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FACULTY HANDBOOK
2013-2014 edition

WILLIAM CAREY UNIVERSITY

**“Expect great things from God;
Attempt great things for God.” – William Carey**

William Carey University

Hattiesburg, Mississippi • Biloxi, Mississippi

WILLIAM CAREY UNIVERSITY MISSION STATEMENT

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

2013-2014 Theme

Each year William Carey University chooses an annual theme which is designed to provide an idea for us to focus on and to unify the university. **The theme for 2013-2014 is “Building on a Firm Foundation.”** (I Corinthians 3:11 and Luke 6:48). In Luke is found the teaching of Jesus about building one’s life on a strong foundation, and in I Corinthians the Apostle Paul wrote, “For no other foundation can anyone lay than that which is laid, which is Jesus Christ.” Students at Carey will be challenged to build strong lives on the foundation of faith in Christ.

Purpose of the Handbook

The purpose of this handbook is to provide a convenient source of information on the organization, administration, and policies of William Carey University that affect all faculty. The policies set forth in this document are official policies of the university and, as part of their contractual obligations, all faculty at all campus locations are responsible to know and abide by this *Handbook’s* policies. Certain exceptions to these policies are granted to faculty of the WCU COM in order to comply with standards of the Commission on Osteopathic College Accreditation (COCA). The WCU COM faculty handbook contains applicable policies governing faculty of the COM. Any policy in this handbook that conflicts, or appears to conflict with COCA standards or recommendations are hereby declared null and void as they pertain to the WCU COM.

Disclaimer

This handbook does not supersede or take the place of the Bylaws of the university nor does it limit in any way the authority of the Board of Trustees. As circumstances warrant, the university reserves the right to make changes from time to time; however, final approval of all policies represented in this handbook resides with the Board of Trustees.

Accreditation

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, education specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of William Carey University.

All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and *not* to the Commission. The Commission should be contacted *only* if there is evidence of significant non-compliance with the requirements or standards for accreditation.

The Winters School of Music is an accredited institutional member of the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, (703-437-0700). The music therapy program is accredited by the American Music Therapy Association. The Joseph and Nancy Fail School of Nursing is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120, (202-887-6792); by the board of trustees, Institutions of Higher Learning of the State of Mississippi, and approved in New Orleans by the Louisiana State Board of Nursing. Programs in education are approved by the Mississippi Department of Education using NCATE standards, www.ncate.org.

William Carey University College of Osteopathic Medicine has received provisional accreditation status from the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA), which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. The address and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312/202-8124; Fax 312/202-8424.

The School of Education at William Carey University is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org. This accreditation covers initial teacher preparation programs and advanced educator preparation programs at Hattiesburg and Biloxi. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, relicensure, or other purposes.

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PART I. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

A. Board of Trustees

The Board of Trustees is composed of twenty-four persons selected jointly by the William Carey University Trustees and the Committee on Nominations of the Mississippi Baptist Convention for terms of three years. The Board of Trustees is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the board or be recommended to the board by the administration. The administration is responsible for implementing official policies within the framework established by the Board. The faculty is responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board of Trustees. Duties of the Board include the following:

1. To ensure that the university is committed to be an institution of unquestioned integrity and loyalty to the ideals of Christ.
2. To ensure that the university's Mission Statement is implemented and that the University maintains an ongoing Institutional Effectiveness Assessment, seeking improvements in the University's provision of sound educational programs.
3. To appoint or remove officers of the university in accordance with the bylaws
4. To approve faculty appointments, annual contracts, salary levels, promotion in rank, tenure, and removal from said appointments, based on recommendations from the President and the Committee on Academic Programs, Faculty, and Institutional Assessment.
5. To approve educational programs, honorary degrees, and the academic reorganization/administration of the university, based upon the recommendations of the President, faculty and the Committee on Academic Programs, Faculty Resources, and Institutional Assessment.
6. To approve the size, quality, and character of the student body and major student development programs and policies based on recommendations of the President and the Committee on Student Programs and Enrollment.
7. Ensure that all Board of Trustee members, and administrators with fiduciary responsibilities sign an annual Conflict of Interest Statement that includes full disclosure of contractual, employment, personal, or familial financial interest in the university and they will be evaluated by the Board of Trustees to determine whether a conflict of interest exists. In order to comply with COCA standards all faculty and administrators of the WCU COM must sign the Conflict of Interest Statement.

(See Bylaws for a full statement of trustee duties)

B. Administration

1. President of the University

The President is primarily responsible for ensuring a quality academic program in a Christian environment through the following: (1) implement the university Mission Statement; (2) implement the long-range institutional and financial plans of the university; (3) secure financial resources for the university; (4) expand the donor base of the university; (5) strengthen ties between the university, the churches, and the Mississippi Baptist Convention; (6); give direction

and oversight to the intercollegiate athletic program; (7); keep faculty, staff, students, and alumni informed about the progress of the university; (8); evaluate annually the effectiveness of the Office of the President to make improvements; (9) conduct annual performance evaluations of those persons reporting directly to the President; (10) assume other functions necessary for achieving excellence as a Christian university.

2. Executive Vice President and Provost

The Executive Vice President and Provost reports directly to the President. The Executive Vice President and Provost (referred to as the Provost) implements supervision to all academic and selected non-academic, areas of the university. The Provost is responsible for working in coordination with the president to implement the university mission statement and to assist with carrying out the university financial and strategic plan. The Provost will annually evaluate the effectiveness of the office and will project goals for advancing the university. The Provost is empowered to make decisions in the absence of the president within the policies and procedures established by the board of trustees and university documents, subject to review by the president.

3. Vice President for Academic Affairs

The Vice President for Academic Affairs shall report directly to the Provost. The primary responsibilities of the Vice President for Academic Affairs are as follows: (1) assist the university in implementing the Mission Statement; (2) assist the university in implementing the long-range institutional and financial plans; (3) direct and coordinate the scheduled course offerings in academic areas; (4) provide oversight to the process of student advisement; (5) direct the process for conducting faculty evaluations and making recommendations to the president for promotion and tenure; (6) oversee library operations; (7) evaluate the effectiveness of the Office of Academic Affairs; (8) evaluate annually the effectiveness of the academic deans and perform such other duties as may from time to time be assigned.

4. Vice President for Business Affairs / Chief Financial Officer

The Chief Financial Officer shall report directly to the President. The Vice President for Business Affairs / Chief Financial Officer shall be responsible for the following: (1) assist the university in implementing the Mission Statement; (2) assist the University in implementing the long-range institutional and financial plans; (3) administer personnel and payroll services, financial controls and University-wide budgeting, accounting and independent audits, financial services to students, auxiliary and facility operations, endowment management and investment, cash management and investments, and long-term financing; (4) provide a bond to the University to faithfully perform the duties of the office, and to account for all monies; (5) cooperate with the independent auditors or certified public accountants retained by the Board of Trustees for the purpose of conducting audits of the financial statements and accounts of the University, and shall make reports at all meetings of the Board of Trustees and the Committee on Budget, Finance, Investments, and Audits with respect to the financial condition and operations of the university; (6) evaluate annually the effectiveness of the Business Office and perform such other duties that may from time to time be assigned.

5. Associate Vice President for University and Athletic Advancement

The Associate Vice President for University and Athletic Advancement shall report directly to the Provost. The Associate Vice President for University and Athletic Advancement shall be responsible for assisting the President in development efforts which include coordination of development calls and visits and follow-up support; developing new donor prospects; providing support for advancement officers, develop programs to support university athletics, including an endowment to support athletic scholarships.

6. Vice President for Institutional Effectiveness and Long Range Planning

The Vice President of Institutional Effectiveness and Long Range Planning reports directly to the President and is responsible for developing and implementing the institutional effectiveness program evaluation models, the annual Institutional Plan, and the long-range institutional and financial plans. Specific responsibilities include coordinating all academic and administrative units' assessment models, overseeing institutional research, monitoring the distribution of institutional data, and assisting the Institutional Effectiveness, Planning, and Development Committee in evaluating the effectiveness, planning, and development processes at the university. Perform such other duties that may from time to time be assigned.

7. Dean of Student Services

The Dean of Student Services reports directly to the Provost and is responsible for planning, leadership, and overall management of all student development functions of the university, including student activities, student judicial affairs, residence life, and food services. Specific responsibilities include interpreting and enforcing the student code of conduct, addressing concerns and issues of personal safety for students, providing fair procedures for dealing with student judicial matters, maintaining and distributing the student handbook, The Redbook, and perform such other duties that may from time to time be assigned.

8. Dean of the College of Osteopathic Medicine

The Dean of the College of Osteopathic Medicine reports directly to the President. The Dean is responsible for the overall development and management of the College of Osteopathic Medicine, including, but not limited to: (1) recruitment and selection of faculty, (2) recruitment of students, (3) fiscal management of the College of Osteopathic Medicine budget, (4) supervision of personnel, (5) assurance of compliance with standards of COCA and policies of the university, (6) fundraising, (7) assuring that all administrators and faculty sign annual Conflict of Interest statements. The Dean of the College of Osteopathic Medicine shall lead the College of Osteopathic Medicine in implementing its Mission Statement and shall perform any other duties pertaining to the College of Osteopathic Medicine as assigned by the President.

C. Organization of Academic Programs

The academic programs of the university are organized into one college and seven schools with each unit administered by a dean. Some schools are further divided into departments, each administered by a department chair. Deans report to the Vice President for Academic Affairs and department chairs report to their respective deans. Responsibilities of both school deans and department chairs include of academic programs within their areas, recruitment of students, and annual evaluation of faculty and staff.

<u>School</u>	<u>Departments</u>
College of Osteopathic Medicine	
School of Arts and Letters	Art, History and Social Science, Language and Literature, Theatre and Communication.
School of Business	
School of Education	Education Department, Department of Health, Physical Education, Recreation and Coaching, Department of Educational Leadership,
School of Missions and Biblical Studies	Biblical Studies, Philosophy, and Missions
School of Music	
School of Nursing	
School of Natural and Behavioral Sciences	Psychology Department, Biological Sciences, Chemistry and the Physical Sciences, and Mathematics

A list of all degrees, majors, and minors offered by the university may be found in the university catalog.

D. University Councils and Committees

1. Councils

William Carey University has two councils: the Academic Council and the Administrative Council. The Academic Council reports to the Vice President for Academic Affairs and the Administrative Council reports to the President. Members of both councils serve on an annual basis and membership is composed of administrators, faculty, and staff.

2. Standing Committees

There are twenty-three (23) standing committees including the Committee on Committees. Committee memberships include faculty, administration, staff, and students. Faculty, administration, and staff committee appointments are made annually by the Committee on Committees. Students are selected by the executive officers of the student government association. Membership of the Committee on Committees is determined annually by the President. Committee officers must rotate bi-annually. The functions of each committee as well as general guidelines regarding standing committees can be found in the document *Procedures for the Operation of University Councils & Committees*.

E. Faculty Assembly and Graduate Faculty Assembly

The Faculty Assembly is the official representative body of the faculty and expresses the will of the faculty as a whole. As such, it will express the will of the faculty in all matters pertinent to the faculty.

All actions of the Faculty Assembly are subject to approval of the President and in cases of Policy the Board of Trustees.

Members of the Faculty Assembly consist of all full-time faculty (undergraduate and graduate) and administrative officers with faculty rank. Meetings of the Faculty Assembly may be called by the President or Vice President for Academic Affairs. The Vice President for Academic Affairs shall serve as chairman of all meetings except those called by the President. The President will preside at special meetings called by the President. The graduate Faculty Assembly consists of faculty who have graduate faculty rank and is the official legislative body that deals with academic policies at the graduate level, subject to approval of the President and Board of Trustees.

The Faculty Senate serves as a liaison between the faculty and administration. It is not legislative but is empowered to make recommendations to the President and academic council on policies affecting the university, and to advise on such matters as the President shall lay before it. The membership of the faculty senate consists of representatives from each departmental unit and must be approved by the full Faculty Assembly. Officers of the Faculty Senate consist of a president, vice-president and secretary. The president of the Faculty Senate serves as a voting member of the Academic Council. Officers rotate bi-annually.

F. Institutional Effectiveness

In an effort to engage in an ongoing quest for quality, the university maintains a comprehensive system of planning and evaluation in all major aspects of the institution. The Mission Statement for the university is used as a foundation for this evaluation. A variety of assessment methods are used, and the results are implemented to improve both the education programs and support activities. Educational quality is determined by how effectively the institution achieves its established goals. The results of the university's assessment procedures are incorporated annually 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.

