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FOREWORD

This publication will provide faculty and administrative staff with pertinent information and guidance relative to **Alabama Agricultural and Mechanical University**—its mission, goals, organization, policies, and operational procedures. This **Faculty/Administrative Staff Policies and Procedures Manual** is designed to facilitate harmony and uniformity, and answer the *common* or more frequent questions of faculty and administrative staff personnel.

Although every effort has been made to ensure that the information presented is current and accurate at publication, the reader is cautioned that all details, policies and procedures that are covered are subject to change, as the University deems appropriate, in its sole and exclusive discretion.

The University, herein, is defined as consisting of faculty, staff, students, administrators, and the Board of Trustees. Policy changes within the **Policies and Procedures Manual** should adhere to the prescribed protocol described below if deemed appropriate by the Board of Trustees. This manual is not intended to constitute or be part of an employment contract between the employee and the University, nor is anything contained in this manual a covenant and should not be construed as such. The University, as defined above, expressly reserves the right to change, in accordance with the procedure below, any of its policies at any time.

This **Policies and Procedures Manual** contains the policies approved by the Board of Trustees and will be revised periodically to reflect changes in policies, procedures, and practices of the University. As changes are made to this document, new Table of Contents pages and text pages, all containing the revision date, will be sent to the faculty and administrative staff. It is intended that in normal circumstances the following procedure will be adhered to regarding proposed changes:

- A. Proposed changes may be initiated at any level and from various units or individuals (schools, departments, committees, councils, individual faculty and staff, etc.).
- B. The proposed changes will in normal circumstances be reviewed by units impacted (i.e., Academic, Faculty Senate, Human Resources, etc.) before progressing to the next level.
- C. Proposed changes will normally be submitted through the proper channels and made available for faculty and staff (including their senates) consideration and approval. Once processed through channels, all policies must be submitted for approval by the President's Cabinet with final approval by the Board of Trustees.

1.0 HISTORY, MISSION, ROLE AND SCOPE

1.1 History

Alabama A&M University is the fulfillment of the dreams of a former slave, William Hooper Councill, who founded the school as a result of a bill passed in the State Legislature in 1873. The School opened May 1, 1875, with an appropriation of one thousand dollars per year, sixty-one pupils and two teachers under the name "Huntsville Normal School." The University is a land-grant institution supported by the State of Alabama and federal funds appropriated to assist in carrying on work stipulated by the Morrill Acts of 1862 and 1890.

The success of work in industrial education led to a State Legislative authorization in 1878 that the name of the school be changed to the "State Normal and Industrial School at Huntsville." After the school received funds provided by the Congressional Act approved August 30, 1890, the name was again changed to "The State Agricultural and Mechanical College for Negroes," and the campus was moved from Huntsville to Normal, where the school would have ample room for the development of trade and agricultural programs.

The school was designated as a junior college in 1919, and the name was then changed to "The State Agricultural and Mechanical Institute for Negroes." Work on the senior college level was begun in 1939, by authority of the Alabama State Board of Education. On January 14, 1948, the name of the institution became "Alabama Agricultural and Mechanical College." The final name change to date was made on June 26, 1969, when the Alabama State Board of Education, the governing body of the institution during that period, adopted a resolution changing the name to "Alabama Agricultural and Mechanical University."

1.2 Mission

In cooperation with businesses, industry, governmental agencies, and other private and community-based institutions, Alabama A&M University provides a laboratory where theory is put into practice, in a productive environment. Alabama A&M University reflects the uniqueness of the traditional land-grant institutions combining education, research, and service in professional, vocational and liberal arts fields. The University provides baccalaureate-, masters-, and doctoral-level degrees that are compatible with the times, to all qualified and capable individuals who are interested in further developing their technical, scientific, professional, and scholastic skills and competencies. It operates in the three-fold function of teaching, research, and public service, including extension. A center of substance and excellence, Alabama A&M University provides a setting for the emergence of

scholars, leaders, thinkers, and other contributors to society. Specifically, the University is committed to (1) Excellence in education and the creation of a scholarly environment in which inquiring and discriminating minds may be nourished; (2) Education of students for effective participation in local, state, regional, national, and international societies; (3) Search for new knowledge through research and its applications; (4) Provision of a comprehensive outreach program designed to meet the changing needs of the larger community; (5) Programs necessary to address adequately the major needs and problems of capable students who have experienced limited access to education; and (6) Integration of state-of-the-art technology into all aspects of University functions.

