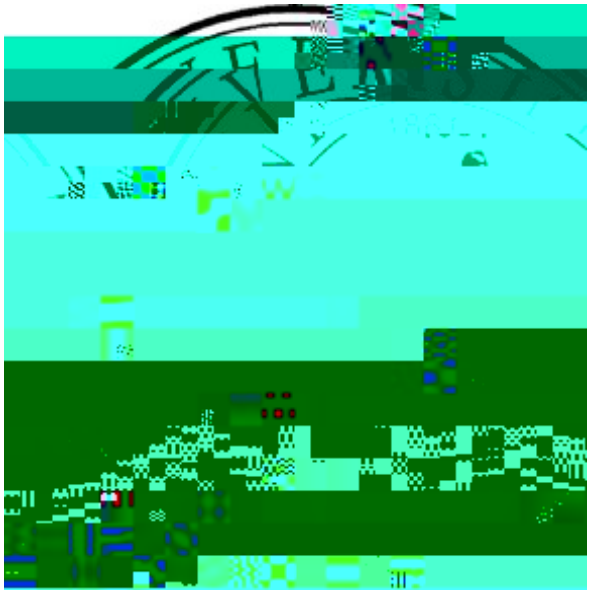
TUSKEGEE UNIVERSITY



FACULTY HANDBOOK

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PREFACE

This Handbook is designed to provide

Research:

- We preserve, refine, and develop further the bodies of knowledge already discovered.

- We discover new knowledge for the continued growth of individuals and society and for the enrichment of the University's instructional and scholarly

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ORGANIZATION OF THE FACULTY

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The University Faculty

The University's President is the chairman and executive officer of the faculty; the Provost is the President's executive officer in academic matters.

The faculty at Tuskegee University is organized by colleges and programs as follows:

The Faculty Senate reports its actions to the faculty at meetings jrh 0.283 0 Td ( )Tj 0.511 0 T

standards, and the like; consideration of broad educational issues particularly in relation to the University; review of plans for faculty study, and discussion of reports of study; visiting speakers and programs for professional development; and informational reports and necessary action on matters of routine administration.

There shall be at least two regular meetings of the University faculty each academic year set by the President. Speci.ea[illegible]

also the chair and executive officer of its faculty. The dean, director or chair of the unit shall appoint a secretary of the faculty of the unit. The secretary shall be responsible for keeping the minutes of all regular and special meetings and making such distribution of copies thereof, as is stipulated here.

The concerns of faculties of the colleges generally fall within the following areas:

1. Recommending requirements for admission to the unit subject to the approval of the Faculty Senate, the University faculty, the Provost and the President.
2. Recommending and abolishing courses and curricula for the unit subject to the approval of the University Senate, the faculty, the Provost and the President.

Academic Ranks a

4. Emeriti Faculty Appointments

Upon recommendation by the Dean of a College and the Provost and approv

Professor	Highest degree in discipline or directly related field. ***or*** First professional degree plus master's degree in the discipline or directly related field plus specialty board certification	Seven years of college level academic experience after the degree or a total of ten years of college level academic experience or business and industry experience after the degree with at least two years of college experience after the degree.

A copy of "Documentary Requirements for Aliens in the United States" (FORM N-97) is available at the Office of Personnel Services. This will help hiring units to identify the various immigration documents that can be presented by noncitizens — (a) nonimmigrant classifications, (b) employment eligibility, and (c) employment authorization.

FACULTY EVALUATION, PROMOTION AND TENURE

Policy on Faculty Evaluation

First Year Review

a. Conducted by Department Heads, reportable to Dean for use in justifying continued appointment.

i) Instructional efficacy:

a) Courses taught/student learning outcomes/course
    a. number of students impacted
    b. success rates
b) Pedagogical advances (e.g., course revisions, instructional innovations)
c) Graduate student supervision, as applicable
    a. number of graduate students
d) Faculty and student evaluations

ii) Research aæerch

Third Year Review

a) Addresses the above five elements but with emphases on elements (i),(ii),(iii) and (v). For this review step, an improvement plan is inappropriate; rather, a less than exemplary assessment for the three-year aggregate will occasion the issuance of a terminal contract. Thus, the sixth year promotion and tenure process would obtain only for the faculty member who successfully traversed the third year review process.

