

Alabama A&M University



Faculty/Administrative Staff Handbook

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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.

3.3 Equal Employment Opportunity and Affirmative Action Policy

Alabama A&M University is an equal opportunity employer and does not discriminate in employment, but rather is committed to the full compliance with all applicable federal, state and local laws. All personnel actions, including recruitment, selection, assignment, classification, promotion, demotion, transfer, reduction-in-force, termination, determination of wages, conditions and benefits of employment, etc., will be administered according to this equal opportunity policy.

The University views the principle of equal employment opportunity as a vital element of the employment process and a hallmark of effective management. The University's policy is to ensure equal employment opportunity consistent with applicable federal, state and local laws.

In developing its affirmative action program, the University commits itself to:

- A. Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- B. Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.
- C. Ensuring that non-U.S. citizens employed by the University have legal proof of a right to work in the United States as indicated by an approved VISA or work permit.

The University's commitments are designed to meet nondiscrimination/affirmative action requirements in compliance with the following federal and state sources of legal obligation, as amended:

Title VI and VII, Civil Rights Acts of 1964; Executive Order 11246; Title IX, Education Amendments of 1972; the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; contract and grant agreements with governmental agencies; and the Alabama Constitution of 1901.

3.4 Sexual Harassment

It is the policy of Alabama Agricultural and Mechanical University to prevent and eliminate sexual harassment in any campus, division, department, or work unit by any faculty member, staff

employee, administrator, or supervisor. It is the policy of the University that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Guidelines were issued by the Equal Employment Opportunity Commission in 1980 incorporating sexual harassment in the workplace as a violation of Title VII. Under Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988, a person's sex may not be a basis for exclusion from participation, denial of benefits, or discrimination in any educational programs or activity.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Possible examples may include but are not limited to the following:

- A. Seeking sexual favor or relationships in return for the promise of a good grade or other academic opportunity;
- B. Conditioning and employment-related action (such as hiring, promotion, salary increase, or performance appraisal) based on a sexual favor or relationship;
- C. Intentional and abusive conduct or utterance that implies hostility toward others because of their sex, and that unreasonably interferes with the work of a staff or faculty member, or the academic performance of a student; or
- D. Intentional and undesired physical contact that adversely affects a person's ability to carry out academic or employment responsibilities.

3.4.1 Prohibited Acts

No member of the University community shall engage in sexual harassment. For the purposes of this policy, sexual harassment may under certain circumstances involve unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- B. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

3.4.2 Consensual Relationships

As used in Section 3.7.7, the term "faculty" or "faculty member" means all those who are involved to teach or conduct research at the personnel. The University's educational mission is promoted by professionalism in faculty- student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty/staff members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University community.

Faculty/staff members exercise power over students, whether in praising, criticizing, evaluating, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Amorous relationships between faculty/staff members and students are wrong when the faculty member has professional responsibility for the student.

No faculty/staff member will have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose academic work, (including work as a teaching assistant) is being supervised by the faculty member. Any faculty/staff member who enters into a consensual relationship in violation of this policy shall be subject to the disciplinary action set forth below.

3.4.3 Disciplinary Action

An individual who experiences sexual harassment shall immediately report that fact to the immediate supervisor. If the immediate supervisor is the subject of the complaint, the report will be made to the next level supervisor. Supervisors are responsible for notifying the director of the Office of Human Resources, who serves as the University's affirmative action officer, of the filing of a sexual harassment complaint by an employee. The initial complaint may be oral but must be reduced to writing, and signed, by the complainant. A formal investigation of the matter cannot begin until the complaint is submitted in written form and signed by the complainant and delivered to the Director of Human Resources. If charges of sexual harassment are formally filed against any of the University personnel at or above the level of vice president the affirmative action officer shall report that act, along with the results of a preliminary investigation, to the President. Further procedures are available in each administrative, management and supervisory unit. It is the specific responsibility of all managers/supervisors to inform of harassment policies and procedures to others under their charge. If a complaint is found to be valid, the appropriate disciplinary actions, consistent with the

degree of seriousness of the harassment, will be instituted. Discipline or dismissal of a faculty or staff member may follow the "Progressive Discipline" policy, depending on the seriousness of the offense, and may result in one of the following:

- A. First and/or minor offense. Generally this requires either a verbal or written reprimand. Often a letter of reprimand is placed in the harasser's personnel file for a predetermined period (usually one to two years). If no additional probable-cause findings are made within that period, the letter is removed;
- B. Letter of reprimand plus suspension without pay or leave of absence without pay; or
- C. Termination of employment of harasser.