1.3 Role

The role of Alabama A&M University in higher education has been consistent with its mission. This mission is encompassed in the land-grant tradition, legislated by the Morrill Acts of 1862 and 1890. These acts created land-grant universities that differed from the traditional American university that were based upon the European system oriented toward a liberal arts education. The departure from this system gave rise to a new concept in American higher education, which is known as the land-grant tradition. This concept combined liberal arts with agricultural and vocational education to enhance the development of students to build a strong America. As a land-grant institution, the role of the University is embodied in the following functions:

- A. **TEACHING:** The first and foremost responsibility is to provide students with an education that is built upon the liberal arts, including emphasis in the scientific, technical, vocational and professional areas expected of a comprehensive land-grant university.
- B. **RESEARCH:** The University seeks to provide new knowledge through basic and applied research and supports both the teaching and extension functions through sponsored research, institutional research, and other research grants and contracts.
- C. **EXTENSION:** Extension provides services and educational opportunities, which help people improve their lives. The University fulfills its role of providing formal and informal outreach education and development through public service, cooperative extension, and through a comprehensive, extended education effort compatible with its mission. Alabama is the first state to combine the Extension programs at its 1862 and 1890 land-grant universities. In 1995, the Alabama Cooperative Extension System was formally created, including Alabama A&M University and Auburn University, with Tuskegee University cooperating. This land-grant component of the public service mission at Alabama A&M University is tailored to meet the needs of specific clientele, in both urban and rural settings. Through informal educational strategies, programs are

designed to address current issues and needs of clients. A multidisciplinary approach using University personnel and statewide networks provides the basic framework for implementing Extension work. This framework is designed to transfer cutting edge knowledge and technology to clients in order to improve their quality of life.

General public service programs can also serve as extension/outreach efforts of the University and include such activities as the Regional In-service Education Center, the Teacher Service Center, partner programs with high schools, Center for Aging and Lifelong Learning, Urban and Rural Research Center, the Family Center, the Program of Formal and Informal Continuing Education, the Drug Abuse Prevention Center, and the Center for Entrepreneurial and Economic Development. The university faculty and staff and students undertake additional funded projects with specific outreach components.

1.4 Scope

As a comprehensive university (Carnegie classification: Doctoral [Intensive]), Alabama A&M offers programs at the baccalaureate, masters, educational specialist, and doctoral levels. Major emphasis is placed on programs designed to meet the economic, social and related needs of the State. In addition, the University seeks to prepare students to meet the needs of the larger society. Thus, the University's programs are designed to meet the needs of local, state, national and international students.

The graduate program consists of doctoral programs in three (3) areas; four (4) educational specialists programs; and twenty-two (22) masters programs. The undergraduate program consists of forty-one (41) degrees. Additional majors or options are subsumed under several undergraduate and graduate degree programs.

While major emphasis is placed on the undergraduate program, of equal importance and a priority for development are programs at the master's and doctoral levels. Programs designed to meet the changing needs of society and reflecting new technology will continue to be emphasized. Teacher education; recreation-leisure education; medical and allied health fields; social, natural, physical, and agricultural sciences; art, business and the humanities, as well as programs to satisfy future needs, will continue to be enhanced and developed at the University. Particular emphasis will be placed on programs, which are designed to address the special interests of minorities and women in the aforementioned areas.

Through dynamic curriculum structuring, program specializations reflect a strong liberal arts and general education foundation, and current state-of-the-art technology, research and knowledge.