Post Tenure Review

a) Purpose- to iteratively assess the performance of tenured faculty consistent with reasonable expectations as defined by the traditional elements of the professoriate of a University. Categorically, it is not designed to impact the tenure status of the faculty, as such is properly and independently addressed during the sixth year promotion and tenure process or, in rare instances, upon initial appointment.

b) Process:

i) Each college/school academic personnel committee consisting of tenured faculty members or a comparable review structure, designated by the chief administrative/academic officer of the unit, will conduct a review of the aggregate performance of each tenured faculty member at four year intervals based on a report by the faculty member addressing accomplishments in scholarship, teaching and service, as appropriate.

ii) The summary ratings will be as follows: exceeds expectations; me

or higher, unless there are compensatory factors in the form of outstanding performance in other areas. In no case shall a person with a rating less than five be appointed or promoted to the rank of Professor. 'apTj0011 Tc 0.j 0.391 0 Td (t)TTj 0.283 0 Td (i)Tj 0.217 Td (

Promotion to any professional rank shall require evidence of **Service to the University** in the form of active participation on committees, councils, and similar groups and international programs activities and efforts to increase the University's revenue. This is not to imply thTc 0 Tw( )Tj s2e0 5 T[illegible]

A faculty member who accepts an international assignment remains a member of the appropriate respective academic unit. Established practices with respect to evaluation, promotion, salary increases, etc., continue to apply. The College Dean, department head or the faculty member's immediate supervisor, will perform annual performance appraisals, make salary adjustment recommendations and initiate promotion and tenure proceedings. Similarly, service credit towards tenure while the faculty member is on international assignment is accumulated in the same manner as for those assigned to on-campus activities.

When evaluating applications for ranking of faculty members with no prior experience at Tuskegee University, consideration shall be given to services performe

c. The creation of a painting, sculpture, architectural design, or other fine or practical arts, and their presentation at exhibitions.

7. Documented evidence of professional development through the presentation of papers or the results of scholarly activities at recognized professional meetings seminars, symposiums, workshops, etc.
8. Preparation of effective instructional materials, e.g., laboratory guides, audiovisual tutorial programs, and computer assisted programs to be used by students, (standard course outlines are not acceptable in this category).
9. Documented evidence of significant leadership or participation in the activities or recognized scholarly or professional organizations (membership alone is not acceptable in this category).
10. Documented evidence of professional development which may include strengthening the academic programs throu

Procedures Relative to Promotion in

1. Teaching, Job Effectiveness
2. Continued Professional Development
3. Service to the University Community
4. Evidence of Scholarship
5. Professional Activities
6. Membership and Leadership in Professional Organizations
7. Professional Awards and Achievements
8. Participation in College Activities
9. Research

applicant, his/her department chairperson, and dean/unit head. The dossier should be prepared with the realization that volume does not necessarily imply substance.

It is the responsibility of the faculty member who is being considered for tenure to ensure that his/her dossier is prepared for review during his/her sixth academic year of employment (or the year before his/her probationary period ends, as appropriate). Dossiers of applicants being considered for academic tenure are submitted to the College Promotion

Important Dates

First full week in November	Fa

EMPLOYMENT PRACTICES

Employment of New Personnel

All requests for personnel action for both new faculty and staff candidates must be initially approved by the respective dean or administrative department head, general officer, budget officer, personnel officer, and the President or Provost. The Personnel Director or Provost, as appropriate, will prepare the proposed employment contract for the review and final approval of the President.

It is the policy of the University that no candidate for employment reports to work unless a contract has been signed by either the President or the Provost and the candidate outlining the terms of his employment.

The University will be under no obligation to pay a job candidate who reports to work prior to his/her being officially employed by the University.

Changes in Employment Status

All modifications in the employment status (hiring, termination, salary changes, transfers, resignations, extended sick leave, etc.) of University faculty and staff must be reported promptly to the appropriate general officer and the Director of Personnel Services prior to the proposed modification in employment status such that appropriate action may be taken. It is the direct responsibility of the respective dean or administrative department head to ensure that this communication occurs.

These proposed modifications in employment status should be reported on the Personnel Action Form (PAF) that is available in the Offices of Personnel Services, Deans and the Provost. Final action for changes in employment status requires the approval of the President.

Faculty Duties and Responsibilities

Full-time faculty members owe their primary loyalty and support to Tuskegee University of which they are a part and from which they in turn receive their support. As a consequence, it is expected that their time and efforts will be directed toward pursuing the goals and objectives of the University, e.g. teaching, advising students, pursuing scholarly work, serving on University committees, performing certain necessary administrative tasks, and such other duties as necessary to carry on the work of the University. As an essential part of his/her contract with the University, a full-time faculty member agrees to render full-time service during the academic year. A full-time faculty member will advise his/her immediate supervisor of any activities in which he/she may be engaged which will or may result in rendering less than full-time service to the University. Provisions are made in the Faculty Handbook for faculty to engage in outside activities both for remuneration and nonpaying. The University encourages all faculty members to engage in such activities that will enhance the faculty member's professional development and the University's standing in the community. However, the pursuit of such activities is not expected to interfere with the individual's carrying out his/her responsibilities to Tuskegee University. In no case shall a

faculty member

be prorated among the faculty members teaching the course.