Confidentiality: All stages of both the initiation and processing of such complaints shall be kept confidential, and such information shall be disseminated or made available only to those who are necessary to the process.

3.5 Anti-Discrimination

Alabama Agricultural and Mechanical University is committed to the goal of freedom from racial discrimination, harassment and vilification in its work and learning environment and to ensuring that individuals and groups are not disadvantaged because of their race (including color, nationality, descent or ethnic or ethnos-religious or national origin).

The University is committed to seek to create an environment which is free from racial discrimination under Title VII of the Civil Rights Acts, the Equal Pay Act, and Age Discrimination in Employment Act, the Equal Opportunity Act, the Americans with Disabilities Act, the Pregnancy Discrimination Act, the Vocational Rehabilitation Act, the Vietnam Veteran's Readjustment Act, and Executive Orders 11245 and 11478.

Racial Discrimination, harassment or vilification of students, staff and members of the general public will not be condoned on University premises at any time.

It also has a responsibility to deal with complaints sensitively and quickly and to inform staff and students of their options for seeking redress.

3.6 Nepotism

The University will allow more than one member of an immediate family to be employed if, compliance with all of the following provisions exists:

- A. Such hiring must conform to the State of Alabama anti-nepotism law (Alabama Code, Section 41-1-5), which states that "No officer or employee of the state shall appoint any

person related to him within the fourth degree of infinity or consanguinity to any job, position, or office of profit in the state.”

- B. Such hiring does not discriminate against other candidates for a vacant position.
- C. No officer or employee of the University shall be permitted to exercise direct supervision over persons related by family or marriage. For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, in-laws, and persons for whom the employee has been assigned legal responsibility in a guardianship capacity.

The President of the University or designee must grant final approval in each case exemption where the University is considering hiring more than one person related by family or marriage to work in the same department.

3.7 Definition of Terms

3.7.1 Academic Dean

Academic deans are individuals responsible for the management of major academic units, schools, and colleges. The academic deans are considered upper-level administrators with academic rank.

3.7.2 Administrative and Professional Staff (Exempt Personnel)

This category includes all administrative/management staff responsible for developing and implementing University operating policies and procedures, and professional staff members employed by the University with significant management, supervisor, technical program and/or teaching responsibilities. Nothing in this section should be construed as guaranteeing that any employee will receive or be eligible to work a fixed number of hours per week. The University expressly reserves the right to schedule an employee's work hours according to the University's educational, business, and financial needs, as well as other relevant circumstances, which relate to its decision concerning scheduling employee work hours. Positions in this category include the title of director or coordinator/vice-presidents. Unless specifically designed by contractual agreement, individuals within this category do not carry academic rank or tenure.

3.7.3 Chairpersons

Chairpersons are responsible for the management of specific units of instruction or degree program(s). Chairpersons are middle-level administrators with academic rank. Chairpersons report to the school dean.

3.7.4 Coordinators

Non-academic coordinators are responsible for specific activities and programs. Usually the scope of responsibility does not involve the supervision of other academic programs and/or personnel. Coordinators are not considered as administrators and normally do not hold academic rank. Academic coordinators are responsible for providing leadership and oversight for specific programs within a department. Academic coordinators hold rank.

3.7.5 Directors

By definition, directors are responsible for major units or activities such as the Office of Human Resources, Office of Public Relations, etc. Directors are considered middle level administrators. Directors normally do not hold academic rank. When such does occur, it must be stipulated as a part of the employment contract.

3.7.6 Exempt Employees

Exempt employees are those who are not bound to time-keeping requirements of the Fair Labor Act, due to the nature of their work. Employees in this category are considered salaried versus hourly wage earners and do not qualify for overtime (See Section 7.8).