Program quality is demonstrated through the accreditation, approval and/or recognition of over fifty percent (50%) of all programs by state, national and international professional societies and organizations. The University averages approximately seven hundred (700) graduates yearly, of which more than eighty-five percent (85%) join the ranks of productive professionals in their field of study, with a large percentage seeking advanced study.

The University combines the liberal arts tradition with career-oriented and professional programs in order to enhance the intellectual, social, civic and personal development of its students. The initial priority of the University is to provide a core curriculum for the first two (2) years of matriculation consisting of courses in language, literature, the humanities, the natural and physical sciences, the social/behavioral sciences, military science and physical education/health sciences. These core courses are designed to assist students in developing the flexibility to engage in analytical and critical expression. Courses in the major areas of concentration are also considered a high priority. These courses are designed to augment the core curriculum and help prepare students to become creative and productive members of their professions and society.

Alabama A&M University participates in the **Statewide Articulation Reporting System (STARS)**, a computerized articulation and academic credit transfer planning system designed to inform students who attend Alabama community colleges, counselors, and educators with information on which transfer decisions can be made. While maintaining its traditional role of meeting the needs of capable students who have experienced limited access to education, the University also places emphasis on meeting the needs of non-traditional students. Instructional programs with alternative education delivery systems to accommodate the needs of traditional and non-traditional students include: developmental education, honors, advanced placement, and adult degree programs; distance education needs and outcomes assessment activities; and performance based general education. Research at Alabama A&M has a two-fold purpose: enhancement of instructional quality, and basic and applied research designed to expand existing knowledge and (or) develop new knowledge. As master's and doctoral level programs are enhanced and expanded, the University will continue to conduct and expand basic and applied research in the physical, social, behavioral, natural, biological, and agricultural sciences. Research programs include but are not limited to remote sensing, plant tissue culture, molecular genetics, sensory evaluation, nutritional biochemistry, applied human nutrition, rural development, robotics, artificial intelligence, cytogenetics, statistical classification, improvement of uniform random number generation, computer assisted instruction, biomass fuels, optics, materials science, microgravity crystal growth, infrared thermometry, and early intervention strategies in special education.

Research is carried out through center-based and interdisciplinary activities. Such centers exist in every School within the University and specific information can be obtained from their web pages. Examples include the Center for Applied Optical Science, Center for Irradiation Materials, Center for Urban Planning, the Center for Economic and Government Policies Development, the State Black Archives and Research Museum, the Family Center, and the Center for Hydrology, Soil, and Climatology. Several of the centers place emphasis on the development of minority scholars and researchers and on research related to the needs of minority populations. A unique feature of such centers is the interdisciplinary approach to problem solving. An important creative output of the University includes research papers, review articles, books and the publication of poetry, essays, plays, historical accounts, and art and archival exhibits. In addition to such activities in the science and engineering fields, a significant creative activity occurs in languages, literature and social and behavioral disciplines.

Through programs such as the Teacher Service Center, Mathematics Tutorial Program, Agricultural Sciences Retention Program, and the Developmental Education Program various instructional models, teaching techniques/methods and assessment measures are tested with an end result of providing research data for improving instructional quality.

2.0 GOVERNANCE AND ORGANIZATION

2.1 Board of Trustees

The governing board of Alabama Agricultural and Mechanical University is the Board of Trustees. Act. No. 198 of the Alabama Legislature was passed during the regular session of 1975, and created a Board of Trustees to manage, control and maintain Alabama Agricultural and Mechanical University, a State land-grant institution at Huntsville.

The Board of Trustees has the power to organize the University by appointing a president, who shall employ a faculty, who shall be nominated to the board in writing by the president, and such other instructors and officers as the interests of the University may require; to remove any such instructors or other officers; to fix their salaries of compensation and increase or reduce the same at their discretion; to regulate, alter or modify the government of the University, as they deem advisable; to prescribe courses of instruction, rates of tuition, and fees; to confer such academic and honorary degrees as are usually conferred by institutions of similar character; and to do whatever else they may deem best for promoting the interests of the University.

