

into the university's planning process in order to achieve continual improvement in programs and services. As part of their contractual obligations and under the lead of chairs and deans, all faculty are responsible to participate annually in academic program planning, assessment, and improvement.

## **II. RECRUITMENT AND EMPLOYMENT POLICIES**

### **A. Equal Employment Opportunity Statement**

William Carey University provides equal employment opportunities and subsequent promotion, retention, termination and transfer without regard to race, age, color, sex, national origin, or physical and/or mental disability. This policy applies to all staff employees regardless of position or source of funds. To assure compliance with Standards (currently standards 2.8 and 5.6) of the Commission on Osteopathic College Accreditation (COCA), in administering its affairs the College of Osteopathic Medicine (COM) will not discriminate on the basis of race, gender, color, religion, creed, national origin, age or disabilities.

In order to comply with IRS regulations, the following statement is included: William Carey University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **B. Recruitment, Selection, and Hiring**

When a faculty position becomes vacant or when a new position is authorized by the president, a plan is originated by the appropriate department chair or dean, with the approval of the president and vice president for academic affairs, to obtain and evaluate applications from several well-qualified people. In order to generate a pool of qualified applicants for full-time positions, the advertisement procedure normally consists of internal posting, placing ads in academic or professional journals and sending notices to colleges and universities in the southeast region. Applicants are selected by the committee for review and the committee and vice president for academic affairs will present the resumes of applicants who are interviewed to the president, with their ranking. Final approval is given by the Board of Trustees. Interim approval for applicants for a position may be given by the president and presented to the Board of Trustees at its next regular meeting. Candidates for part-time positions are also interviewed by the appropriate administrators, faculty representatives, and department chairs or deans. However, advertisement on a national or regional level is normally not done and approval of part-time faculty is given by the vice president for academic affairs in response to a recommendation from the appropriate dean.

In the recruitment process, candidates for both full-time and part-time positions are sought who meet the following qualifications:

1. Demonstration of the ideals of Christianity with integrity, consistency and participation in religious affairs.
2. Proper academic credentials. In most fields, applicants should possess a terminal degree. A master's degree is the minimal level of academic preparation considered.
3. Successful teaching as evidenced by regular faculty evaluations or by other valid means of determining performance in the classroom.
4. Significant academic support of the university's tradition of liberal arts.
5. A willingness and ability to work with all levels of students.
6. Effective participation in university committee work.
7. Participation in professional organizations.
8. Productive scholarship, creative work, research or publications.
9. Significant participation in student activities.
10. Involvement in civic and community affairs.
11. Proficiency in oral and written communication in the language in which assigned courses will be taught.

The university at all times desires to fill vacancies with the best qualified persons available and with persons equipped to make value and moral judgments based upon the Biblical foundations of the Christian faith.

The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from knowingly hiring, recruiting or referring for a fee aliens who are not authorized to work in the United States because they illegally entered into the country or their immigration status does not permit employment.

All employees must complete Federal Form I-9, Employment Eligibility Verification, within three (3) days of employment. The employer must sign the form attesting that appropriate documents have been examined verifying the applicant's identity and authorization to work in the United States. Everyone hired after November 6, 1986 must complete the form and have it verified, by the employer, no matter what size or type of the company.

The university may not employ any person in any capacity if such a person is related by blood or marriage within the third degree to any other employee in the same department or unit if either one of the two related employees in the same or different units will have direction or supervision of the other. A relation within the third degree is defined as a person related by blood or marriage which would include spouse, parents, children, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, great-grandparents, and step relatives.

Employees who separate from service and are rehired within three years of their separation date will maintain credit for prior years of service for purposes of computing the employers' retirement contribution percentage and the employee's leave accrual. Rehires will begin accruing vacation at the date of rehire based on prior years of service and the number of months worked in that calendar year. A rehired employee must satisfy another six (6) month's probationary period. Employees returning after more than three years of separation will return to base level benefits.

\*Provisions of the Recruitment, Selection, and Hiring procedure which are in conflict with COCA standards or requirements do not apply to the WCUCOM (see COM handbook).