3.7.7 Faculty

The term faculty, used individually or collectively, refers to those persons (full- or part-time) serving the University in a teaching, extension or research capacity, and who hold the rank of professor, associate professor, assistant professor, or instructor; and those persons designated as professional librarians. The President, Provost/Vice President for Academic Affairs, deans, and chairpersons retain their faculty rank. Further, by mutual agreement and approval of the President, faculty who are promoted or transferred to administrative positions may retain their faculty rank.

3.7.8 President

The President, by virtue of the overall responsibility, is the Chief Executive Officer of Alabama A&M University.

3.7.9 Provost and Vice Presidents

These are executive officers (the President's Cabinet) of the University who are charged with the responsibility for administering major units of the University--Academic Affairs, Student Affairs, Business and Finance, and Research and Development.

3.7.10 University

This term encompasses all constituent members, including faculty, staff, students, administrators, and Board of Trustees uniting to achieve common goals as stated in the mission of Alabama A&M University.

Administrative appointments with faculty rank, with the exception of those noted in Section 3.8, will be approved on an individual basis by the Provost/Vice President for Academic Affairs and the President. Such approval will be granted only in rare instances where there is a clear demonstration that such an appointment will add to the advancement and prestige of the "academic unit." Unless otherwise specifically approved, administrative appointments with faculty rank will not constitute tenure. In rare instances where an administrative appointment that has faculty rank and tenure reverts back to full-time faculty status, the salary shall be negotiated based on the individual's rank and other factors.

3.8 Appointment Categories and Classification of Faculty and Staff

3.8.1 Faculty Appointment Guideline Categories

As a minimum requirement, each full-time faculty member teaching at the undergraduate level must have completed eighteen (18) graduate semester hours in the teaching discipline and must hold a master's degree. The verification of educational credentials must be on file in the Office of Academic Affairs via an official transcript. Part-time faculty who teach courses for credit must meet the same requirements as full-time faculty. Graduate teaching assistants must be hired according to the approved guidelines stipulated in the Graduate Policy Manual and approved by the Provost and Vice President for Academic Affairs.

In order to maintain balance among the academic ranks, the University will strive to maintain the following distribution of faculty by professorial rank:

- A. **TENURE TRACK APPOINTMENTS** are assigned to all faculty members who, because of professional achievement, have demonstrated their aptitude for becoming tenured members of the faculty. All appointments prior to the awarding of tenure are probationary and governed by appropriate regulations. Tenured appointments may be awarded to faculty who have completed the probationary period in accordance with University policy and who are recommended by the President and approved by the Board of Trustees. Individuals granted tenure, as a condition of employment, shall meet the University's criteria for tenure. This status is granted in rare circumstances.
- B. **NON-TENURE APPOINTMENTS** are assigned to all faculty members who are not hired in tenure track positions. Non-tenure positions are by the nature of appointment considered term contracts and specifically limited in duration. Individuals appointed in these positions under certain circumstances (hired as research assistant, professor, etc.) may apply for promotion but are ineligible for tenure. The University, in its sole discretion, may assign faculty members or positions to a non-tenure track. Such assignments are generally to be made in accordance with University policy.
- C. **ADJUNCT FACULTY APPOINTMENTS** are limited to faculty who normally are practitioners in a profession or whose main base is another institution. This title may also include retired professionals and retired faculty from AAMU and other institutions.
- D. **VISITING FACULTY APPOINTMENTS** are limited to faculty who are normally based at another institution of higher education or who are normally employed with another agency but temporarily transfer from the home base to the University. The visiting title may be used with any of the professorial ranks.
- E. **EMERITI APPOINTMENTS** are conferred upon the recommendations of the Provost and Vice President for Academic Affairs (the initial recommendation may originate at the departmental level) and approved by the President and the Board of Trustees, providing: The faculty member has rendered extraordinary service to Alabama A&M University, and the faculty member retires at the legal retirement age and has served the University for at least ten years, or the faculty member retires after twenty-five years or more of service to Alabama A&M University. In each case, the same rank will be conferred in the emeritus title as the one held as a member of the Alabama A&M faculty. Persons with the Emeritus title are extended privileges which entitle them to be included in the faculty lists printed in official publications; library privileges; and desk, office and laboratory space

as available and needed for the continuance of professional endeavors in the academic atmosphere.