PART 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 interview 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 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 five years of their separation date will maintain credit for prior years of service for purposes of computing the employer's retirement contribution percentage and the employee's vacation 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 five 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 WCU COM (see COM handbook).

C. Faculty Evaluation

1. Purpose. The overall purpose of the faculty evaluation process is to insure that students receive quality instruction by competent professionals in every academic program offered by William Carey University. Specific purposes include:
 - a. Stimulate personal and professional growth on the part of the individual faculty member by designing strategies to maximize strengths and to overcome weaknesses;
 - b. Strengthen the academic effectiveness of the university by relating the work of the faculty member more closely to its institutional mission;
 - c. To create and nourish a context in which sound, objective decisions may be made in such areas as the advancement in rank, award of tenure, granting of sabbatical leaves, award of salary increases, and planning of retirement.
2. Criteria. The two central concerns of each faculty evaluation are: (1) the quality of personal and professional growth on the part of the individual; and (2) the extent to which this growth enables the

university to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Factors to be considered in addressing these concerns are: (1) Teaching effectiveness; (2) Scholarship; (3) Service to the university; (4) Service to the Community; and (5) Christian commitment.

3. Sources of Evaluation. Faculty evaluations include input from the following:
 - a. Self-evaluation
 - (1) Professional Development Plan – Each year, faculty submit a Professional Development Plan with measurable goals for each of the five areas of the university mission:
 - 1) Teaching; 2) Scholarship; 3) Service to the university; 4) Service to the Community; and 5) Christian commitment.
 - (2) Faculty Report – Each year, faculty submit a report detailing their activities in the five evaluation areas. Faculty should list their professional goals, as stated in the Professional Development Plan of the year under evaluation, and describe how those goals were met, not met, or revised.
 - (3) Curriculum Vita (CV) – Each year, faculty also submit a current CV.
 - b. Student evaluations – At least once annually, the students of each faculty member are given opportunity to evaluate professional performance on a suitable rating instrument. If needed or desired, additional student evaluations may be secured. **(Refer to Attachment C.)** The rotation of faculty evaluations by students can be used to help faculty plan for necessary course evaluations.
 - c. Peer evaluations – At least once annually, faculty must secure a written evaluation by a peer.
 - 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 valuations, 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 15th – Deadline for faculty to submit self-evaluations for the academic year.
 - c. February 1st – 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 WCU COM (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 persons 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. Decisions 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. Decisions 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.
4. The Vice President for Academic Affairs either makes a recommendation to the President in support of the recommendation or responds to the candidate with an explanation for the failure to recommend promotion. Promotion in rank will be an occasion for formal review of salary, however salary decisions are based on multiple factors, including economic conditions, and advancement in rank does not guarantee an increase in salary.

H. Salary Increases

Salary increments are based upon the annual performance reviews of the faculty member related to teaching, professional development, service to university, Christian commitment, and community service. Economic conditions and availability of university funds will play a role in salary decisions. Recommendations on salary increases are made by the appropriate dean to the Vice President for Academic Affairs who, in turn, makes recommendations to the President. Final approval on salaries is made by the Board of Trustees.

I. Academic Freedom

1. Faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.
2. Faculty are entitled to full freedom in research and in the publication of its results, subject to the

adequate performance of their other academic duties and the university Policy on Intellectual Property. Research and publication for pecuniary return should be based upon an understanding with the authorities of the institution.

3. Faculty are entitled to freedom in the classroom in discussing their subject, but they should not consistently introduce controversial matter which has no relation to the subject. Any limitations of academic freedom shall be clearly stated in writing at the time of the appointment.
4. Faculty are citizens, members of a learned profession, and officers in an educational institution. When they speak or write as citizens, they shall be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.
5. During the non-renewal or termination procedure of tenured/non-tenured faculty, the academic freedom (within the guidelines provided) of the faculty member will not be violated, however all proceedings of non-renewal or termination are confidential.

J. Academic Tenure

The primary purpose of tenure at William Carey University is for the enhancement of the academic program. Tenure is the process by which the institution attempts to retain individuals who are essential to the future of the university and thereby maintain a stable core of faculty dedicated to the interests of the university. Tenure also provides the opportunity to recognize those individuals who demonstrate excellence in teaching and other areas of professional activity and who support the Christian mission of the institution. In keeping with the foregoing statements, tenure-track faculty positions will be determined by the president, academic vice president and dean. It is expected that those who receive tenure will continue to develop professionally and model best practices in the profession.

Because of the unpredictable nature of higher education, the policy of William Carey University toward the awarding of tenure will be a conservative one, and tenure will be awarded sparingly. The percentage of faculty who may be tenured at any given time will be determined by enrollment patterns and instructional needs within each department, but will generally not exceed 60% of the faculty as a whole, and no department may have more tenured faculty than their credit hour production will support.

1. Minimum Criteria for consideration for tenure.
 - a. The completion of five years of teaching service at William Carey University. The teaching load at William Carey must average 50% of the full-time teaching load for the minimum five-year period of teaching. (See section II G on teaching loads.) At the time of initial employment by William Carey University credit of up to three years may be granted in writing for full-time service at other institutions.
 - b. Associate Professor rank and a master's degree are minimum credentials required.
 - c. Demonstrated excellence in the following areas:

- (1) Effective teaching. The faculty member must demonstrate mastery of the subject matter. The faculty member must demonstrate ability to stimulate intellectual development of students and to effectively communicate in the classroom and in informal contacts with students.
- (2) Professional activity. The faculty member must demonstrate excellence and frequency in public professional activity as well as evidence of scholarship and creative activity. This will normally require significant publication in peer-reviewed academic journals and/or presentations at professional meetings.
- (3) Service to the university. The faculty member must be active in developing and implementing departmental plans and goals, contribute to the sense of community and to the achievement of the goals of the university, and accept and perform non-teaching assignments, including academic advising, as required by the university. This will include regular attendance at non-academic events such as athletics, music, theatre, art exhibits, religious activities and service projects.
- (4) Christian commitment. The faculty member must demonstrate the ideals of Christianity with integrity and consistency. The faculty member is encouraged to affiliate with and serve in a local church. Christian principles and values should be reflected in all professional activities and in personal lifestyle.
- (5) Church/Community Service. The faculty member should extend the influence and resources of the university by participation in religious, civic, cultural, educational, and/or business activities that promote awareness of the university. A letter from the faculty member's pastor attesting to active participation should be included in the application file.
- (6) Professional development in the discipline of instruction. The faculty member must maintain competence as an excellent teacher and in all other professional activities including keeping abreast of developments in the discipline and in related disciplines. Scholarly and professional participation in learned societies is expected.

* **For the WCU COM, exemptions are granted in order to comply with COCA standards.**

2. Procedure for Awarding Tenure

- a. Eligible faculty members from approved departments may apply for tenure. A committee composed of the President, Academic Vice-President, a faculty member selected by the Faculty Senate and a faculty member selected by the Student Government Association will study enrollment trends of each department or school, financial resources of the university, need to retain faculty in critical areas and all other pertinent data to determine the academic areas from which faculty members may apply. Eligible faculty members from identified departments may apply for tenure but no department may have more tenured faculty than their credit hour production will support. Those faculty members who wish to apply may do so to the Vice President for Academic Affairs of the university through their respective dean, by December 15 of the academic year. The application will consist of a file containing all documentation listed in c. below.
- b. The Vice President for Academic Affairs, in consultation with the President, will appoint a Tenure Review Committee to review tenure applications and make recommendations. The

- committee will be composed of a minimum of two tenured faculty members, and other faculty or administrators who are representative of all schools of the university from which members have applied. The dean of each applicant may meet with the Tenure Review Committee as a non-voting member or may provide a written recommendation.
- c. The Tenure Review Committee will review the following data:
 - (1) Faculty evaluation file.
 - (2) Written report prepared by the faculty member attesting to the criteria in 1c above. The report must also include a three-year plan for professional development which demonstrates a clear relationship to the future attainment of institutional objectives and excellent performance. This three-year plan will be reviewed by the immediate supervisor on an annual basis and the tenured faculty member will extend the plan an additional year such that the professional development plan is continuously revised so as to cover a three-year period of time.
 - (3) Written report prepared by the dean with recommendations pertaining to the applicant's qualifications for tenure, including the applicant's participation in non-academic campus activities.
 - (4) Additional written data from colleagues, pastor, students, or others as deemed necessary by the committee or the faculty applicant.
 - (5) Evidence of significant publications in National/Regional refereed journals.
 - d. The Committee will present its recommendation in writing to the Vice President for Academic Affairs.
 - e. The Vice President for Academic Affairs will review the findings of the Committee and then submit a recommendation in writing to the President.
 - f. The President shall either deny the recommendation or agree with it and recommend the applicant to the Board of Trustees for tenure. The applicant shall be notified in writing of the President's decision.
 - g. All awards of tenure must finally be approved by the Board of Trustees, which retains ultimate authority in these matters.
 - h. The tenure review process shall be completed no later than the **March** meeting of the Board of Trustees in the academic year during which application for tenure is made.
 - i. If tenure is denied in the process, the applicant may, upon request in writing, be informed in writing of the reasons for denial of tenure. If negative action is taken, the applicant will have recourse to appeal to the Vice President for Academic Affairs, the President, and the Board of Trustees in that order.
 - j. A faculty member may apply for tenure as often as eligible, and may be employed on a year-to-year contract indefinitely.
3. Evaluation of Tenured Faculty
 - a. Once granted tenure, faculty members will continue to be evaluated on an annual basis.

- b. If the faculty member fails to maintain the standards of performance expected of tenured faculty as cited in item 1c above, the immediate supervisor, in collaboration with the tenured faculty member, shall develop an improvement plan addressing all areas of deficiency and establishing benchmarks for improvement for the current and each succeeding trimester of that contract year. The faculty member may apply for professional development funds, not to exceed \$500, as provided in section N of this handbook, for the purpose of achieving the benchmarks identified in the improvement plan. If appropriate progress is being made in achieving the established benchmarks the tenured faculty member may be offered an additional year's contract. If a contract is offered the faculty member's performance will be carefully monitored by the immediate supervisor. If the benchmarks are not met the tenured faculty member's file shall be forwarded to the Vice President for Academic Affairs who shall refer it to the Tenure Review Committee. The Tenure Review Committee will review the evaluation file and make a recommendation on continuation or termination of tenured status to the President. The Tenure Review Committee applies only when a faculty member is accused of failure to maintain standards of academic performance. The President will in turn make a recommendation to the Board of Trustees.
- c. The process of consideration of tenure termination will follow the procedures outlined in item 4 below. The faculty member may, in accordance with 2i above, appeal a recommendation for termination of tenure.
- d. In the event that termination of tenure is recommended, the faculty member involved shall have recourse to reasonable and fair process and must have sufficient time to prepare a defense. That process shall include an appeal to the Academic Appeals Committee, the President, and the Board of Trustees in that order.
- e. Except in cases of immorality, insubordination, and financial exigency; and failure to maintain standards of performance as cited in the following sentences, tenure and employment may not be terminated until the academic year following a final decision by the Board of Trustees to terminate tenure. In the event that the faculty member fails to maintain the standards of performance expected of tenured faculty, and the faculty member has failed to meet benchmarks established in the improvement plan, the faculty member may be terminated at the end of the current contract year. If the faculty member achieves the benchmarks an additional year contract may be given and satisfactory performance must be maintained during the contract year. In cases of immorality and insubordination, both tenure and employment may be terminated immediately.

4. Termination of Tenure

- a. Immoral behavior.
- b. Failure to maintain standards of academic and professional performance expected of tenured faculty.
- c. Financial exigency of the institution or programmatic or enrollment changes which cause the institution to reduce faculty.
- d. Insubordination or consistent unwillingness to support the purpose of the university as stated in the university catalog or to observe the directives of the university administration.
- e. Promotion to an administrative or staff position.
- f. Mental or physical incompetence, which cannot be overcome with reasonable accommodation.
- g. Neglect of assigned duty.

Termination for cause of a continuous appointment will, if practicable, be considered by a faculty committee, the President and the Board of Trustees. In any case in which the facts are in dispute, the accused teacher shall be informed in writing, before the hearing, of the charges and shall have the opportunity to be heard by all bodies that pass judgment upon his or her case. The accused teacher shall be permitted to be accompanied by an advisor who may act as counsel. There will be a full record of the hearing available to all parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from this or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving immorality or insubordination turpitude shall receive their salaries to the end of the regular school year, whether or not they are continued in their duties. They will be notified in writing of a non-reappointment on or before April 1.