- d) Supervisory evaluation – The school dean or designee prepares a written evaluation based on a study of the faculty member’s self-evaluation, on current student evaluations, on peer evaluations, supervisory observation, and on an annual academic performance review with the faculty member.
4. Procedure – The annual process described earlier may be implemented in accordance with this timetable:
- a) September – Establish timing of student evaluations for the academic year.
  - b) December 15<sup>th</sup> – Deadline for faculty to submit self-evaluations for the academic year.
  - c) February 1<sup>st</sup> – Deadline for deans to submit evaluations to the vice president for academic affairs.
  - d) Recommendations in all areas of faculty evaluation are prepared for review by the President, and with his concurrence, by the Board of Trustees. Faculty are notified of decisions.
5. Right of Appeal – Since annual faculty evaluations form the cumulative basis for major decisions regarding retention, advancement, and tenure, it is important to reach clear understandings on which all parties concur. When significant differences arise between faculty member and supervisor regarding the conclusions of an annual evaluation, the grievant may submit a written request for further review to the president within thirty days.
6. Part-time Faculty – Part-time faculty, those under annual contract for less than full-time teaching, must meet all requirements of evaluation and participate fully in the annual faculty evaluation process.
7. Adjunct Faculty – Adjunct faculty members, those under contract solely for short-term teaching assignments, are to be evaluated at the discretion of the dean or by request from the adjunct faculty member. Adjunct faculty who teach more than two terms per academic year must undergo regular evaluation.

**\*Any provision of section which conflicts with COCA standards do not apply for WCUCOM (see COM handbook).**

**D. Academic Rank**

Academic rank is reserved for full-time employees. Appointment to various academic ranks is based on the following minimal qualifications.

Professor: a doctorate or terminal degree in the teaching field plus significant teaching or other acceptable experience. Normally a total of at least eight years of teaching experience and a demonstration of excellent quality performance are required for promotion from associate professor.

Associate Professor: a doctorate or terminal degree in the teaching field, or a master’s degree in the teaching field plus additional graduate study toward the doctorate amounting to at least 72 semester hours (108 quarter hours) above the bachelor’s degree. Appointment to this rank also requires significant teaching or other acceptable experience. Normally a total of at least six years of teaching experience and a demonstration of very high quality performance are required for promotion from assistant professor.

Assistant Professor: a doctorate or terminal degree is the preferred academic preparation, but person with master’s degrees and significant teaching or other acceptable experience may be

considered. Normally a total of three years of teaching experience and a demonstration of high quality performance are required for promotion from instructor.

Instructor: at least a master's degree and a demonstrated commitment to high quality teaching at the university level.

Lecturer: same qualifications as instructor. Responsibilities for faculty with this rank differ from those of other ranks (see section III, W).

Professional librarians are considered members of the faculty and may be accorded any faculty rank for which he/she possesses the requisite qualifications as set forth above. Thus, librarians have full faculty status and the same contractual security available to other faculty. Years of service as a professional librarian will be considered instead of years of teaching experience. Recommendations for rank and promotion originate with the administrator in charge of the library and are transmitted to the vice president for academic affairs. Decision on rank and promotion are made in the same manner as those involving teaching faculty.

**E. Graduate Faculty**

Faculty teaching graduate classes must demonstrate a high level of competence in teaching and scholarship. Graduate faculty members must hold a terminal degree, and in unusual cases, a master's degree in the teaching discipline with a doctoral degree in a related discipline is appropriate. Faculty teaching at the graduate level must be designated as graduate faculty by the vice president for academic affairs in consultation with the Graduate Committee. Decision on academic matters that affect only graduate programs are made by the graduate faculty.

**F. Administrative Rank**

Personnel with faculty rank may also hold full-time administrative positions. For such individuals, the policies stated in the *Administrative Handbook* apply.

**G. Promotion in Rank**

1. Recommendations for rank promotion are made to the vice president for academic affairs by the appropriate department chair/dean in the area or campus on which the faculty member teaches. Recommendations should be forwarded to the vice president for academic affairs by December 15. Advancement in rank does not guarantee an increase in salary.
2. The recommendation file should include the following:
  - a) Verification that the faculty member possesses the appropriate academic credentials and has served the designated period of service required for promotion.
  - b) Summary of evaluations by students and by appropriate department chair/dean.
  - c) Evidence that the faculty member has performed satisfactorily in the areas of teaching, professional activity, service to the university, Christian commitment, and community service.
  - d) Presentation of a professional development plan and annual review of progress toward achieving those goals.
3. The vice president for academic affairs reviews the file and conducts interviews with the candidate, the appropriate department chair/dean, and other university personnel with pertinent information bearing upon the recommendation.