- F. **UNIVERSITY PROFESSOR APPOINTMENTS** are limited to scholars who have achieved highly eminent status within their discipline. University Professor appointments are conferred upon recommendation of the Provost and Vice President for Academic Affairs and approved by the President and Board of Trustees. Recommendation may originate at the departmental level.
- G. **EMINENT SCHOLAR/PROFESSOR:** Eminent Scholar or Professor may be newly employed or designated from within the ranks of university faculty; they are paid either fully or substantially from the endowed chair accounts/funds established by the university to finance such appointments to recognize highly eminent status within their discipline. Such appointments will be based on the recommendations of the faculty in that discipline and endorsed by respective department, school to Provost and Vice President for Academic Affairs who in turn will recommend for final action by the President of the University.

3.8.2 Supplementary Appointment Information (Faculty)

Full-time appointments and permanent positions with an assignment of twenty-five percent (25%) or more in an instructional program shall be eligible for tenure. Faculty in Extension without joint appointments shall also qualify for tenure. Joint appointments are those appointments between/among academic units and other units of the University. The holders of such appointments whose basic or initial assignments are with the instructional program are eligible for tenure.

A basic appointment refers to the initial appointment (full-time) in an academic assignment where overtime, released time, or other assignments may reduce the academic (teaching) duties. The appointment contract will reflect the nature of the assignment.

Part-time faculty are individuals who are employed less than fifty percent 50% in teaching, research or extension positions. The total number of part time faculty for each academic unit will normally not exceed fifteen percent (15%) of the total instructional full-time faculty. These individuals are not eligible for faculty benefits.

3.8.3 Graduate Faculty

Membership demonstrates high attainment and high professional standing. The Graduate Faculty is composed of those members of the general faculty of the university (full-time teaching, research or extension) who meet the requirements based on academic qualifications, experience on graduate committees, teaching of graduate courses, and research attested by scholarly publications or other proof of creativity; professional excellence, activity, and dedication. Full (five years) or associate (three years) member appointments are made by the Graduate Dean upon recommendation of the Graduate Council. In some cases, outside experts (non-Alabama A&M University employees) are appointed to the Graduate Faculty as Special Members for a fixed duration. The Graduate Faculty directs work and research towards graduate degrees and serves in an advisory capacity to the Graduate Council.

Qualifications

Nominees to the Graduate Faculty must hold the terminal degree, Ph.D., in their teaching or research discipline. However, in certain disciplines where the accrediting bodies recognize Master's level degree as the terminal degree (examples: MFA, MLS), that degree is considered as the terminal degree. The nominee must have three years experience participating regularly in the graduate program at Alabama A&M University, or at another institution of higher education, or have demonstrated in some outstanding manner ability to direct graduate level research.

Reappointment

Full members are subject to re-evaluation at the end of their five-year appointment. Not showing evidence of scholarly accomplishments, since the last appointment may result in the denial of reappointment. Those denied appointment or reappointment the Graduate Faculty may appeal by letter to the Dean of the School of Graduate Studies.

Associate Graduate Faculty Members

Those with terminal degrees; but not yet qualified to be a full member on the Graduate Faculty, may be granted associate membership. These members assume the responsibility and exercise the privileges of full membership except they may not direct doctoral committees. They can chair master's level committees and serve on doctoral and master's level thesis committees. An associate member is appointed for 3 years, during which time application for full membership may be initiated when the faculty member believes qualifications have been met.

3.8.4 Special Members

Special membership is reserved for scientists, scholars, artists, and other highly qualified individuals from other universities, federal and state agencies or international bodies that are willing to serve on graduate student advisory committees or teach a course or conduct a workshop, etc. The lengths of these appointments are specific to the duration of the task for which the person is appointed.

3.8.5 Faculty Rank and Minimum Qualifications for Each Rank

The terms and conditions of each initial appointment and of each reappointment to the faculty shall be set forth in writing.