Released time from teaching responsibilities up to nine semester hours (six semester hours in the graduate program) may be approved under the following conditions:

1. Up to three semester hours for administrative work as the head of a major academic unit below that of the deanship; consideration may be given for additional released time based on unusual conditions in the unit. Approximately one-fifth (20 percent) is computed for administrative work as the head of a major academic unit below that of deanship. Committee work, student counseling, incidental academic counseling and supervision, and other administrative-related work are considered to be normal and associated expectations for a faculty member unless these require substantial, regular, and extended work, in whiuí

Research and Research Grants

Tuskegee University encourages faculty research and urges faculty members to submit proposals for funded research as well as to conduct research whether or not funded. When research is funded, a faculty member shall not be paid for more than 100 percent of his/her time claimed by the University, and salary supplements on the grant for the duration of a grant shall not be allowed.

If an investigator is to be compensated from a grant for research done during the summer months or other fr gr t a d o ti hs i ortimo to a e b he d

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possible conflict of interest arising from government sponsored research or service as a government consultant or advisor.

Employment of Relatives

It is the policy of Tuskegee University to seek for its faculty positions the best qualified persons, who are judged to be so in a competitive employment search preceding each appointmento Reompr m[(io)-3(n)]TJ 0 Tc 0 Tw 2.183 0 Td (m).j 0.272 0 Td (R)Tj EMC /P

Resources. Employees who believe for any reason that they cannot effectively communicate their concerns through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, employees may consult with the Provost and Vice President for Academic Affairs.

Drug Testing

Tuskegee University may require present and future employees to undergo tests designed to detect the presence of alcohol and/or drugs; (e.g., blood tests or urinalysis) where it has reason to believe that an employee may be under the influence of or impaired by alcohol and/or drugs. With reference to drug testing, the University will follow government controlled substances regulations. The University may utilize services of o

PROCEDURES FOR DISCIPLINARY AND GRIEVANCE MATTERS AND TERMINATIONS

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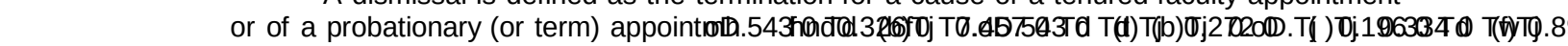
Procedures for Disciplinary and Grievance Matters and Terminations Including Due Process

Due process at Tuskegee University is a spe0 0 Td (u)Tj 0.554 0 TiiTj ( )Tj 0.826 0 T Td (e)Tj

to be considered, especially when the offense of the faculty person is not so grave as to require the consideration of dismissal. Among the sanctions that may be utilized as lesser sanctions in cases of demonstrated irresponsibility or professional misconduct are the following:

1. Oral reprimand
2. Written reprimand
3. Restitution
4. Loss of prospective benefits for a stated period
5. A fine
6. A reduction in salary for a stated period
7. Suspension from a service for a stated period, without prejudice
8. Withholding salary for a period of time

Dismissals for Cause of Appointees

A dismissal is defined as the termination for a cause of a tenured faculty appointment or of a probationary (or term) appointm 

faculty members shall be able to have the issues reviewed by the faculty, or an appropriate faculty committee (such as al

must cle

Except as disclosures are reasonably necessary in the investigation, hearing and final disposition of a grievance, and as hereafter noted, the grievant members of hearing bodies, and others having knowledge of a grievance are expected to preserve the confidentiality of the grievance, provided that any individuals accused in a grievance of misconduct shall be informed of the grievance and given an opportunity to respond to the charges. If a grievance is filed or is pending during the time that the grievant's promotion and tenure is being considered, the Prestt aTj 0.004 Tc -0.004 Tw 0.446 0 Td [(g)-5.2(ri)]TJ 0 Tc 0 Tw 1

respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideratthe comm

SALARIES AND COMPENSATION

SALARIES AND COMPENSATIONS

Within the limits of budgetary resources, the university should make all necessary efforts to maintain faculty salaries at a level competitive with those of similar universities in the southeastern region and other Historically Black Colleges and Universities.

The normal faculty appointment is for an academic year, defined as lasting from August 15th to May 15th of the following year. A faculty member on a contract based on the academic year will receive his/her first pay check on the first working day in September and the last pay check on the first working day in June.

Faculty salaries are determined annually based on performance as described in the section on faculty evaluation, promotion and tenure/policies and criteria governing promotion.