K. Non-Renewal/Termination of Non-Tenured Faculty

Non-tenured faculty serve the university on a contractual basis which involves a decision on the part of the university either to offer continued employment or not to offer continued employment.

Non-Renewal. A faculty member under contract who will not be offered employment for the next academic year will be so informed in writing on or before April 1.

Termination. A faculty member under contract may have his/her employment terminated during the course of the contract for a variety of reasons. This action constitutes termination for cause. Reasons justifying termination of the contract are the same ones which justify termination of employment for tenured faculty.

1. Immoral behavior.
2. Failure to maintain standards of academic and professional performance as delineated in the section on academic rank.
3. Financial exigency of the institution or programmatic or enrollment changes which cause the institution to reduce faculty.
4. Insubordination or consistent unwillingness to support the purpose of the university as stated in the University catalog or to observe the directives of the university administration.
5. Mental or physical incompetence, which cannot be overcome with reasonable accommodation.
6. Neglect of assigned duty.

PART III. FACULTY-RELATED POLICIES AND PROCEDURES

A. Sexual Harassment Policy

William Carey University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the university community, students, faculty, and staff.

Employees have the right to be free from sexual harassment. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal comments or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, 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 working environment.

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the university, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, and (2) such conduct has the purpose or effect of creating an intimidating, hostile or highly offensive environment.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding sexual harassment should contact the Vice President for Academic Affairs who will conduct an investigation in accordance with the complaint procedure listed below.

Faculty are required to sign a certification of receipt annually acknowledging that they have received, read, and understood the Sexual Harassment Policy of William Carey University.

B. Complaint Procedure for Sexual Harassment

If the employee suspects that his/her rights under the above-stated policy have been violated, he/she may register his/her complaint in writing with the Vice President for Academic Affairs. Upon receipt of a complaint which alleges a violation of this policy, the Vice President for Academic Affairs shall begin an investigation of the charge(s) in conjunction with the Vice President for Student Services. An investigation shall include as a minimum, an interview with the person filing the complaint, the person(s) accused of violating the sexual harassment policy and any person designated by either of the principal parties as witnesses to the incident(s) in question. The investigation shall be completed as expeditiously as possible, but in any case within thirty (30) days of the receipt of the complaint. The matter shall then be presented to the President in the form of a written recommendation. The President may accept the recommendation, interview the person[s] involved, direct further investigation by the university and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and, the President shall make a final decision on the merits of the complaint within sixty (60) days of receipt of the complaint by the university.

The decision of the President shall be final. Throughout this process the identities of the complaining party and accused will be kept confidential and disclosed only on a need-to-know basis. Any disciplinary action taken as a result of such findings will be noted in the employee personnel file.

C. Non-Discrimination Policy

William Carey University is committed to providing an environment in which all persons are protected from discrimination and intimidation based on race, color, gender, national origin, age or disability. Such discrimination is contrary to the Christian standards of conduct expected of all members of the William Carey University community, whether student, staff or faculty.

Any person who engages in discrimination will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding discrimination should follow the complaint procedure listed below in section F.

D. Anti-Harassment Policy

William Carey University is committed to providing an environment in which all persons are protected from harassment and intimidation. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or an individual's relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, a hostile, a highly or consistently offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, whether student, staff, administrator, or faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding harassment should follow the complaint procedure listed below.

E. Anti-Retaliation Policy

In accord with the university's attempt to create an environment where employees feel comfortable to report possible violations of civil and legal rights, retaliatory actions will be strictly prohibited. Retaliation against any individual who has filed a complaint of discrimination, who has reported witnessing discrimination, who has participated in the discrimination complaint process, or who has been the subject of an investigation or the subject of a complaint of discrimination is illegal and will not be tolerated by the university. If, after investigating any complaint of unlawful discrimination, the university determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one reporting the false information.

F. Complaint Procedure for Discrimination, Harassment and Workplace Issues

The purpose of this procedure is to promote the orderly resolution of problems concerning discrimination, harassment and workplace issues. Employees who submit complaints or grievances in accordance with the procedures that follow may do so without penalty or fear of reprisal.

1. Step One: An employee having a grievance concerning employment will first take the problem to the appropriate immediate supervisor: department chair, director, dean, or vice president. Most problems should be worked out with the supervisor. After investigation of the situation, the supervisor shall provide a written report to the employee within ten (10) working days.
2. Step Two: If the employee is not satisfied with the decision by the immediate supervisor, within ten (10) working days the employee shall present the grievance in writing to the next highest official as determined by the university organizational chart available on the university website. The employee must provide (1) statement and basis of grievance; (2) date(s) of the occurrence; (3) attempts made to solve the grievance; (4) the remedy or corrective action sought; and (5) signature of the aggrieved employee and the date of signature. Within ten (10) working days after receiving a written complaint, the appropriate official shall ascertain all pertinent facts, discuss (if feasible) the matter with the employee, and provide to the employee a written report. If the employee is still not satisfied, he/she should repeat the process to the next highest official up through the level of the President.
3. Step Three: Any employee or supervisor dissatisfied with the decision(s) in Step two may present those grievances in writing to the President within ten (10) working days after receipt of the appropriate official's decision. As before, the written statement should include (1) statement and basis of the grievance; (2) date(s) of the occurrence(s); (3) attempts made to solve the grievance, and (4) signature of the aggrieved employee and the date of signature.

The President shall render a written decision within ten (10) working days. The President may hold a hearing with the employee or may, at the President's discretion, refer the matter to a three (3) member committee within the university for a hearing. If the case is to be referred to a committee, the President shall make such referral within ten (10) working days after receiving the complaint. The committee shall be composed of a senior official designated by the President, one member selected by the aggrieved employee, and one person selected by the first two members. The committee will submit a statement of its findings and recommendations to the President for final decision on the matter within ten (10) working days.

An employee dismissed by the university may, within ten (10) working days after notice of termination, submit in writing to the appropriate senior official a complaint concerning the discharge. This complaint will then be processed in accordance with Step Two and Step Three above.

G. Americans with Disabilities Act Policy.

As of July 26, 1992, job discrimination against people with disabilities is illegal. The Act also makes it unlawful to discriminate against an applicant or employee, whether disabled or not, because of the individual's family, business, social, or other relationship or association with an individual with a disability. Under the ADA, a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

To be protected under the ADA, an individual must have a record of, or be regarded as having, a substantial, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or working. An individual must inform the university and request accommodations necessary to the performance of the job requirements.

An individual with a disability must also be qualified to perform the essential functions of the job, with or without reasonable accommodations, in order to be protected by the ADA. This means that the applicant or employee must

1. satisfy job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and
2. be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

The ADA does not interfere with the right to hire the best qualified applicant, nor does the ADA impose any affirmative action obligations.

Factors to consider in determining if a function is essential include:

1. Whether the position exists to perform that function,
2. the number of other employees available to perform the function or among whom the performance of the function can be distributed, and
3. the degree of expertise or skill required to perform the function.

A reasonable accommodation is any change or adjustment to a job or work environment that does not promote an undue hardship on the employer that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

1. Acquiring or modifying equipment or devices,
2. Job restructuring,
3. Part-time or modified work schedules,
4. Reassignment to a vacant position,
5. Adjusting or modifying examinations, training materials, or policies,
6. Providing readers and interpreters, and
7. Making the workplace readily accessible to and usable by people with disabilities.

It is a violation of the ADA to fail to provide reasonable accommodation to the unknown physical or mental limitations or a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of a business.

Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. For more details regarding the ADA, contact the Office of Human Resources.

H. Conduct

Personal conduct is regarded as an aspect of faculty effectiveness and relates to the university's overall image to students and the general public. Personal behavior of faculty is expected to be in keeping with Christian values and ideals. Faculty must not engage in behavior that is inconsistent with these ideals, that would bring discredit to the university, or that would disrupt or interfere in any way with the mission of the university. Examples of improper conduct include, but are not limited to, the following:

1. Disrespectful Behavior. Contemptuous or disrespectful treatment of students, administrators, staff,

faculty, or other employees, including abusive or vulgar language.

2. Unauthorized Recording. Recording, or causing to be recorded, the voice or image of any member of the university community without first obtaining the recorded person's permission, or the written permission of the President.
3. Dating Relationships. Engaging in a dating or other romantic relationship with any student at William Carey University. This may include inappropriate show of affection toward a student by a faculty or staff member.
4. Use of Alcohol. Use or possession of alcoholic beverages on campus or at university-sponsored activities off campus, or as a representative of the university at any event.
5. Lying and Falsification. Intentionally giving false information to university officials.
6. Profanity, cursing, vulgar or suggestive behavior.
7. Sexual Misconduct. Engaging in or advocating engagement in sexually immoral acts or lifestyles is deemed inappropriate by the university. Such acts and lifestyles deemed inappropriate include any act of sexual relations outside of marriage, adultery, cohabitation with an unmarried partner, incest, and sexual abuse. Sexual acts on university premises are prohibited, except in apartments designated by the university as married apartments, in accordance with this section.
8. Encouraging, facilitating or coercing students to engage in any behaviors listed above.

Persons who are found to be in violation of the code of conduct are subject to disciplinary action ranging from a warning to discharge.

I. Other University Policies

1. Drug-Free workplace. William Carey University is committed to maintaining a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Any employee violating this prohibition will be subject to termination. As a condition of employment, all employees will abide by the terms of this statement and will also notify the William Carey University administration within (5) days of any criminal drug statute conviction for a violation occurring in the workplace. For information on available drug counseling and rehabilitation, please contact the Office of Student Services. In order to assure compliance with Federal law pertaining to a drug-free workplace any employee may be required to submit to periodic drug screening.
2. Computer use. The university provides guidelines for appropriate and inappropriate use of computer resources. In particular, the guidelines prohibits the use of computer resources to: (a) harass, threaten, or otherwise harm specific individuals or class of individuals; (b) impede, interfere with, impair, otherwise cause harm to activities of others; (c) download, post, or install on university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution; and (d) recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information. Employees may not engage in computer games or other activities that detract from their job performance.

3. Firearms. The use or possession of firearms, explosives, fireworks, or weapons is prohibited on all campus sites. Firearms are strictly prohibited on university property except by authorized security personnel
4. Tobacco free campus. Use of tobacco is prohibited on all campuses of William Carey University.
5. Pets. No pets of any kind are allowed in the academic or administrative buildings or in the residence halls.
6. Personal Attire, Appearance, and Neatness. University employees contribute to the positive and professional demeanor of the University and to the overall effectiveness of the university's image to our students and the general public. It is therefore very important to be well groomed, neat, and conscious of personal hygiene. As it is essential to be appropriately dressed for the job function, some departments may require stricter guidelines in those areas where a more professional appearance is necessary. Supervisors should practice good personal appearance standards for their employees to follow.

The university strives to ensure that the work environment maintains a level of professionalism and is free from safety hazards, offensive behavior and harassment of any kind. In keeping with this goal, the following is a list of guidelines for what would be considered inappropriate attire.

Examples of unacceptable attire would include:

Men

Jeans*, Pants worn below the waistline, Shorts**, Cotton or Nylon Sweatpants, Athletic Attire**, Sweatshirts, T-Shirts**, T-Shirts with inappropriate slogans or images, Sleeveless Shirts, Athletic Shoes**, Work Boots*, Sandals, visible body piercings

Women

Jeans, Shorts**, Sweatpants, Athletic Attire**, Stretch Pants or Leggings, Stirrups, Cotton or Nylon Sweatpants, Spandex, pants or skirts worn below the waistline, Tank Tops, Sweatshirts, T-Shirts**, T-Shirts with inappropriate slogans or images, Halter Tops or other low cut attire, Spaghetti Straps, form fitting clothing, mini-skirts, Flip Flops, Hiking Boots, Athletic Shoes**, visible body piercings except for earlobes

*permitted for the Maintenance staff

**permitted for the Athletic coaches

8. Telephone use. Personal calls should be kept to a minimum. Employees must use a PIN number in placing long distance calls. PIN numbers and information on using them are issued by the Business Office. Any personal long distance calls are to be reimbursed to the university within five (5) days of receipt of the bill.
9. Housekeeping. In promoting safety, personal well-being, and a pleasant working atmosphere at all campus locations, the university expects all employees to keep their work areas clean and neat. Deans and department chairs are responsible for ensuring that work areas assigned to them are being maintained properly and may assign clean-up duty to employees as is necessary to carry out this expectation.

Complete university policy statements are contained in the *William Carey University Policies and Procedures Manual*.