Any special terms and conditions shall be clearly stated in the written appointment. Except as herein provided, no special terms or conditions may be included that vary from the general terms and conditions stated therein. Special terms and conditions should be stated in the initial appointment, or in revisions approved by the University and faculty member. For each academic rank the minimum qualifications shall be as follows:

Instructor: To qualify for the rank of instructor, one must hold an earned master's degree in the academic specialty from a recognized accredited institution, and show definite promise of teaching ability. Teaching experience is preferred although not required. Holders of the bachelor's degree in professional areas of importance to academic programs offered by the University and its teaching programs (e.g., art, music, and other four- (4) or five- (5) year professional degree areas) may be appointed to this rank. Where candidates have clearly established superior records in research, the performing arts, or other specialized areas, one or more of the criteria stated above may be waived with appropriate justification and review by the President.

The rank of instructor is appropriate for one appointed to the faculty with the expectation that in the normal course of employment, progress will be made to the professorial rank. The probationary period for faculty appointed to the rank of instructor will not exceed seven years. By the end of this seven-year period, the faculty member will be eligible for tenure if the rank of assistant professor has been attained.

Assistant Professor: To qualify for the rank of assistant professor one should have an earned doctorate or must have a master's degree in the area of specialization from a recognized accredited institution and at least four years successful teaching, research or related experience in the area of specialization at the college or university level. Advanced study above the master's degree may be

substituted for a portion of the required experience. The candidate must have demonstrated ability for professional and scholarly contributions in research or teaching or creative work.

When the initial appointment is the rank of assistant professor, there is a probationary term of five (5) academic years. By April 1st, the year before the beginning of the fifth year, the faculty member will be eligible for tenure and promotion based on review of the tenure application and supporting documentation, awarded tenure by the University.

Associate Professor: To qualify for the rank of associate professor, one must hold an earned doctorate or appropriate terminal degree in the area of specialization from a recognized accredited institution; must have evidenced the ability to produce scholarly research and/or publications in the field, teaching and/or artistic activities or creative works; must hold active membership in at least one learned society; and must have five (5) years of successful teaching experience or the equivalent at the college or university level.

When a faculty member's initial appointment by the institution is to the rank of associate professor, the appointment is for a probationary term of three (3) academic years. By April 1st of the year prior to the end of the second year appointment, the associate professor will be given written notice of a terminal appointment for one academic year or making the person eligible for tenure and promotion based on review of the tenure applications and supporting documentation and awarded tenure based on the recommendation of academic officers at the Department, School and at the University levels and by their respective tenure and promotion committees.

Professor: To qualify for the rank of professor, one must hold an earned doctorate degree in the area of specialization from a recognized, accredited institution; must have acquired widely recognized eminence in a specific academic discipline or profession or have demonstrated superior scholarship, artistic activities, and/or creative works, professional ability and/or teaching competence; must have active membership in at least one society in the field; must show evidence of the ability to produce scholarly research and publication(s) in the field; and must have ten (10) years of successful experience at the college or university level or equivalent experience. When a faculty member's initial appointment is to the rank of professor, the appointment is for a probationary term of one year. By April 1st or sixty (60) days before the end of the term of appointment, the faculty member will be notified in writing whether, when the current term expires, the faculty member will be recommended for appointment with tenure or be offered a terminal appointment on one additional academic year.

All academic appointments are recommended by the Provost and Vice President for Academic Affairs to the President who in turn recommends to the Board of Trustees for their approval.

3.8.6 Employment Procedures

The University actively and affirmatively places emphasis on the recruitment and screening of all applicants. In addition, the University avails itself of the traditional channels of recruitment, which include the Alabama State Employment Service, advertisements in newspapers and professional journals, and recruitment at community and technical colleges. All University advertisements display that the University is an "Equal Opportunity Employer."