The Board of Trustees is authorized to recommend any program of instruction, service or any other action necessary to qualify the University for funds and/or services provided by an individual, philanthropic organization or agency of the federal government, to any state agency that is charged with the responsibility for State-wide planning, coordination, or budgeting for programs of instruction, research or public service in the public universities of the state.

The Board of Trustees shall consist of twelve (12) members, two of whom shall reside in the congressional district in which the institution is situated; six (6) members, of which, one member shall reside in each of the remaining congressional districts in the state as constituted on September 5, 1975; three (3) members shall be selected from the state-at-large, who shall reside in different districts; and the governor, who shall be ex-officio president of the board. The president of the student government association shall be an ex-officio non-voting thirteenth member. The trustees shall be appointed by the governor, by and with the advice and consent of the senate. The membership shall include at least three (3) members who have earned a degree from Alabama Agricultural and Mechanical University. Except for the first trustees appointed, trustees shall hold office for a term of six (6) years. All appointments shall be effective immediately ad interim. The board shall be divided into three (3) classes so that one-third shall be appointed biennially. A trustee may be appointed to serve a second term of six (6) years, but no trustee shall be appointed to serve more than a total of twelve (12) years. No trustee shall receive any pay or emolument other than actual expenses incurred

in the discharge of duties as such. No member of the governing board or officer or any public postsecondary educational institution, no person who has attained the seventy-first birthday prior to appointment, and no elected or appointed official having the power of review of the Alabama Agricultural and Mechanical University budget, other than the governor, shall be eligible to serve on the board of trustees.

ARTICLE 2

A portion of the current governing Alabama law states as follows:

BOARD OF TRUSTEES § 16-49-20

Creation, composition, qualifications, appointment, terms of office and compensation of members.

There is created a Board of Trustees for Alabama Agricultural and Mechanical University, a state land-grant educational institution at Huntsville. The board of trustees shall consist of 12 members, two members who shall reside in the congressional district in which the institution is situated; one member shall reside in each of the remaining congressional districts in the state as constituted on September 5, 1975; three members shall be selected from the state at large, who shall reside in different districts and the Governor, who shall be ex-officio president of the board. The president of the student government association shall be an ex-officio nonvoting member. The trustees shall be appointed by the Governor, by and with advice and consent of the Senate. The membership shall include at least three members who have earned a degree from Alabama Agricultural and Mechanical University. Except for the first trustees appointed, trustees shall hold office for a term of six years. No member presently serving as of January 1989 shall have his or her current term of office terminated because of these provisions. All appointments shall be effective immediately ad interim. The board shall be divided into three classes so that one third shall be appointed biennially. Of the first members appointed to the board, three shall be designated by the Governor to serve until January 31, 1982. A trustee may be appointed to serve a second term of six years, but no trustee shall be appointed to serve more than a total of 12 years. No trustee shall receive any pay or emolument other than his or her actual expenses incurred in the discharge of his or her duties. No member of the governing board, no officer of any public postsecondary educational institution, and no elected or appointed official having the power of review of the Alabama Agricultural and Mechanical University budget, other than the Governor, shall be eligible to serve on the board of trustees. (Acts 1975, No. 198; Acts 1989, No. 89-881; Acts 1995, No. 95-749.)

For a complete record of the amendments that have followed this Act refer to: Code of Alabama 1975.

The Membership of the Board is inherently dynamic and undergoes changes at least every two (2) years. For current listing of members of the Board of Trustees of Alabama A&M University, contact the President's Office where such a list is regularly updated.

2.2 Administrative and Academic Organization

The organization of the various administrative and academic units is shown in Tables 1-5.

2.2.1 Office of the President

The President, chief executive of the University, is appointed by the Board of Trustees and reports to the Board. The President is responsible for the administration of the institution, employment of its personnel, and exercises general supervision of the University's affairs. The principal duties and responsibilities of the President include providing general guidance for determination and achievement of matters pertaining to academic affairs and budgetary requests; presenting proposed budgets to the state level for funds with which to operate the University; initiating a capable program to facilitate academic excellence; developing a climate for continuous improvement of public understanding; representing the University to its constituency, the general public and special groups; and developing and establishing institutional policy.