J. Faculty Committee Membership

The President appoints a committee on committees that assigns each faculty member to one or more faculty committees. Seldom is a faculty member given more than two committee assignments. An effort is made to consider the interests, aptitudes, and experience of each faculty member. There are one or two students on most faculty committees and as many as three or more on some committees. These students, who are recommended by the student government association and appointed by the Vice President for Student Services, should make every effort to make worthwhile contributions to their committees and also gain valuable experience for their own development.

K. Faculty Personnel Records

Faculty personnel records are maintained in the office of the Vice President for Academic Affairs. They include transcripts of all higher education work done by the faculty member, a resume/vita, an application for employment, and data sheets filled out by the faculty members periodically in order to update their personnel records. Transcripts and records should be kept up-to-date by the faculty member. Each faculty member's file also contains all formal evaluations that affect promotion, tenure, or annual salary reviews. A faculty member may see the file at any time by appointment with the Vice President for Academic Affairs. Information contained in the files is for administrative purposes and therefore is not available for other uses except by consent of the faculty member.

Records that affect payroll information are kept in the Office of Human Resources. It is the employee's responsibility to keep the Office of Human Resources informed of any changes in personal status and it is the appropriate supervisor's responsibility to inform the office of changes in professional and job-related status. Changes such as births or deaths in the employee's immediate family or a change in marital status, since such changes may affect tax withholdings or rate of insurance must be reported. Employees are required to notify the Office of Human Resources within thirty (30) days of any change in marital or dependent status.

In the state of Mississippi, personnel files are considered the property of the employer and no right to view and/or copy is granted to Mississippi employees. William Carey University's policy is to allow the employee access to their files by scheduling an appointment to view it in the human resources office and take notes of items in the file. Please be aware that the term "personnel file" does not include records relating to: the investigation of possible criminal offense; information related to investigations concerning current or pending actions against the employee; letters of reference; documents that are being prepared for use in civil, criminal, or grievance procedures; information that would identify a source of information under confidentiality; materials that are used by the employer to plan for future operations; medical records; information available to the employee under the Fair Credit Reporting Act; and any other information required to be withheld by law.

Employers are required to give an employee or job applicant, upon request, a copy of any instrument that the employee or applicant has *signed* relating to the obtaining or holding of employment. This includes copies of annual evaluations; however, as copies are provided to the employees during the annual evaluation meeting, it is expected that employees will retain this copy for their personal records. If a copy is misplaced by the employee, the human resources office can provide a replacement copy.

L. Research, Writing, Contracts and Grants

Faculty are encouraged to engage in research and writing that is consistent with the objectives of the university, to the extent that it does not interfere with teaching duties. Faculty must follow university

procedures for internal review of proposals before submitting to an outside agency. Procedures for internal review may be obtained from the chair of the Grant Proposal Committee.

A faculty member engaged in an advanced stage of a research or writing project may make a request to the Vice President for Academic Affairs for a reduced course load. Faculty are encouraged to seek and accept grants, funds, and research contracts consistent with their duties to the university and their professional development plan and in keeping with the university Policy on Intellectual Property.

If faculty members wish to accept a grant that would require more than 20% of their time, they should confer with the university administration about the possibility of accepting a part-time contract with the university. Faculty on 9-month contracts may negotiate a summer salary with the institution funding the grant, but that salary may not exceed one-third of their 9-month salary from the previous year.

M. Graduate Study

Full-time faculty and administrative personnel are encouraged to upgrade their education and professional development. Faculty members should plan with their department chair/dean such involvement in graduate study as a part of their Professional Development Plan. Any study which requires special arrangements and/or budget support requires the prior approval of the appropriate department chair/dean, the Vice President for Academic Affairs and the President.

N. Professional Development

All full-time faculty are expected to complete plans for professional development. A one-page plan should be submitted on or before January 31 along with the activities report that is submitted annually for administrative evaluation. (See section I B on faculty evaluation.) The plan should include a personal mission statement along with goals for the current calendar year (January through December) in the areas of teaching, professional activity, service to the university, Christian commitment, and community service.

Financial support for professional development is available from three sources.

1. All full-time faculty may receive an amount of \$250.00 for faculty development from their school or department. Requests are processed through the appropriate school dean, department chair, and program director.
2. Faculty may apply in advance through the Professional Development Committee for faculty development funds in the following areas: professional travel (conferences and workshops), special projects, research, course development, equipment, and special/advanced study. A copy of the procedure for making an application is available from the Professional Development Committee or the Office of Academic Affairs.
3. Faculty may be awarded a professional development grant in conjunction with promotion or tenure. Requests to use funds associated with these grants are processed through the Office of Academic Affairs.

In all cases, faculty must have a current faculty development plan on file and the financial support received must be used to achieve goals stated in that plan. Faculty must file a report on the activity for which funds were received. For grants that support university coursework, tuition reimbursements will be made after grades have been turned in to the Office of Academic Affairs.

Total institutional support for professional development will be determined on an annual basis subject to availability of financial resources.

O. Summer School Employment

Summer school employment is not guaranteed to any faculty member who is on a nine-month contract, but it will be offered to faculty members in accordance with the needs of the university.

The following regulations will apply to summer school teaching:

1. Enrollment in the department/school dictates all teaching assignments, including the number of courses taught.
2. The salary shall be in accordance with the current summer school salary schedule. Classes enrolling less than six students earning 18 hours credit will be pro-rated in the formula. Faculty will have the option of relinquishing the right to teach the classes. Upon this announcement, the classes may be offered to another qualified faculty member.
3. Music students, laboratory students, activity students, and others whose credit or tuition and fees are different from those of other students will be measured by a formula agreed upon by the appropriate dean, the Vice President for Academic Affairs, and the President.

P. Teaching Loads

These guidelines apply to classes both on-campus and off-campus.

1. The normal full-time undergraduate load for faculty is ten hours in a trimester, or six hours per summer session. Nine-month contracts are written for thirty semester hours. Twelve-month contracts are written for forty-two semester hours.
2. The maximum course load for any summer trimester is twelve hours.
3. A faculty member may teach one additional class per trimester as an overload.
4. Neither overload classes nor summer teaching (unless specified in the contract) is to be required of faculty members.

Teaching assignments are made by deans or department chairs who are responsible to ensure that such assignments are equitable and reasonable. Consideration should be given to the number of students taught, the number of new preparations, the nature of the subject, whether courses are graduate or undergraduate, faculty committee responsibilities, advising load, faculty work with student organizations, and support from auxiliary staff such as secretaries and lab assistants.

Q. Advising

A major responsibility of all faculty is academic advising. Because of the commitment of the university to provide support to enhance the student's opportunity of academic success, careful attention to advising is essential. Faculty must be familiar with the general academic requirements, degree requirements, and major/program requirements as stated in the catalog, and pay attention to course loads, course selection, and policies that affect student progression toward their degree. Faculty are expected to participate, in cooperation with their chair/dean, in advising emphases in conjunction with registration. Advising assignments are made by deans or department chairs who are responsible to ensure that such assignments are equitable and reasonable.

R. Stipends for Teaching Overload Classes

The following guidelines apply in regard to the payment of faculty members for teaching overload classes as defined above.

1. The faculty member's smallest class will be considered the overload class.
2. Overload pay is made when the faculty member completes his/her contracted teaching load, except in the case of J-Term and May-Term.
3. Directed readings and other independent study for undergraduate students which cause the teacher to have an overload are paid for at the rate of \$50 per credit hour per student. Directed readings and independent study at the graduate level must be approved by the Vice President for Academic Affairs prior to registration and are paid for at the same rate.
4. Any departure from this policy must be approved in writing by the Vice President for Academic Affairs before the class begins.

S. Class Contact Hours

Classes are scheduled so that the minimum class contact time equals 12.5 hours for each hour of credit. A typical 3-hour class would meet for a minimum of 37.5 hours during a trimester. Faculty are expected to meet class for the full amount of time scheduled. Faculty who regularly fail to provide instruction for the full amount of time may have their salary reduced.

Classes that meet on an accelerated schedule or some other non-traditional format must ensure that students have at least one calendar week for reflection and analysis for each credit hour or provide documentation that students have acquired equivalent levels of knowledge and competencies as those taking courses in traditional formats.

T. Online Classes

Faculty wanting to offer courses that are conducted partially or entirely online must submit a proposal along with a syllabus to the Undergraduate Curriculum Committee or the Graduate Committee through their respective department chairs and deans. The proposal must address criteria that are laid out in the procedure statement for online courses. The committee will review proposals and vote to accept or reject. The chair of the committee will inform the Vice President for Academic Affairs of the decision.

This policy applies to courses where some or all of the designated class periods are replaced by online activities. Courses that utilize technology, including the use of the Internet, but have the standard number of traditional classroom meetings do not need committee approval. The procedure statement for online courses is available from the Office for Academic Affairs.

U. Office and Office Hours

For conferences with students and performance of duties besides teaching, every faculty member is expected to post office hours. Faculty are expected to make themselves available to work with students outside of class and office hours should be scheduled with that goal in mind. A minimum of at least ten hours a week should be devoted to office hours, and the faculty member should be available at other hours in the day by appointment. Twelve-month faculty holding administrative appointments are expected to be

present during the normal operating hours of the university. Flexibility is allowed to accommodate night or weekend responsibilities, such as evening classes or shift work for librarians. Department chairs on nine-month contracts must post office hours that they will be available throughout the summer.

Office hours shall be posted and approved by the Vice President for Academic Affairs or campus dean.

V. Absence from Class

Faculty members who plan to miss a class or other official university duty because of attendance at a learned society or for any other reason must report the planned absence in advance to their department chair/dean so that appropriate plans can be made for the class. If faculty must miss a class unexpectedly because of illness or other unexpected problem, they must report by telephone to the department head or to the dean so that the class can be met, if possible. Each time faculty members miss a class, they must report the absence, in advance if possible, to the Vice President for Academic Affairs or campus dean on forms obtained in the Office for Academic Affairs. If it is not possible to arrange for class to be covered, equivalent online instruction must be provided.

W. Other Faculty Responsibilities

Faculty are expected to attend meetings of the Faculty Assembly, participate in committee work, assist the university in recruiting students, participate in campus activities, work on annual effectiveness assessments, and to assist the University in implementing the statement of purpose and the institutional and financial plans. Faculty are also expected to attend university events such as commencement, honors day, parent's day, preview days, and homecoming. Requests to be absent from commencement or other convocation services should be made to the Vice President for Academic Affairs at least one calendar week prior to the scheduled event.

Faculty holding the rank of lecturer are expected to hold office hours and attend meetings of the Faculty Assembly, but are not required to serve on committees or assume other responsibilities required by faculty of other ranks. Adjunct faculty should consult the adjunct faculty guidelines for a description of duties and responsibilities.

It is the policy of the university to keep faculty responsibilities in the areas of advising, committee membership, participation in student organizations, research, and service to the community to a level that does not interfere with assigned teaching duties.

PART IV: STUDENT-RELATED POLICIES AND PROCEDURES

A. Catalogs

The undergraduate catalog is the official document of William Carey University related to academic policies for its baccalaureate degree programs. As such, it should be an accurate presentation to students and the broader academic community of the nature and quality of the university's academic programs. It is the goal of the university that all programs and courses in the catalog be capable of functioning in a manner that offers all courses listed at least once each two years.

Each fall recommendations for changes are processed through the Undergraduate Curriculum Committee and, in certain cases, the Academic Council for eventual action by the Faculty Assembly. The Faculty Assembly, as the body most fully expressing faculty governance, is the final faculty authority on matters related to policies and programs.

It is the responsibility of the department chair/dean to lead the faculty in developing an ever-improving curriculum to achieve the objectives of the department and of the university.

Graduate degree catalogs are printed separately. New courses, degree programs, modifications of existing programs, and other matters essential to the administration of the graduate program are the responsibility of the Graduate Committee. Recommendations for changes are processed through the Graduate Committee and, in certain cases, the Academic Council, for eventual action by the Graduate Faculty Assembly. The Board of Trustees must approve all majors and degree programs prior to the initiation of the new programs. These recommendations will be acted upon at the February/March board meeting.

B. Privacy Rights of Students

William Carey University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students rights of access to education records and imposes regulations on the university in the release and disclosure of education records to third parties.

In order to comply with this law, William Carey University has formulated and adopted institutional policies and procedures to be followed by the university and by those interested in gaining access to education records. These policies and procedures allow students the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the office of Vice President for Student Affairs.