The Office of Human Resources and Academic Affairs shall maintain current and accurate records of all approved positions. Such listings must be used when approving requests to fill vacant positions. Only approved positions will be processed for filling of vacancies. To fill positions for non-exempt employees (clerical and technical staff), follow the procedure outlined in the Staff Handbook. To fill vacancies for faculty, administrative and professional staff the following steps must be followed:

- A. Obtain and secure approval of Human Resources Form OP 100.
- B. Approved requests will be advertised and/or a search committee formed to locate suitable applicants.
- C. The appropriate Vice President, in consultation with appropriate individual(s), shall select from among the top three candidates.
- D. With appropriate consultation, an offer of employment shall be made by the President.
- E. A formal letter of employment is issued to new employees only (Appendix A). The university does not issue annual letters of employment to continuing employees. Such employees are provided a "Notice of Continuing Employment." An employee with temporary employment for a specified period of time has no commitment for continuation of employment or reemployment beyond that period, unless such commitment is set forth in writing either by letter or by execution of a formal offer of employment.
- F. Approved and accepted offers shall be formalized by execution of the letter of employment by both the University and employee.

Position descriptions and position classifications must be developed prior to establishment of new positions or revising existing positions. To accomplish either action, budget managers must complete those sections of the Position Profile Form that describe the title and nature of the position and the section that requires budget information. If necessary, budget managers should attach a document justifying the need for the position, and a job description. Once completed, the Position Profile Form must be forwarded to the Office of Human Resources for confirmation of the job description and position title.

3.8.7 Appointment Procedures

A search committee must be established when filling approved vacancies for the following positions: Dean, Department Chairperson, Program Director and faculty. The selection process shall be initiated as follows:

- A. A search committee shall be appointed by the Vice President, Dean, or Department Chairperson upon meeting with the constituent group to determine the nature of the search (within or outside candidates), and the size and design of the representative search committee. The search committee shall be authorized to continue its task until a suitable candidate is found.
- B. The search committee in cooperation with the unit administrator shall establish selection criteria, announce and advertise the position in a manner appropriate to the nature of the search, and provide the opportunity for the constituent group to participate, review, and evaluate the credentials of the potential candidate(s).
- C. Recommendations on each final candidate shall be made by the search committee to the appropriate unit administrator, and shall include both a summary of the evaluations and opinions received from the constituent group adhering to confidentiality.

After the interviews have been conducted, and a selection made, all documents must be returned to the Office of Human Resources. Upon approval of the recommendation by the President and/or appropriate Vice President, the Office of Human Resources will forward an Official Announcement of Appointment and Contract to the successful candidate.

3.9 Policies and Procedures for the Selection, Review and Retention of Departmental Chairpersons

Faculty will be afforded the opportunity to participate in the appointment process of department chairpersons, and the opinions and expressed concerns of the faculty are actively sought and acknowledged in a systematically understood and approached process as follows:

- A. The appointment of a departmental chairperson should rest with the President upon the recommendation of the academic dean in which the department vacancy is located and the Provost and Vice President for Academic Affairs.
- B. The evaluation and vote of the faculty will be obtained and given due consideration by the dean prior to formulating a recommendation to appoint a chairperson.

- C. A decision by the dean shall be made upon review of the search committee summative evaluations on the named top candidates. If the dean's decision differs from the majority of the faculty opinion and advice, this decision and rationale must be conveyed to the respective departmental faculty no later than one month following the completion of the evaluation. Following this, the faculty and dean will inform the Vice President of their lack of concurrence.
- D. All qualified candidates (outside or inside persons) must go through the same process of review and selection. The appointments shall be made only after considering: (1) the opinions and evaluations of the faculty within that academic unit; and (2) upon the advice of the search committee.
- E. A degree of freedom and procedural agility should exist to accommodate the diversities and preferences among academic schools. It should be the entitlement of each school to adopt more specific policies and procedures, provided these are consistent with the University policies and guidelines outlined herein, and further approved by the Academic Dean/Provost and Vice President for Academic Affairs. The general guidelines are as follows:
 - 1. A search committee should be appointed by the dean upon meeting with the departmental faculty to determine the nature of the search (within or outside candidates) and the size and design of the representative search committee. Faculty members appointed or elected from the department will constitute a majority membership of this committee. The dean may choose to afford intermediary support.
 - 2. The search committee in cooperation with the dean and appropriate constituent groups shall establish selection criteria, announce and advertise the position in a manner appropriate to the nature of the search, and provide the opportunity for the faculty to participate, review, and evaluate the credentials of the potential candidate(s). Interview schedules of the top three (3) candidates arranged by the search committee in consultation with the dean, should allow for discussions with the Provost and Vice President for Academic Affairs, members of the search committee, individual faculty, students, and others as deemed appropriate to the nature of the search.
 - 3. Recommendations on each final candidate shall be made by the search committee to the dean and shall include both a summary of the evaluations and opinions received from departmental faculty, adhering to confidentiality in regard to

