixed in any tangible medium of expression” (AAUP). These works may include but are not limited to literary works; musical works; dramatic works; graphic, and sculptural works; sound recordings; books, periodicals, manuscripts, films, and tapes.

Patents should hereafter be understood to mean the “bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant...” (AAUP).

Computer software or programs fall into a gray area and therefore will be divided into two categories. Programs which are part of a “new and useful process” will fall under the Patent definition and therefore are eligible for all protections and policies applicable to patents. Programs which embody “minimally original expression” will fall under the copyright definition and therefore are eligible for all protections and policies applicable to copyrights.

IV. Who Owns the Property?

The College subscribes to AAUP’s *Statement on Copyright* which states that “it has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member’s own initiative for traditional academic purposes”. While there is no specific or formal policy from AAUP regarding patents, unless otherwise specified the copyright policy applies to patents. However it should be noted that in Academia there is a prevailing practice to “arrange for agreements between college and university administrations and faculty inventors that provide in some detail a means of sharing income from commercial application of patented inventions” (AAUP).

The *Statement on Copyright* specifies three instances where the college can claim ownership of a copyright.

- a) Works for hire shall be owned by the college. These include “special works created in circumstances that may be regarded as ‘made for hire’ ...A work should NOT be treated as ‘made for hire’ merely because it is created with the use of university resources, facilities, or materials of the sort traditionally and commonly made available to faculty members”(AAUP). When the college specifically instructs an employee to create a particular work or any work which may be a part of the employee’s job description shall be considered “Works for hire” and are owned by the college.
- b) In any instance where the employee voluntarily negotiates a contractual transfer of copyright in the form of a written document, the copyright shall be owned by the college.
- c) “Joint works” where the college has contributed under the Copyright Act, will be subject to an exercise of joint ownership by the college and the employee(s). Works fall under this category when the college contributes “specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangements are to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement” (AAUP)

V. Who May Use Intellectual Property

In cases where the individual employee owns the intellectual property (copyright or patent), it shall be understood that the institution may use this property for internal educational, instructional, administrative and accreditation uses. Furthermore, if an employee transfers copyrights to a publisher, every effort should be made to include a clause which allows the

institution to use the property for internal instructional, educational, administrative, and accreditation uses.

VI. Distribution of Funds Generated

Revenues received for intellectual property (copyright or patent) owned by a faculty or staff author shall be distributed at the sole discretion of the author. Revenues received for intellectual property owned by the college shall be distributed at the sole discretion of the college. Revenues received for intellectual property owned by multiple authors should be distributed according to the agreement entered into prior to the start of the project.

In the case of intellectual property (copyright or patent) owned jointly by the college and an employee author(s), funds should be distributed as follows:

- a) First the funds should be used to defray costs, if any, from the research, publication, patent, etc.
- b) The employee author(s) shall receive \$1000
- c) Royalties or funds received above and beyond the money allocated in *a* and *b* shall be distributed according to the following formula:
 - i. One third of the remaining funds will be received by the author(s)
 - ii. One third of the remaining funds will be received by the college
 - iii. One third of the remaining funds will be received by the author(s) department

VII. How to Resolve Emerging Issues and Disputes

The committee shall be charged with resolving any disputes over the ownership of intellectual property or the distributions of funds generated as a product of the intellectual property. The committee should keep current of technology and other changes that might affect the intellectual property policy and will be charged with recommending any such changes to the President, Senior Staff, and/or the Board of Trustees.