A faculty member shall not disclose an education record which is in his/her possession or control to any person other than the student to whom the records pertain unless the student has a signed release on file in the Office of the Registrar. Information may be disclosed only to the party or parties listed on the release form. Parents who claim their child as a dependent for tax purposes have a right to access his/her child's academic records provided the parent has documentation on file that shows that the child was claimed as a dependent on the most recent income tax return. In either of these cases, faculty must make certain that the proper documentation is on file in the Office of the Registrar.

Education records may be disclosed to other faculty members and employees of William Carey University if they have a legitimate educational need to review the records in question. Faculty should take care when returning papers or discussing grades so that grade information is not displayed in a way that would make it visible to anyone other than the faculty member and the student. University guidelines prohibit the posting of grades in any form.

All requests to inspect and review records not within the faculty/staff member's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the Vice President for Academic Affairs. The university allows students to inspect and review their education records unless those records contain any of the following:

1. Information on more than one student;
2. Financial information on his or her parents; or
3. Confidential letters and statements of recommendations if the student has waived his or her right to inspect the letters and the letters are related to the student's admission to the university, application for employment or receipt of honorary recognition.

All employees should be familiar with the FERPA statement as to what types of information may be released from a student record. Extreme caution should be exercised when talking to anyone about student information. Computer terminals within the office should be positioned for maximum privacy so that visitors in the office cannot see student information. Terminal access should be limited to only those persons authorized to work with student records. Requests for official disclosure of student information are completed in registrar's office.

C. Directory Information

The university will release "directory information" on students to any interested member of the public unless the student has requested in writing that it be withheld. Directory information is defined as follows: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

D. Registration

The university is committed to a program of early registration in conjunction with early advising as the most effective way to accomplish registration. Registration is held on the three campuses on dates set in the academic calendar. An early registration period is scheduled to allow continuing students to be the first to register. Prior to early registration, a period of advising is designated to allow students to consult with faculty members regarding their schedules. Both undergraduate and graduate students are strongly encouraged to complete early registration. Undergraduate students who do not register during the early registration period must pay a late registration fee.

After the early registration period, all students, new students, continuing students, and re-admits, may register either in designated registration times or in the open registration period between designated times. Students who wish to register during the open registration period must make arrangements with the appropriate school or department to schedule a time to meet with an advisor. Advisement times for new students are coordinated through the Admissions Department.

Students bear final responsibility for the completion of their academic program. The catalogs exist to serve as official guides to academic policies and programs. It is the commitment of the university to provide academic advising to assist the student in achieving his or her goals; however, it is ultimately the responsibility of the individual student to fulfill the requirements of his/her degree program.

Members of the faculty and administration are expected to help with registration. Department chairs/deans are responsible for ensuring adequate participation to conduct registration accurately and efficiently.

E. Class Attendance

Students are required to attend at least 75% of the scheduled class meetings in order to pass an undergraduate course and 80% to pass a graduate course. (See section on attendance regulations in the university catalog.)

F. Grading System

1. Grades. Grades are submitted to the registrar for all students at the end of each term. (See the current university catalog for a description of the grading system.)
2. Incomplete grades. Grades of “I” or incomplete will be assigned only when unavoidable circumstances prevent completion of the work of the course on schedule. In order to be eligible for a grade of “I”, a student must be doing passing work, must have completed 80% of the required work for the class, and must provide appropriate documentation for requesting the incomplete. Requests are made using the Incomplete Grade Request form obtained from the registrar’s office and must be approved by the instructor and academic dean. When the work is completed the faculty member will change the “I” to the grade earned by the student. If a grade of “I” is not changed to a passing grade by the end of the next trimester, it will automatically be changed to an “F”.
3. Change of Grades. Since grades have achieved an importance very formidable in the lives of students, no faculty member should decide on a final grade for a student without due consideration. Only when the faculty member is confident that the grade is duly justified, should the grade be submitted to the registrar. After a grade is submitted, it may not be changed by the faculty member except to correct an error. A faculty member may not change a grade on the basis of additional work done by the student. Faculty members may change their “I” grades by notification to the registrar in writing. Students have one trimester to complete work for a class in which an “I” grade is given. Extensions must be approved by the Vice President for Academic Affairs. Faculty members may not change any other grades except by explanation to the Vice President for Academic Affairs, with a written statement that the change is required in order to correct an error.
4. Grade Reports to the Registrar. Faculty members must turn in all of their grades each term in accordance with the deadline set by the registrar.
5. Grade Report to Students. Grades are not mailed but are posted on the student portals.
6. Final Examinations. The final examination schedules are developed and distributed by the Office of Academic Affairs. Alterations in this schedule must receive prior approval from the Vice President for Academic Affairs.

G. Academic Integrity

On May 6, 2010, the Board of Trustees adopted the following Policy on Academic Integrity:

It is the policy of William Carey University to provide an environment that encourages continual growth of moral and ethical values within a caring Christian academic community. This includes personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

PROCEDURE:

1. In order to comply with board policy faculty should use all means possible to prevent breaches of academic integrity. In any written assignment in which plagiarism could occur students should be required to show evidence that the assignment has been cleared through Turn-It-In or other similar technology and does not contain plagiarized passages.
2. When a faculty member observes, or is made aware that a suspected act of academic dishonesty has occurred, the faculty member should proceed as follows:
 - a. Notify the student and arrange a conference to allow the student to respond to the charge. Prior to the conference contact the office of the Academic Vice-President to determine whether this is the first such charge against the student. In the case of a first offense: (1) If the faculty member is convinced, based on the student's response and any other available information, that the student is not guilty, no further action should be taken. (2) If it is obvious the student lacks sufficient knowledge regarding the nature of the offense the instructor shall give a clear explanation of the offense and refer the student to the document on academic integrity provided as an addendum to the student handbook. If the student clearly lacks knowledge regarding proper documentation of sources the student shall be required to attend a refresher course on research methods and proper documentation provided by the library. The instructor shall notify the office of the Academic-Vice President to document the offense. (3) If it is determined that the student is guilty the offense and the student shows remorse and makes a commitment to not repeat the offense the instructor may reduce the grade for the assignment and notify the office of the Academic Vice-President for documentation of the first offense.
 - b. When a breach of academic integrity occurs and the faculty member determines from the office of the Academic Vice-President that it is a second offense the faculty member may assign a grade of "F" for the individual exam or assignment, provided the "F" does not result in failure of the course. If the offense is sufficiently severe, however, the instructor may consult with the department chair or dean and, with their concurrence assign an "F" for the course. If the second offense is premeditated or planned in collaboration with others, a grade of "F" for the course could be more appropriate. If the instructor feels that more severe punishment is warranted, he/she may initiate an honor board hearing by making a request to the Academic Vice-President.
 - c. For a third offense, or a second offense if the first offense was premeditated, the instructor may assign a grade of "F" for the course and report the incident to the Academic Vice-President for referral to the honor board. If the honor board finds that the offense is egregious the honor board may recommend suspension or expulsion from the university.
 - d. A student may not drop a course or withdraw from the university to avoid the penalties incurred as a result of an act of academic dishonesty.
3. When an incident is sufficiently serious to request an honor board hearing the faculty member shall prepare a written statement summarizing the offense, results of the conference with the

student, and requesting the Academic Vice-President to convene the Academic Honor Board. The student will be asked to read and sign the statement acknowledging that he/she has been informed of the charge and the penalty. If the student refuses to sign the instructor will make that notation on the report and forward it, through the department chair/dean, to the Academic Vice-President. Student appeals of faculty action must, likewise, be in writing, signed, and forwarded to the Academic Vice-President. The student will be allowed to remain in class pending the outcome of the honor board hearing. The student's final status in the class will be determined by the outcome of the hearing. When a case is referred by the teacher, or the decision of the teacher is appealed by the student, the Academic Vice-President shall notify the chair of the honor board who will schedule a meeting and notify the teacher and the student at least five working days prior to the meeting.

ACADEMIC HONOR BOARD

An Academic Honor Board for each campus shall be appointed by the Academic Vice-President from membership of the Student Life Committee. The honor board shall consist of two students, two faculty members, and one administrator. The duties of the honor board shall be the following:

1. To conduct academic dishonesty hearings when called by the chairmen of the honor board to review allegations of academic dishonesty and to make recommendations regarding penalties.
2. To conduct student appeals hearings regarding allegations of academic dishonesty and penalties resulting from such allegations. Appeal hearings will be based on the documentation provided and the testimony of witnesses.
3. To make periodic reviews to identify students who have committed multiple offenses.

The Academic Honor Board will consist of a chair, who shall conduct the meeting, and a secretary, who will keep accurate records of actions of the board and forward them, along with the decision of the board, to the Academic Vice-President within forty-eight hours of such decision.

The student may be accompanied by another student or a William Carey University faculty member. The individual may not participate in the hearing unless asked by the chairman of the honor board. The student may not bring an attorney. The faculty member must be in attendance. Both sides may bring witnesses and provide evidence relevant to the case. If written statements are submitted in the absence of a witness(s) the statements must be signed by the writer and witnessed by a university employee. Only one witness will be allowed into the meeting room at a time.

The honor board will hear testimony, review evidence, and question witnesses. Only honor board members and the parties involved in the case will be permitted in the meeting room, except witnesses may be invited in when giving testimony. Either side will have an opportunity to question any who testifies. The honor board will render a decision by majority vote at the conclusion of the hearing.

The honor board will prepare a written report to be sent to the Academic Vice-President within forty-eight hours from the date of the hearing. If the student is found guilty the honor board will recommend penalties. Penalties include, but are not limited to, the following:

1. Forfeiture of tuition,
2. Loss of scholarships provided by the university,
3. Loss of eligibility for institutional work study,

4. Imposition of a probationary period of time in which the student is ineligible to represent the university in any extra-curricular activity,
5. Suspension from the university for a definite period of time,
6. Permanent dismissal from the university.

The Academic Vice-President shall notify the student, faculty member, and the appropriate dean and department chair of the results within three working days from the time the results were received. All notifications to the student shall be by certified mail or hand delivered with documentation of receipt.

APPEAL OF ACADEMIC HONOR BOARD DECISION

A student may appeal the decision of the honor board to the Academic Vice-President. All due process rights will be afforded the student.

H. Registration for Directed Readings and Independent Study

The course numbers 149, 249, 349, 449, 549, and 649 are used for directed readings by all schools and departments in the university. These courses are designed for superior, responsible students interested in readings beyond the usual course offerings at the university or in situations where a required course is not otherwise available. These numbers are not to be used to allow the student to receive credit for regular courses.

I. Graduate Record Examinations

Seniors entering graduate school may take the Graduate Record Examination at any national testing center. Students going to law school, medical or dental school, or graduate business administration usually take the appropriate professional school admissions test for their career instead of the GRE. Students who plan careers in elementary or secondary teaching take the Praxis examinations. The faculty should familiarize themselves with the dates of these tests and keep their students informed.

J. Class Schedules

Class schedules are assembled, reproduced, and disseminated through the Office of Academic Affairs. Deans/department chairs submit proposed class schedules to the Vice President for Academic Affairs when requested. Once the schedule is published, no changes may be made without the approval of the Vice President for Academic Affairs.

K. University Travel and Trips

Each administrative department is given an annual budget for travel. It is the responsibility of each department not to exceed the budget.

All expenditures for departmental travel are reported on an expense voucher, signed by the department head and the area vice president. After obtaining all necessary signatures, the expense voucher is routed to the budget office for review and to accounts payable for reimbursement.

University authorized travel shall be administered in accordance with the following policy provisions:

1. As determined by the President, reimbursement for travel in private vehicles will be made based on either the university-wide pre-approved rate, currently (\$.40 per mile), or by actual fuel cost for

roundtrip travel. Based on budget constraints, the President will determine which reimbursement plan will apply.

2. If available, university-owned or leased vehicles must be utilized for school travel.
3. Travel between campuses, especially for meetings, should be planned to provide for group travel.
4. Cost of van and bus rentals are to be planned and included in the annual departmental expenditure budgets authorized by the President and approved by the board of trustees.
5. Advance written approval by the budget director is required for all travel. Travel without such approval will not be eligible for reimbursement. It is also the responsibility of the designated person to coordinate all travel for which reimbursement is to be claimed. Travel cost will be charged against the appropriate academic school or administrative department.
6. Employees who hold fuel cards will not be reimbursed for mileage.