individual identities. The dean will make a recommendation from the final names submitted by the search committee.

4. The dean may appoint interim or acting persons for the chairperson position when necessary, but only after considering the advice and concerns stated by the faculty. In the event that acting or interim chairpersons have served for one year or more, they may receive faculty review, and consideration for a full appointment given the process described above.
- F. The chairperson position is not a tenured position in office. Tenure as a faculty member is a matter of separate privilege. Continuation in chairperson position from year to year will be contingent upon obtaining satisfactory review of the annual leadership evaluation by the dean and faculty. The leadership evaluations should be based on the written job description of the chairperson. The job description should be available to all faculty members in the department. The leadership evaluations will constitute an integral component in the decision making process of the Dean to retain or remove the existing leadership of the department.
- G. It should be the responsibility of the faculty to participate in reviews of departmental academic programs and effective leadership of the chairperson, and to justify their recommendations based on objective criteria. This input must be considered as departmental leadership by the dean, the Provost and Vice President for Academic Affairs, and the President when making leadership and programmatic decisions. Faculty who fail to actively participate in such an evaluation process (offering no recommendations) will ultimately impair the decision making process of administration.

3.10 Freedom and Responsibility in the University Community

- A. Alabama A&M University is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes; therefore, the University supports and encourages freedom of inquiry for faculty members and students to responsibly pursue these goals through teaching, learning, research, service, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.
- B. The University will protect faculty and students in their responsible exercise of the freedom to teach, to learn, and to otherwise seek and speak the truth.

- C. Faculty and students of Alabama A&M University will share the responsibility for maintaining an environment in which academic freedom flourishes and the rights of each member of the academic community are respected.

3.11 Academic Freedom and Faculty Responsibility

The policy of Alabama A&M University is to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, service, and publication for all members of the academic staff. Faculty are expected to recognize that accuracy, forthrightness and dignity befit their association with the University and their position as scholars. The faculty should not represent themselves, without authorization, as spokespersons for Alabama A&M University.

3.12 Faculty Senate

The Faculty Senate is the elected representative body of the faculty. One senator is selected every other year to a two-year term to represent each of the academic departments. One half of the senators will be up for election each year.

3.13 Teaching Load/Release Time

Full-time faculty of Alabama A&M University are required to be actively engaged in a variety of activities including teaching, service, pursuing scholarly activities, serving on committees, advising students, performing administrative and related tasks. Because Alabama A&M University is primarily a teaching institution, full-time faculty members on the tenure track promotional sequence from instructor to professor are expected to teach a minimum of six hours in each of the two academic year semesters along with other release time efforts. Faculty who serve in administrative positions as well as those on release time are expected to teach on a regular basis. The teaching load policy recognizes that credit hours taught, number of different preparations, laboratories, class sessions, advisees, students taught, and level of classes, theses/dissertations supervised, extracurricular activities, and committee assignments, all influence the adequacy of a teaching load. The teaching load for full-time faculty in the undergraduate program is twelve to fifteen (12-15) credit hours per semester, including regular classroom instruction, independent study, directed research, and advising of students. Supervision of graduate students as a major advisor at Ph.D. and Ed.S. level is accounted for at a rate of 10% per student and 6% for Master's level student for each three hours of registered research by student. Similar calculation applies to the supervision of

independent study/field study students. The maximum load for full-time faculty teaching only at the graduate level is nine to twelve (9-12) credit hours per semester.