The President has the authority to hire or appoint faculty, staff, and other employees of the University as the interests of the University may require, consistent with the organization which may be established or as changed by the Board of Trustees from time to time; to remove any such instructors, officers, staff, or other employees; to fix their salaries and other compensation and increase or reduce the same, consistent with any requirements, guidelines, or budgets established by the Board of Trustees.

2.2.2 Office of the Provost and Vice President of Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the University. Unless specified otherwise in writing by the President, the Provost/Vice President will act in the President's behalf on certain matters during the President's absence. The Provost/Vice President is responsible to the President for the effective leadership conduct of the academic affairs, institutional effectiveness, strategic planning and other day-to-day operations of the University as

assigned. The Provost/Vice President is responsible for acquiring and administering all academic programs and related activities and for the management of academic resources. The Provost/Vice President supervises the Deans of the Schools of the University, Dean of Graduate Studies, Dean of University College, Dean of the Learning Resources Center, the Registrar, the Director of Title III, Institutional Planning Research and Evaluation, International Programs, and Admissions.

2.2.3 Office of Business and Finance

The Vice President for Business and Finance is the chief financial and custodial officer of the University. The Vice President is responsible to the President for the effective management and administration of all business operations, University finances, preparation of the budgets, maintenance of buildings and grounds, inventory, public safety and auxiliary enterprises. The Vice President also assists in the development of the University budget as required by various state entities and in the preparation of financial reports as required by the President, Board of Trustees, State Legislature, State Administration, and agencies of the Federal Government.

2.2.4 Office of Research and Development

The Vice President of Research and Development provides proper coordination and administration for program activities and services within the area of Research and Development; provides leadership in securing and executing research programs and grants; directs activities aimed at securing private gifts and grants for the University, plans and coordinates a program of public relations; plans and executes an annual giving program; and designs and implements programs and activities which cultivate support of the professional, government, foundation, and business communities.

2.2.5 Office of Student Affairs

The Vice President for Student Affairs is responsible for developing and maintaining programs and activities that support, enhance and address the social, cultural, physical, financial and spiritual needs of students at the University. The Vice President is responsible to the President for the executive conduct of student affairs including intramural athletics, student life and housing, student activities, health services, cooperative education, job counseling and placement, and student financial aid.

2.2.6 Office of the Academic Deans

The chief officer and administrative head of each academic school/college is the dean. Academic deans are responsible for the overall management and supervision of all academic and related programs, activities and support services in the academic area assigned. Specific duties include long- and short-range planning, goal-setting, staffing, directing, evaluating, budget development and management, and facilities management. Deans report to the Provost and Vice President for Academic Affairs.

2.2.7 Office of the Department Chairpersons

The chief administrator of each academic department is the chairperson who reports to the dean of the school. The chairperson is responsible for organizing and directing the work of the department including instruction, research, and extension. In formal consultation with the faculty, the chairperson's major duties include goal setting, long- and short-range planning, recruiting, outcome assessments, student advising, making recommendations on faculty and staff to fill vacancies, and preparing teaching assignments and course offerings.

The chairperson is also responsible, in consultation with the faculty, for the development of budget requests in accordance with guidelines and the needs of the department; management of the departmental budget; supervision and evaluation of the personnel and work of the department; administration of University property assigned to the department; and the maintenance of continuous and vigorous efforts to develop and maintain effective, high-quality instruction, research and service.

2.2.8 Office of the Learning Resources Center

The Dean of the Learning Resources Center (LRC) is responsible to the Provost and Vice President for Academic Affairs for the efficient and effective operation of the LRC. In conjunction with the faculty and staff of the LRC, the Dean serves as a liaison between the LRC and the administration, faculty, staff and students. The Dean establishes and maintains an effective working relationship within the LRC and among the academic deans, departmental chairpersons, and faculty members to ensure quality service and enhanced Library resources.