Any university employee who is planning a mission or study trip under the auspices of WCU must first submit a proposal for the trip to the Office of the Provost. This must be done well in advance of the planned trip (minimum of 8 months) with a general itinerary and cost, as well as the method for financing the trip. No university budget funds may be used for such trips. Some mission endowment funds are available from time to time to help partially finance mission trips but all other costs of trips must be paid from restricted funds or raised by the students. Approval of the trip proposal does not obligate the university to provide any funding for such trips. As the time for the trip draws near, but not less than two weeks before departure, a detailed itinerary with contact information and plans for emergency must be submitted to the Provost.

L. Syllabi

Course syllabi are required for all classes. Current syllabi are to be kept on file in the office of the dean of the school where the course is offered. These syllabi are to be updated at least every two years. Syllabi must contain a statement of goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed. Syllabi are also required to contain the following statements on academic integrity and the Americans with Disabilities Act, and instructions for continuing the course in the event of campus closure due to a disaster.

Statement on Academic Integrity

William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. The university places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment. If such an incident occurs, students, faculty, and/or staff are obligated to initiate appropriate action. Depending upon the seriousness of the offense sanctions could include failure of the assignment, failure of the course, and could lead to suspension or dismissal from the university. A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's Policies and Procedures manual and in the student handbook, The Redbook.

Americans with Disabilities Act

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact Student Support Services on the Hattiesburg campus, Student Services on the Tradition campus, and the Director of Pre-Nursing on the New Orleans campus.

Disaster Plan Statement

In the event of closure or cancellations due to natural disaster or other emergency causes, general information will be forwarded to local media, posted on the WCU website <http://wmcarey.edu>, and sent via automated process to your WCU student e-mail address. Specific information regarding the continuation of coursework will be posted on the university's course management system at <https://elearning.wmcarey.edu>. For up-to-the-minute alerts regarding emergency situations, sign up to receive notifications through *Sader Watch*, the WCU emergency text message service. Sign up instructions can be found under current students on the WCU homepage.

Course syllabi are to be reviewed regularly and approved by the department chair/dean. When the same course is taught on different campuses and by different professors, the courses should be consistent in term of content and requirement and this consistency should be evident in the syllabi.

M. Transfer Students, Evaluation of Transcripts

Transfer students' transcripts are evaluated by the registrar, with the assistance of the credits committee, as needed. Copies of these evaluations are mailed to students and to faculty advisors.

N. Writing Intensive Courses

Students are also required to complete at least three hours of courses designated as writing intensive. In order to be designated as writing intensive, the course must be approved by the Writing Standards Committee. The criteria for writing intensive courses and the procedure for submitting a course for approval may be obtained from the Office of Academic Affairs or the chair of the Writing Standards Committee.

O. Computer Proficiency

All students must demonstrate computer proficiency by passing a computer skills examination or by completing at least one computer course. The computer course must focus on some aspect of computing that requires knowledge and skills in the basic use of computers.

P. Non-Credit Enrollment (Auditing Courses and Listener's License)

A student who does not need or wish to obtain credit may attend a class as an auditor. Students who audit a course are expected to attend class on a regular basis and meet other requirements prescribed by the instructor. The credit option (audit to credit or credit to audit) may not be changed after the deadline for adding the course for credit. The fee for auditing a course is one-half the regular tuition. A non-credit alternative to auditing a course is to attend a course as a listener. Permission must be obtained from the instructor using the form obtained from the registrar's office. Class participation is limited and the course does not appear on the transcript. There is no fee to attend a class as a listener.

Q. Student Appeals and Complaints.

1. Grade appeals. Students who received a grade that they believe is incorrect may file a formal appeal. To initiate the process, the student must go to the Office of Academic Affairs to pick up the grade appeal form. The process outlined on the form consists of meeting with the instructor, and if necessary, the department chair or program director, and then the school dean. If the issue is resolved at any of these levels, then the process is terminated. If the issue is not resolved, the student returns the form to the Vice President for Academic Affairs who will forward the appeal to the Credits Committee for a hearing.
2. Suspension appeals. If a student has been on probation for two consecutive semesters and has not raised his/her grade point average to the minimum required for academic good standing, then the student is suspended. A suspended student may appeal to the Suspension Appeals Committee for additional time in order to raise his/her grade point average to an acceptable level. Students who are placed on suspension are notified by the Academic Affairs Office and informed of the procedure for filing an appeal. More information about academic suspension and the criteria needed to maintain academic good standing can be found in the university catalog.
3. Other Academic Appeals. Appeals regarding transfer of credits or for exceptions to stated academic requirements are made to the Credits Committee. Forms for filing appeals to the Credits Committee are available in the Office of the Registrar.
4. Complaint Procedure. Procedures for student complaints are outlined in the student handbook, The Redbook.

PART V: FACULTY BENEFITS AND FISCAL MATTERS

A. Sick Leave

When faculty members are unable to meet classes or perform university duties for a temporary period because of illness, their work is normally done by other members of the faculty. Longer periods of illness or cases of permanent disability are handled individually. When a replacement must be employed, the employee is granted a leave of absence for a reasonable time without salary. Illness and disability resulting from pregnancy or child birth is treated as any other illness or disability.

The university provides long-term disability coverage for all full-time employees, which may pay loss of income benefit to employees who are absent from work for more than ninety (90) days due to sickness or injury. This policy has a 90-day elimination period and will not pay benefits until after the 90 day period has expired. To receive this benefit, an employee must **file a claim** and **qualify** for the benefit under the terms of this policy. The insurance carrier determines who is qualified to receive this benefit. Long-term disability claim forms are located in the Office of Human Resources.

The university offers a short-term disability policy through its cafeteria plan for employees who choose to participate through payroll deduction. Information on this policy may be obtained from the Office of Human Resources.

B. Family and Medical Leave Act

Leave Entitlement

The university will grant an eligible employee up to a total of 12 work weeks of unpaid leave in a 12 month calendar year period for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- Placement of a child with the employee for adoption or foster care, and to care for the employee's newly adopted child or a child newly placed in the foster care of the employee.
- To care for the employee's spouse, child or parent with a serious health condition.
- The employee's serious health condition.

Military Family Leave Entitlements

- Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty

that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Employee Eligibility

Employees hired into leave-accruing positions are eligible for FMLA after they have worked at least 12 months (need not have been consecutive), and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Breaks in employment do not affect this total. It is a cumulative total of the number of months the employee has been employed by the university. For certain FMLA-qualifying reasons, eligible employees may take intermittent or reduced schedule leave. Leave lasting three days or more, or leave that will be on an extended intermittent basis will require a doctor's notice.

At the university's request, eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. At its own expense, the University may require the employee to secure second and third medical opinions should the university believe there is reason to doubt the validity of the initial certification.

During the leave period, the university will continue to pay its share of the employee's premium payments under William Carey University's group health insurance plan. Employees must reimburse the university the amount of these premium payments if they do not return to work at the expiration of the leave period. Premiums for any personal insurances are the responsibility of the employee and must be paid monthly during leave.

Upon return from leave, employees are entitled to their former position or an equivalent position with equivalent pay and benefits. However, the university may, at its discretion, deny employees who are among the highest paid ten percent of the university's personnel the right to return to their job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the university

Leave for childcare must be taken within twelve months of the date of birth, adoption or placement. Employees requesting leave will be required to use accrued vacation days or other personal leave as part of the 12 week leave. FMLA leave will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions, or attendance policies.

The employee is obliged to give at least thirty days notice of any foreseeable need for extended leave. For specific employee rights and responsibilities, contact the Office of Human Resources.

C. Jury Duty and Civic Duty Leave

When called for jury duty and while serving as a juror, faculty receive time off at regular salary. Verification of jury service must be submitted to the supervisor. Except in unusual circumstances, other civic duties should be performed during off-duty hours.

D. Military Leave

Full-time and part-time faculty who are called to active military duty on short notice as a result of national emergencies may be granted a military leave without pay for a reasonable period of time. An unpaid leave of absence not to exceed two (2) weeks annually may be granted to members of reserve components of the

armed forces for the purpose of serving on active duty.

E. Maternity Leave

Maternity Leave is granted in accordance with the Family and Medical Leave Act of 1993.

F. Sabbatical Leave

1. With salary. The university recognizes the value of making it possible for its faculty to obtain leave for the purpose of engaging in activities of professional value that could not otherwise be undertaken. When circumstances warrant, faculty who have served the university effectively for a minimum of five (5) continuous years may apply for leave. In no case will such leave exceed six (6) months with full salary or one (1) year with half salary. Instructional staff members and administrators with faculty rank are eligible to apply.

Sabbatical leave is not automatic. Sabbatical leave is granted by the President with approval of the Board of Trustees following receipt of a letter of request addressed to the President, and bearing the written approval of the Vice President for Academic Affairs, dean, or department chair involved. Final approval or disapproval is to be given in writing by the President.

Sabbatical leave shall be limited at any one time to not more than 5% of the total eligible employees. In the case where an employee received a salary, grant, stipend or other compensation from another source while on leave, the university will reduce the usual salary accordingly. Employees granted sabbatical leave must serve a minimum of one (1) additional contract year following expiration of the leave or repay the salary paid during the leave period

2. Without Salary. Professional leave without pay is subject to the same policies as sabbatical leave with pay except that part pertaining to salary payment. When on unpaid sabbatical leave, an employee may continue to participate in certain employment benefit programs, such as the group health insurance plan. The total cost of participation while on leave without pay must be paid by the employee. The employee is responsible for making arrangements with both the insurance company and the Office of Human Resources so that benefits can continue during the absence.

G. Leave of Absence

Leave of absence without compensation may be granted at the discretion of the President for good cause to any faculty after employment by the university for not less than one (1) year. Failure to abide by the term of a leave of absence or to return to work as agreed will be considered a resignation. Good cause includes the employee's desire to be with a newborn or newly adopted child.

When on leave of absence without pay, an employee may continue to participate in certain employee benefit programs, such as the group health insurance plan. The total cost of participation while on leave without pay must be paid by the employee. The employee is responsible for making arrangements with both the insurance company and the Office of Human Resources so that benefits can continue during the absence.

H. Educational Benefits

Following one year of employment, full-time employees of the university may take up to a maximum of 2 courses of undergraduate course work per trimester tuition-free with the approval of their supervisor.

Master's level courses will receive a tuition waiver of 50%. No benefit is available at the specialist or doctoral levels. The employee will be responsible for all applicable fees and courses must be taken at times other than scheduled work hours. The employee's supervisor must approve and sign the tuition waiver form. Tuition waiver forms are located in the Office of Human Resources or the SaderNet website and must be submitted to the human resources office prior to each registration. In rare cases where the university requests the employee to complete advanced coursework full tuition waiver maybe granted. Full tuition waivers must be approved by the President and the employee is required to complete three years service to the university following completion of the program.

Under certain circumstances, a maximum of one (1) course may be taken during regularly scheduled working time provided: (1) the course is necessary for degree completion; (2) such action is recommended by the employee's supervisor and approved by the Vice President for Academic Affairs and the Provost; and (3) time away from work is made up on the day work is missed either by lengthening the daily work schedule or during the lunch hour, or by working weekends.

Employees must meet all regular admission requirements for either undergraduate or graduate admission. If the employee is seeking a degree, the employee must maintain an "overall" 2.0 GPA to continue the free educational benefit. An employee who fails to maintain the required overall GPA will not receive the free courses until such time as the employee's overall GPA meets the 2.0 minimum.

In accordance with Internal Revenue Service Code, Section 117, the cost of graduate tuition is considered a taxable fringe benefit and must be processed through payroll where FICA, Federal and State tax will be withheld.

Prior to taking tuition free classes, employees will be required to sign a contract with the university guaranteeing two (2) additional years of service upon completion of any degree. This contract will be initiated through the Office of Human Resources and maintained in the employee's personnel file. This policy applies to employees hired after August 15, 2005. Employees must conform to all administrative processes of the university such as drop/add, withdrawal, and class attendance. Employees, who are enrolled in a free course at the time of termination of employment with the university and elect to continue the class, will be required to pay tuition.

I. Educational Benefits for Children and Spouse

Following one year of employment, the child/stepchild or spouse of any full-time academic, administrative, or staff employee is entitled to undergraduate tuition waiver. Master's level courses will receive a tuition waiver of 50%. Tuition waviars are located in the human resouces office or available on the SaderNet website. No benefit is available at the specialist or doctoral levels. The student must meet the current admission standards of the university, maintain academic standards, pay all applicable fees, and, if the student elects to reside on campus, pay the regular dormitory and cafeteria charges. The child/stepchild tuition waiver will be continued until the end of the academic year of his/her 24th birthday.*

Employee dependants (immediate family) are entitled to educational benefits. In order to apply for the benefit a dependant must complete a FAFSA. If the dependant is entitled to full or partial Pell grant, or other external grants, the university will retain one-half of the funds to support the educational cost. The remaining funds will be refunded to the individual student.**

The student must maintain the GPA required for academic good standing. All policies in the catalog relating to academic discipline apply. A student who loses the tuition waiver because of an insufficient GPA must re-apply for tuition waiver benefits when academic good standing has been re-established.