Adjustments in pay are normally made annually, and may be based on performance, general adjustments, or some combination of both. A salary schedule is published annually for the several faculty ranks. A contract should be received by April 15th. After receiving a contract for the subsequent academic year, a faculty member is expected to return the signed contract within 10 days. If the contract is not returned within 15 days of issuance, the University will treat the failure to return the

Summer Employment on Outside Funds

A number of Tuskegee University faculty are supported part-time during the summer months on outside funds.

Overload Teaching

A faculty member who is required to teach an overload in any semester may be paid additional compensation based on the University's policy as delineated in the University's employment practices as it relates to teaching load/released time. The Dean will recommend overload assignments to the Provost. The Provost will make the decision on compensation if it is determined that a faculty member is carrying an overload.

Regulations Concerning Outside Employment for Compensation

Faculties who have accepted full-time employment by the University have thereby agreed to devote the time and energy necessary to perform the duties of their respective assignment to the best of their ability.

It is recognized that participation of University faculty in certain activities of a professional, civic, or other nature may greatly enhance the professional standing of the individual and the University, and therefore, should be encouraged. However, since these activities consume time and energy and often carry with them compensation, the principles set forth here are designed so as to regulate this participation that it may not violate contractual obligations or retard the work of the individual or the University.

Principles Governing Outside Financed Research, Employment, Consultation and Related Activities

Faculty members who wish to engage in activities for financial enumeration should declare their intention through their academic or departmental unit before the work is begun and secure a written agreement with the department head, which must be approved by the dean and reported to the Provost and the President. This declaration should state clearly the nature of the duties, the time which they will consume, and the time at which they will occur. The University generally permits such outside activities for the equivalent of one day per week during the academic year.

Full time faculty may serve as paid consultants for a research grant held by another faculty member of the University as long as they adhere to the principles governing financed research, employment, and related activities.

The name of the University may not be used for propaganda purposes or for personal gain.

All outside employment exceeding one day per week allowed during the academic year must be declared; extensive outside employment may require full or part-time leave from the University. Failure to disclose outside employment may be considered a breach of contract with a recommendationb b

Employment on Restricted Budget Contracts

Persons employed at Tuskegee University are usually hired on basic budget contracts and are subject to the established University faculty and staff compensation plans. However, some positions for a temporary or undetermined period, supported by specific outside funding, and requiring certain expertise are considered special appointments and may be filled on a restriabe8Tf533 0 Tdoxea

FRINGE BENEFITS

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Insurance Coverage

Full-time administrative, faculty and staff employees are eligi

to The **Prudential Insurance Company of America** within 30 days after employment termination.

Disability Insurance

All active, regular full-time employees are eligible for coverage under the Tuskegee University TIARA Group Total Disability Benefits Plan. Total disability is [illegible]

insurance carrier. Safety is a primary concern of the University. If a job injury occurs, medical treatment should be sought immediately.

Business Travel Accident Insurance

All full-time employees are covered by Travel Accident Insurance, without charge, while traveling on authorized business of the University. Benefits are payable on all travel accidents incurred while on official business outside the city of regular employment or residence.

Vacation

Members of the faculty, except heads of administrative offices, receive vacation days as follows:

1. Christmas and spring holidays are indicated in the University calendar
2. Established holidays of the University as stated in the University calendar

In case of serious and prolonged illness of a faculty member beyond the sick leave to which an employee is entitled, a recommendation may be made by the

Retirement Program

Tuskegee University has a retirement plan with TIARA-CREF. This plan, as established by the Tuskegee University Board of Trustees, covers all full-time salaried members of the faculty and staff other than those categories of employees as excluded in the plan description. Employees classified as students are excluded from participation 0 Tw (t)TjTc 0 Tw 0(d)Tj 0.554 0 Td (e)Tj o0<

graduate work in the regular academic year. Summer semester is not included in this educational assistance plan.

ACADEMIC REGULATIONS

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Each faculty member is issued a T

4. The instructor is expected to give at least two evaluations, one of which should occur prior to the mi

Reporting of Grades

Faculty members are required to report final grades to the office of their respective deans as required by the Registrar. It is extremely important for faculty to meet the deadlines so that the Registrar may make the various reports in a timely fashion. Failure to report 4s

circumstances. The student or his/her designee must initiate the request before the instructor records the final grade and documentation of the circumstances must be presented to the instructor to be considered for the “I” grade. The “I” grade is not given unless the student has satisfied the minimum attendance requirements set by the instructor and is otherwise doing “D” work or better in the course. Administrators cannot be involved in assigning the “I” grade.