2.2.9 Office of University College

The Dean of the University College reports to the Provost and Vice President for Academic Affairs and is responsible for assisting freshmen and sophomores to succeed in college. The Dean provides overall management and supervision for academic programs and services, which include the core curriculum, the Academic Advising Program, Testing Services, Orientation, Developmental

Education, Honors Program, Academic Assistance Program, the Computer Assisted Instruction Laboratory, Special Programs, Educational Opportunity Center Campus Program, the ROTC Enhanced Skills Training Program, and the Academic Retention Program. Specific duties include long- and short-range planning, goal setting, staffing, directing, program evaluation, budget development and management, and facilities management.

2.2.10 Office of Admissions

The Director of Admissions is responsible to the Provost and Vice President for Academic Affairs and is in charge of admitting all undergraduate students to the University. The Director, upon request, supplies prospective applicants with the data and forms necessary to matriculate at the University; receives applications, recommendations and transcripts for admission; evaluates these data; and determines whether the applicant qualifies for admission to the program sought. Additionally, the Director is responsible for coordinating all recruitment activities for the University.

2.2.11 Office of the Registrar

The Registrar is responsible to the Provost and Vice President for Academic Affairs and is in charge of registering students at the University and maintaining all academic records. The Registrar coordinates with the Office of Academic Affairs, Business Office, and Computer Center; consults with administrators in all schools of the University; prepares enrollment material; and releases copies of students' records, with the students' consent, to properly authorized agencies.

2.2.12 Office of Institutional Planning, Research and Evaluation

The Director of Institutional Planning, Research and Evaluation is responsible to the Provost and Vice President for Academic Affairs and is in charge of institutional effectiveness and institutional research. The Director coordinates data collection and analysis for strategic planning, yearly planning and budget allocations, institutional effectiveness, outcome assessment, as well as specialized requests for institutional or unit specific data.

2.2.13 Office of State Black Archives and Research Museum

The Director of the State Black Archives and Research Museum reports to the Provost and Vice President for Academic Affairs and is responsible for identifying and acquiring historical and cultural information and artifacts. Further, the Director is responsible for establishing a viable educational and research program related to museum activities.

2.2.14 Office of International Programs

The Director of International Programs is responsible to the Provost and Vice President for Academic Affairs and is in charge of incorporating an international dimension into the teaching, research and public service of the University.

2.2.15 Office of Title III

The Director of Title III is accountable to the Provost and is responsible for day-to-day operation to the Provost and Vice President for Academic Affairs. The Director is in charge of program development and management for all Title III activities in concert with the appropriate individual activity leaders and unit supervisors.

3.0 RECRUITMENT AND EMPLOYMENT

3.1 General Information

The University avails itself of the traditional channels of recruitment--United States Employment Service, professional and trade journals, the Internet, newspapers, technical colleges, and other post-secondary institutions. Recruitment activities are centralized in the Office of Human Resources. This includes dissemination of notices of all vacancies and new positions. Each announcement will circulate for not fewer than ten (10) workdays. The Director of Human Resources in his or her discretion may waive or shorten the posting time of a position when, in the Director's discretion, the concurrence of extenuating circumstances exist which would adversely affect the operation of the University.

Applicants are screened and evaluated by a search committee appointed by the Director of the Office of Human Resources, the President, or a vice president or deans, directors and chairpersons authorized as appropriate. Once the screening process has been completed the name of the selected candidate, with the approval of originating unit supervisors, is submitted to the Office of Human Resources. The Director of the Office of Human Resources makes notification to the applicant selected for employment.

Pre-employment interviews may be granted to applicants considered qualified to fill a position, but such interviews are not mandatory. Each applicant is considered on the basis of skills, knowledge, and abilities. Any evaluation used to determine the qualifications of applicants seeking employment for a certain position will be used for the evaluation of all applicants seeking that position.