Children/stepchildren/spouses whose parent, guardian, or spouse terminates employment with the university will be required to pay tuition.

*Policies in this section apply to employees hired after May 14, 1998.

**This provision is effective for dependents entering spring trimester, 2009 and thereafter.

J. Faculty Travel

Each academic department is given an annual instructional budget which includes faculty travel for professional meetings. These funds will be granted to all faculty within the department on a rotating basis to insure fair distribution among all faculty. It is the responsibility of the dean/department chair not to exceed the budget.

All expenditures for faculty travel to professional meetings are reported on an expense voucher, signed by the faculty member, the department chair or dean, and the Vice President for Academic Affairs. After obtaining all necessary signatures, the expense voucher is routed to the budget office for review and to accounts payable for reimbursement. A reasonable amount of travel to professional meetings is encouraged within the limitations of the departmental/school budget for faculty travel. The appropriate department chair/dean must approve the trip. Other members of the department must be willing to teach the classes of the teacher who is away, unless other arrangements approved by the department chair/dean are made.

University authorized travel shall be administered in accordance with the following provisions:

1. As determined by the President, reimbursement for travel in private vehicles will be made based on the university-wide pre-approved rate (currently \$.40 per mile) or by actual fuel cost for roundtrip travel. Based on budget constraints, the President will determine which reimbursement plan will apply.
2. If available, university owned or leased vehicles must be utilized for school travel.
3. Advance written approval by the budget director is required for all travel. Travel without such approval will not be eligible for reimbursement. It is also the responsibility of the designated person to coordinate all travel for which reimbursement is to be claimed. Travel cost will be charged against the appropriate academic school or administrative department.
4. Travel for contract teaching (including adjunct and overload) must be authorized and specified on each contract issued.
5. Travel for contract teaching will be paid upon completion of the assignment, except in special cases where, upon request, one half of the travel may be paid at mid-term. Vouchers for all other travel may be turned in to the budget office at any time, but reimbursement will be made on the 15th of each month only.
6. Travel between campuses, especially for meetings, should be planned to provide for travel in groups.
7. Cost of van and bus rentals are to be planned and included in the annual departmental expenditure budgets authorized by the President and approved by the Board of Trustees.

K. Medical Insurance

A group medical insurance program for full-time faculty and their dependents is made available through the university. It is also available for part-time faculty who maintain at least a three-quarter teaching load. The terms and conditions of this program are subject to the insurance policy provision in force at any given time. Details pertaining to the group medical insurance are available in the Office of Human Resources located on the Hattiesburg campus.

L. Tax exempt Benefit Program (Cafeteria Plan)

Pursuant to Section 125 of the Internal Revenue Code and Section 209 of the Social Security Act, the university provides a tax-exempt insurance program that allows premium payment through payroll deduction. This program is only available to full-time employees and their dependents. This program benefits employees by lowering their tax liability and at the same time, increasing the amount of their take home pay. Several coverage options are available under the pre-tax benefit plans including vision, dental, cancer, and accident policies.

Voluntary insurance programs available through payroll deduction include employee and dependent life, short term accident/sickness income and accidental death. These plans are not tax exempt.

Employees will have the opportunity to enroll under the cafeteria plan upon employment. After enrolling, elective changes can only be made during the next annual enrollment period. However, changes can be made within thirty (30) days of changes in family status as follows: (1) marriage, (2) divorce, (3) death of spouse or child, (4) birth or adoption of a child, (5) termination or employment of spouse, and (6) loss of insurance coverage.

M. State Continuation of Coverage

All employees and employee's family members who are covered under the group health plan are entitled to continuation coverage (As Required by Section 83-9-51, as Amended, Mississippi Code of 1972.) In order to receive continuation of coverage under this benefit plan in the event of employment termination, divorce, separation, or death, the subscriber or other covered person must notify the insurance provider in writing of his or her election to continue coverage and pay any required contributions. It is the responsibility of the employee to notify the university within thirty days of qualifying events such as divorce, separation, death, a covered dependent ceasing to be eligible due to age or marriage and in certain other instances. Detailed information concerning State Continuation can be obtained from the Office of Human Resources.

N. Group Life Insurance and Salary Continuation Insurance

Both group life insurance and long-term disability insurance are provided to full-time faculty members. Details pertaining to these programs are available in the Office of Human Resources located on the Hattiesburg campus.

O. Retirement Benefits

All faculty members of the university who are employed half-time or more are required to participate in one of several tax sheltered retirement and/or savings plans offered by GuideStone Financial Resources of the Southern Baptist Convention or the Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA/CREF).

The university will provide certain benefits as outlined below:

1. The faculty member is required to contribute three percent (3%) of his/her salary, from the first day of employment through year ten (10). In the eleventh (11) year and after, the faculty member is required to contribute five percent (5%). Contributions by the participant and by the university are outlined in the table below:

<u>Years of Service</u>	<u>Institution Contribution*</u>	<u>Required Contribution</u>
1-6 years	3.0%	3%
7 years	3.5%	3%
8 years	4 %	3%
9 years	4.5%	3%
10 years	5 %	3%
11 years	6 %	5%
12 years	7 %	5%
13 years	8 %	5%
14 years	9 %	5%
15 years	10%	5%
16 years	11%	5%
17 years	12%	5%
18 years	13%	5%
19 years	14%	5%
20 years	15% (maximum)	5%

*up to an annual contribution cap of \$15,000 per employee.

2. Tax-sheltered contributions and tax-paid contributions shall be fully vested.
3. The employee/employer contribution is determined by the salary stated on the annual contract. Increases in contributions will be made at the beginning of the contract. Summer employment, overloads, directed studies, and part-time teaching are not covered.
4. Retirement Benefits. An employee shall be eligible for retirement benefits if the employee terminates employment on or after such employee's retirement date. Payment of a retirement benefit shall commence in accordance with the employee's chosen retirement plan.
5. Early retirement. Unless otherwise specified in the supplement, an employee shall be eligible for an early retirement benefit if the employee terminates employment on or after the employee's fifty-fifth (55) birthday and prior to the employee's normal retirement date. Payment of an early retirement benefit shall commence in accordance with the employee's chosen retirement plan. The amount of the early retirement benefit shall be an annuity benefit payable in accordance with the employee's chosen retirement plan.
6. Disability retirement benefits. Unless otherwise provided in the supplement, an employee shall be for a disability retirement benefit if the employee becomes disabled prior to the normal retirement date. Payment of a disability retirement benefit shall commence as of the later of (1) the last day of the fifth month following the employee's disability retirement date or (2) except as provided in the chosen plan, such later date as the employee requests payment in writing, provided that the employee

is disabled on the foregoing, except as provided in the chosen plan, no benefit payments shall be payable until the employee requests commencement of payment in writing.

The amount of the disability retirement benefit shall be an annuity benefit payable under the chosen plan, as applicable, which is the actuarial equivalent of the employee's contributions accounts as of the date the annuity benefit is to commence.

If an employee is receiving a disability retirement benefit, the employee's disability will be reexamined at the discretion of the governing body of the chosen plan. If the governing body receives satisfactory evidence that the employee is no longer disabled and distributions are not required under the chosen plan, the governing body shall terminate the employee's annuity benefit payments and, in lieu thereof, the actuarial equivalent of the employee's remaining annuity benefit shall be credited to the appropriate fully vested contributions accounts of the employee.

7. Rehires. Faculty who separate from service and are rehired within five (5) years of their separation date will maintain credit for prior years of service for purposes of retirement contribution percentage. Employees returning after more than five (5) years of separation will return to base level benefits.

P. Schedule of Salary Payments

Contract faculty members are paid semi-monthly, beginning after the first two weeks of employment. Faculty on nine-month contracts have the option of receiving net salary payments over a period of nine or twelve months. In either case, payment will be made on the 15th of each month for the pay period from the 1st to the 15th of the month and on the last day of the month for the pay period from the 16th to the last day of the month. In no case will faculty be paid prior to the effective date of the contract or letter of employment.

Beginning in the fall of 1994, adjunct or part-time faculty will receive two equal payments each trimester. Dates for such payments will be published by the Office of Human Resources.

Q. FICA

The faculty member's contribution to Social Security is based on the current rate as established by the Social Security Administration and is paid on all earnings. In addition to the faculty member's contribution, the University contributes a like percent of the faculty member's salary to the system. The FICA program is mandatory for all faculty except ordained ministers.

R. Credit Union

William Carey University is a participating employer with the Central Sunbelt Credit Union. As a member, all full-time employees can participate in the benefits of the credit union. The credit union provides a place to save through payroll deduction, as well as a place to shop for loans at competitive interest rates for personal needs. Further information is available in the Office of Human Resources on the Hattiesburg campus. Central Sunbelt's main office is in Laurel, with branch locations in Hattiesburg.

S. Workmen's Compensation

The university maintains standard workmen's compensation insurance coverage in accordance with Mississippi and Louisiana state laws.

All injuries that have been sustained by an employee while at work must be reported to their immediate supervisor. The supervisor should make sure the injured employee is being provided medical attention and if necessary to transport or call for ambulance transportation to nearby medical facilities. The injured employee or their supervisor should instruct the treatment facility to contact the William Carey University human resource office for verification of insurance coverage.

For an injury requiring medical attention, the worker compensation “First Report of Injury” report must be completed by the supervisor within forty-eight (48) hours of the injury/accident. The report must be forwarded to the Office of Human Resources for completion and notification of the insurance carrier. Failure to file this report may jeopardize payment of any medical bills resulting from the injury/accident.

T. Vacation Time and Holidays

The academic calendar which appears in the university catalog sets forth the holiday schedule for academic personnel. For Labor Day, Martin Luther King, Jr. Day, Memorial Day, and the July Fourth holiday, day classes are cancelled but night classes meet.

Faculty who do not have administrative rank may take vacation at any time during the academic year when classes and/or exams are not in session. Twelve-month faculty without administrative rank must make arrangements with their chair or dean to schedule summer vacation that does not interfere with their academic responsibilities. Faculty may be required to attend certain university functions during vacation periods such as registration days, faculty meetings, summer orientations, and graduations. Vacation guidelines for faculty holding administrative rank are stated in the *Administrative and Staff Handbook*.

U. Outside or Additional Employment

No full-time employee of William Carey University shall be permitted to serve full-time any church, agency, or company as a permanent member of its staff. With the permission and approval of the President, interim positions of service may be accepted for a period of no longer than nine (9) months. If special situations warrant, requests for additional service may be made to the Office of the President to obtain permission for extension.

Faculty who seek contractual agreements outside of the university must make a written request to the Vice President for Academic Affairs and to the President how those activities would contribute to their academic and professional role as a faculty member of William Carey University. Consulting or outside work of a professional nature is normally permitted provided that the time commitment requires no more than 20% of a faculty member’s time. Approval requests must disclose the following information:

1. The entity or person for which or for whom the outside activity is to be performed;
2. The dates on which, or the period during which, the outside activity is to be conducted;
3. The approximate number of hours to be devoted by the employee to the activity;
4. A statement attesting that the activity does not constitute a conflict of interest for the university.

In no case will the university allow a faculty member’s contractual obligations to be impeded by external contracts that the university administration judges to be outside the assigned duties or expectations for a William Carey University faculty member or to be incongruent with the mission of William Carey University. Any additional employment should be in keeping with the principles of the university and should not in any way bring discredit upon the institution or the denomination.

V. Membership in Professional Organizations

In order to be well informed in regard to developments in his/her professional field, and also in order to enrich professional life by meaningful contacts with other scholars, a faculty member needs to belong to one or more professional or learned societies and to participate in their organizations and/or programs. Faculty and administrators are encouraged to join their professional and/or learned societies and to attend the meetings as approved by their department head/dean and in accordance with the limitations of their departmental/school budgets for instructional supplies and travel.

W. Payroll Information

Each new faculty member of the university is required, on or before the first day of employment, to complete personnel records (choice of insurances, retirement plan, pay schedule, etc.), a U.S. Treasury Form W-4, a Mississippi State Tax Commission Form 43030 or a Louisiana State Tax Form R-6406, and an I-9 Immigration Form. Part-time faculty are required to complete tax forms. (See the Adjunct Faculty Guidelines.) The employee's Social Security number must be recorded on the tax-withholding forms. Federal and state laws require the following payroll deductions by the university: federal withholding tax, state withholding tax and Social Security tax. The university will also withhold the retirement percentage amount as defined by the university's Retirement Plan document. Other withholdings will be made at the election of the employee. All salary information is regarded as strictly confidential.

It will be the employee's responsibility to report to the Office of Human Resources any changes in mailing address, marital status, number of dependents, insurance beneficiaries, and all other information that effects pay, benefits, and the receiving of mail.

Salaried employees are paid on the 15th day and the last day of the calendar month beginning with the first month of employment.

X. Garnishment

Employees are expected to meet their financial obligations promptly. A garnishment must be honored if it represents a court order to withhold and pay the court a specified amount of an employee's earnings from each paycheck until the amount of the judgment plus court fees are paid in full. Employees will be notified immediately when salary garnishments are to be made.

Y. Public Health

It is the policy of the university that employees with contagious, infectious, long-term, life-threatening, or other serious diseases may work as long as, with reasonable accommodation, they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or students.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate employees with contagious diseases. Their determinations will be based on the consideration of factors such as: (1) the duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood that potential harm will occur; and (4) the imminence of potential harm.

PART VI: SERVICES TO FACULTY AND GENERAL INFORMATION

A. Supplies and Equipment for Faculty

Requisitions for supplies, equipment, or travel money from the departmental/school budgets are made by the faculty member on forms supplied by Accounts Payable, signed by the faculty member and, depending on the amount, by the department chair/dean, the Vice President for Academic Affairs and/or the President. It is the direct responsibility of the department chair/dean to control the departmental budget and to keep a record of all expenditures.

Equipment for instructional use and academic support comes from the departmental/school instructional supplies budget. Requests for this equipment should be made to the Vice President for Academic Affairs during the winter trimester for equipment to be used during the next academic year.

B. Textbooks

Faculty members fill out orders for textbooks for their classes and submit the forms to their department heads for approval. The department chair or dean then submits the order to the manager of the bookstore. It is the responsibility of the head of the department who is requesting the books to provide an informed estimate of the enrollment and also at the probable number of used copies of the book that might be available. It is the responsibility of the manager of the bookstore to order books in time for the beginning of classes, and to control the number of books ordered.

A faculty member who is considering changing a textbook for a course should get a count of copies on hand and make sure that older editions may be sent back to the publisher or used in small classes. Faculty should cooperate with the bookstore manager in using old stock that cannot be returned, in order to prevent heavy financial loss to the university. For courses with multiple sections of the same course a standard textbook will be used.

Each department head is given the direct responsibility of (1) being informed of the stock of books in the bookstore that were ordered, and (2) keeping that stock as low as possible. Bookstore procedure follows:

1. A faculty member is expected to use a textbook for one academic year or more unless approval to change is obtained from the Vice President for Academic Affairs.
2. If the bookstore is not notified of a faculty member's desire to discontinue the use of a textbook in time for the bookstore to return unsold copies to the publisher, the dean or department chair is obligated to make every effort to enable the bookstore to sell the unused copies.
3. The bookstore takes an inventory of books each June; copies of departmental holdings are available in the office of the Vice President for Academic Affairs.

C. Parking Regulations

Each car that is parked on the Hattiesburg, Tradition, or New Orleans campuses must bear a current William Carey University parking permit. In order to avoid parking citations, a parking permit must be secured by September 1st from the Office of Student Life on the Hattiesburg campus, the Student Services Office on the Tradition campus, or the Registrar's Office on the New Orleans campus.

The regulations concerning parking and traffic on campus are available in printed form at the Student Life office. The security officers enforce these regulations. Any person who receives a ticket for a violation has five (5) working days to pay the fine or appeal it. After five (5) days, the fine is automatically increased.

Fines are payable at the Student Life office, and forms for making appeals are available at the Student life Office. The traffic appeals committee will review any appeals in a timely manner.

D. Metered Mail

Official university mail, written on university stationery must be sealed, bundled, and delivered to the post office for pickup. Departmental budgets are charged for postage at the end of each month. Procedures for special mailings are available at the post office.

E. Post Office

On-campus mail services are available at each location. Check at each site location for time and types of services available.

F. E-mail and Internet

The university provides Internet access and e-mail capabilities to faculty by request to the Director of Network Services. If a user does not access his/her mail for ninety (90) consecutive days, the mail account may be removed. William Carey University reserves the right to monitor the use of its computer resources including e-mail and Internet usage.

G. Cafeteria

The Hattiesburg campus cafeteria is open to faculty and staff during regular trimesters. For the convenience of employees, cost for meals may be payroll deducted. A payroll deduction sheet is located in the dining area. Reservations for special meals for groups, banquet style, may be made through the cafeteria manager.

H. Use of University Facilities for Public Group Meetings

Some university facilities may be reserved for use of approved university or non-university groups as follows on the Hattiesburg campus:

1. Student Conference Center: by application to the Office of External Relations.
2. The Kresge Room and Glass Room of the Thomas Business Building: by application to the Office of External Relations.
3. Ross Lecture Hall: by application to the Vice President for Academic Affairs and the Dean of the School of Natural and Behavioral Sciences.
4. Dumas L. Smith Auditorium on the Hattiesburg campus may be used by area civic groups. A fee is required. The auditorium may be reserved for university functions without payment. Reservations for its use are handled by the Office of External Relations. No food is allowed in the auditorium.
5. The Lucile Parker Art Gallery on the Hattiesburg campus is used for exhibits and university and community-related functions. Application for use of the Lucile Parker Gallery must be made to the Office of External Relations.

6. The Sarah Gillespie Museum of Art on the Hattiesburg campus is used for art exhibits, lectures, recitals and other events. Application for use of the Sarah Gillespie Museum of Art must be made to the Office of External Relations.

I. Office of External Relations

The main function of the Office of External Relations is to communicate William Carey University's mission to the various publics, including students, alumni, the general public, faculty, staff and administration, Mississippi Baptists, prospective students, and prospective donors. This is achieved through various channels, including the news media, brochures, advertising, and public speaking. This office is responsible for preparing all news releases, coordinating photography, writing and designing brochures, writing and placing advertising, designing displays for regional and national events, promoting good denominational relations and, along with the alumni office, publishing the university magazine.

Faculty may help this office by:

1. Providing news and feature ideas in writing,
2. Cooperating in photography scheduling,
3. Keeping biographical file up to date in the external relations office,
4. Considering themselves as communicators both on and off the campus.

J. Carey Currents Bulletin

The Office of External Relations publishes weekly a faculty/staff bulletin called *Carey Currents*. The bulletin, which contains items concerning the university family such as birth or death announcements, professional achievements, scheduled activities, and other related announcements, is available on SaderNet. Items to be published in the bulletin should be submitted to the Office of External Relations.

K. Notary Public

For the convenience of the university employees, a notary public is available in the Business office on the Hattiesburg campus and in the office of the administrative dean on the Tradition campus.

L. Work Study

Students on the federally funded university work study program often serve as clerks, secretaries, and lab assistants. These students are assigned to duties by the director of financial aid. Students who are on institutional work study must maintain acceptable grades and pass Chapel.

M. Calendar of University Activities

A calendar of activities is maintained by the Office of External Relations on the Hattiesburg campus, the administrative dean's office on the Tradition campus, and the administrative services office on the New Orleans campus. Anyone needing to schedule a campus-related function should do so through the appropriate office. Other university functions that involve faculty, administration, or staff should also be placed upon the same official university calendar.

N. University Vehicles

University vehicles are available to faculty through the campus facilities office on the Hattiesburg campus.

O. Campus Security Police

The security of the buildings and property on each campus is the task of the campus security force. They have communication with the sheriff's office and the city police department. They also regulate parking and traffic control on each campus.

Each department is responsible, along with the security officer on duty, for the security of its own building, offices, classrooms, and equipment; hence, locking windows and doors prevents rain damage and vandalism.

Specifically, the faculty and staff who have keys to buildings and offices are expected to follow these guidelines:

1. If the building is entered after 10:00 p.m. on weekends or holidays, always lock the door upon entering and leaving.
2. Refrain from lending personal keys to students or leaving the keys unguarded (or unattended).

P. Chapel and Assembly Announcements

Chapel is held weekly during the fall, winter, and spring trimesters on the Hattiesburg and Tradition campuses. Students are required to attend and faculty, administration, and staff are expected to attend. All offices will be closed during Chapel. A single chapel service will be held during summer trimesters.

Q. Testing Services

The division of student services on the Hattiesburg campus is responsible for the administration of all tests used for advisory purposes and for the filing of the test scores which are available to faculty advisors.

R. Telephones - Long Distance Calls

Office phones are available to aid in conducting the business of the university. Hence, calls should be brief and rarely private. Faculty are issued PIN numbers to use for long distance calls. The business office issues PIN numbers and will provide information on using the long distance service. Long distance personal calls must be reported to the business office and the university must be reimbursed. The business office will issue a statement with payment due within five (5) working days from receipt of the bill.

S. Copying and Printing Services

Each campus is equipped to handle copying needs for university-related business. Copying services are available on the Hattiesburg campus on the main floor of Tatum Court in a room designated for that purpose. University-related copying costs are applied to departmental budgets. Personal copies may be made for a nominal fee. Requests for printing are routed through desktop publishing. This office can fill most of the needs of administration, staff, and students for printing, such as letterheads, forms, and posters.

When developing printed material for distribution, please refer to the **William Carey University Policy on University Publications** which is as follows:

All materials (magazines, brochures, flyers, form letters, etc.) published for external distribution must be reviewed and approved by the Publications Review Council. The membership of this council includes the President, the Vice President for Academic Affairs, the Vice President for Institutional Effectiveness and Long Range Planning, and the Executive Assistant to the President. Materials related to the Tradition campus must also be reviewed by the Administrative Dean of the Tradition campus. Materials related to the New Orleans campus must also be reviewed by the Dean of the New Orleans nursing program.

T. Pearson Loan Fund

All employees with a minimum of one year of service are eligible to apply for the Pearson Loan. An application must be completed and returned to the Office of Resources for review by the loan committee. The employee will then be notified of the loan committee's decision within seven (7) working days of receiving the application.

Loans are made primarily for emergency reasons and limited to \$500.00. Loans are to be repaid through payroll deduction and not to exceed one year in duration. An employee can only have one loan outstanding at any given time. A minimum of three (3) months must have passed after paying off one loan and applying for a new loan. The committee reserves the right to waive the maximum amount and waiting period between loans based on the employee's particular circumstance surrounding the request.

U. Social, Cultural, and Recreational Opportunities

William Carey University employees are encouraged to obtain a picture I.D. card from the student development office in Hattiesburg and from the student services office on the Coast campus. The card will entitle the employee, the employee's spouse and children, free admission to university sponsored athletic events and discounts to certain other designated university functions and activities.

William Carey University fields intercollegiate teams in baseball, basketball, soccer, softball, golf, cross-country, tennis, and track & field. Intramural sports are provided through the Office of Student Activities.

The Winters School of Music provides an annual concert series featuring guest artists in addition to performances given by various university ensembles, by faculty, and by students. They host the Christmas tree lighting ceremony, a tradition on the Hattiesburg campus.

The William Carey Lectures feature a prominent missions scholar on the Hattiesburg campus each year. The faculty forum sponsored by the faculty development committee and the Faculty Senate addresses issues of interest with the faculty and students participating. The Mississippi Humanities Council recognizes an outstanding scholar annually who presents a lecture or program to the university community.

Christian Leadership Lecture Series - The Mission Statement of William Carey University states that "The individual student is encouraged to develop his or her highest potential in scholarship, leadership and service.

In order to encourage the development of leadership skills the university sponsors a lecture each trimester by an outstanding Christian who has distinguished himself or herself in a recognized field of endeavor. Invited lecturers will emphasize the role that Christian principles contribute to their success.

The Carey Dinner Theatre (CDT) operates during the summer as a professional theatre. The purpose is to give talented young people an opportunity to work in a concentrated theatre environment. CDT serves the

entertainment needs of the community in a unique way.

The Serampore Players is an organization sponsored by the theatre. The purpose of the organization is to stimulate interest in all aspects of a producing theatre.

Art exhibits by well-known artists and students are shown in the Lucile Parker Gallery and the Sarah Gillespie Museum of Art on the Hattiesburg campus.

Homecoming is a major university event which offers a variety of activities for alumni as well as the university family.