The University is an equal opportunity employer and does not discriminate in employment, but rather is committed to full compliance with all applicable federal, state and local laws. An employee who has job-related concern(s) about treatment inconsistent with the University's equal opportunity philosophy should immediately bring those concerns to the attention of the supervisor and the Director of the Office of Human Resources.

3.1.1 Hours of Campus Operation

The University's administrative offices generally operate hours Monday through Friday from 8:00 a.m. to 5:00 p.m., including the lunch hour, and may be extended during registration. Classes are scheduled to serve the curricula needs approved by the University and may be changed as appropriate in meeting these needs. Library and other University services should be open to meet the

needs of the faculty and students on a regularly scheduled basis. Appropriate support units should be available to accommodate faculty and student needs during all class hours.

3.2 Personnel Files

Personnel files containing sensitive information are confidential and must be treated as such by all University personnel. There is to be only one official personnel file for each employee, except for financial records. The location of the official file will be in the Office of Human Resources where it will be maintained in a locked file cabinet. Confidentiality of all files will be maintained. No anonymous materials will be placed in an official personnel file. An employee will have the right to a copy of all materials placed therein upon written request. Further, the Office of Academic Affairs is authorized to maintain official transcripts and current curriculum vitae on all faculty and other such records pertinent to academic competence and performance.

In addition, the University may retain a confidential pre-employment file, which contains letters of reference, ratings, and other related materials. An employee will not have access to the official confidential pre-employment file. Official personnel files represent the employee's history of employment including position assignments, transfers, promotions, wage changes, commendations, disciplinary actions, annual performance appraisals, and correspondences.

Employees will advise the Office of Human Resources and unit supervisors whenever there are changes in home address, marital status, number of dependents, or University insurance beneficiaries. Additional education or training should also be entered on the employee's official personnel record in the Office of Human Resources upon presentation of supporting documentation within ten (10) working days of the change.

In compliance with the Americans with Disabilities Act, medical records and files covered by the Act and related information will be maintained separate and apart from the official personnel files, and access shall be limited as required by the Act.

3.2.1 Access to Personnel Files

Personnel files are confidential, containing sensitive information, and must be treated as such by University personnel. Employees will have access to their official files during regular office hours. A request to review a file should be made, in writing at least twenty-four (24) hours in advance, to the Director of Human Resources. Under no circumstances will the employee remove the official file from the office and access to the file will be in the presence of the director or a designee. After review, the employee may include a written response to challenge the contents of any material found therein. Final decision of any challenge will rest with a grievance committee.

In addition to the employee, only the President (or a designee), Provost/Vice President, legal advisor to the University, dean, director, department head, and the director of Human Resources shall have access to the official files without written approval of the employee. If germane to an official investigation, the Chief of Department of Public Safety may have access to official personnel files. Under no circumstances will the official file be removed from the Office of Human Resources by the referenced persons, and access to the file will be in the presence of the director or a designee.

If the official personnel file is duly subpoenaed in accordance with law, efforts will be made to notify the employee within twenty-four (24) hours of receipt of the subpoena by the Office of Human Resources. The University will comply with valid legal process unless relieved of the obligation to do so by the court or authority of competent jurisdiction. Unauthorized disclosure, securing unauthorized disclosure or receipt of unauthorized disclosure of the contents of any personnel file will be grounds for disciplinary action, including suspension or termination.

The official personnel file will contain the following kinds of documents pertaining to employees:

- A. Application for employment;
- B. Biographical informational sheet;
- C. Official copies of transcripts certifying degrees and certificates received or documents certifying licenses received;
- D. Current resume or curriculum vitae (to be updated at yearly during faculty/staff evaluation period);
- E. Employment history at the University;
- F. Benefit plans in which the employee and dependents are enrolled;
- G. Record of annual leave, sick leave, and other leaves taken;
- H. Personnel action forms;
- I. Reports of disciplinary actions taken, including written reprimands, disciplinary probations, suspensions and terminations;
- I. Reports of grievance and appeals hearings;
- J. Performance evaluations; and
- K. Final actions related to promotion and tenure.