The following guidelines are useful in applying the faculty load policy:

- A. The Faculty Load Form must be completed by each faculty, each semester. The requirement holds true whether the faculty is one-hundred percent (100%) teaching, one-hundred percent (100%) research, one-hundred percent (100%) service, or a combination of any of the three, including others, such as administration, advising, etc.
- B. The faculty load policy is based on the premise that no faculty, by virtue of load assignment for teaching, will exceed twenty (20) contact hours. The policy on faculty loads is to be implemented as follows:

Undergraduate:

1. Lectures

- a. Five (5) courses of the same preparation equal a full load (15 hours);
- b. Four (4) courses of the same preparation plus one (1) course equals a full load (15 hours);
- c. Three (3) different preparations plus two (2) courses of the same equals a full load (15 hours);
- d. Two (2) different preparations plus three (3) courses of the same equals a full load (15 hours).

2. Lecture/Laboratories

- a. Three-hour course (2L/2L): four (4) of the same equal a full load;
- b. Three-hour course (2L/3L): four (4) of the same equal a full load;
- c. Three separate preparations of 2a and 2b equal a full load;
- d. For practicum, internship, student teaching, etc., where the credit hours range from six (6) to twelve (12), credit load shall be assigned as follows:
 - i. Five (5) students equal three (3) credit hours;
 - ii. Six (6-10) to ten students equals six (6) credit hours;
 - iii. Fifteen (15) students or above equals the credit hours assigned the course.

Graduate

- 1. Three separate preparations equal a full load.
- 2. Three courses of the same preparation plus one equal a full load.
- 3. Two preparations plus two courses equal a full load.

- C. Beginning Fall Semester 2003, regular faculty will not be approved for an overload during the regular work hours.

Beginning Fall Semester 2003, the evening and weekend schedules will be expanded. If a faculty member has a full load between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, the faculty will be paid for each individual course taught in the evenings or on weekends.

Normally these teaching loads should include no more than three (3) separate class preparations each term. If a faculty member has less than a normal load for one semester, then a heavier load would be assigned the next semester without extra compensation. No faculty member shall be consistently assigned a heavier teaching load than other faculty members. Where necessary, such a heavier load should be assigned to different faculty members on a rotating basis. Credit for team-taught courses will be prorated among the faculty members teaching the courses.

The load will be negotiated among the affected faculty members and the departmental chair and school dean.

Release time from teaching responsibilities up to nine (9) semester hours (six (6) semester hours in the graduate program) may be approved under the following conditions:

- A. Up to six (6) semester hours for administrative work as the head of a major academic unit below that of the deanship; consideration may be given for additional released time based on unusual circumstances. Fifty percent is computed for administrative work as head of a major academic unit below that of deanship. Committee work, student counseling, incidental academic counseling and supervision, and other administrative-related work are considered to be normal and associated expectations for a faculty member unless these require substantial, regular, and extended work, in which case consideration is made in developing the faculty member's schedule. For deans of school, the teaching load should average twenty-five percent of the full-time load, depending upon the term and the requirements of the school.
- B. Up to six (6) hours of sponsored research provided the instructional program is not adversely affected and no basic (State) funds are required to cover the courses.
- C. Up to six (6) hours for special projects/assignments which require more than normal amounts of time, including the President and Secretary of the Faculty Senate. In certain limited situations, a faculty member may be permitted to teach fewer than six (6) semester hours per term.

Faculty members applying for grants who wish to include release time in the grant are required to request the full amount of the faculty member's salary if it is expected that an additional

full-time equivalent (FTE) faculty member will need to be added to the department in order that the normal teaching activities of the department are carried out.

Faculty requests for release time from teaching may be made to the respective chair and dean preceding any term. The dean will make an appropriate recommendation to the Vice President for Academic Affairs, who will make the final decision regarding the request. The following procedure should be followed when faculty members are to be placed on release time:

- A. The percent of release time should be agreed upon by the faculty member, department head and school dean, and approved by the Provost/Vice President for Academic Affairs.
- B. Approved release time should be conveyed to the Office of Research and Development by the school dean prior to the actual beginning of the arrangements, if reimbursement for the release time is to come from outside funds or is to be used to meet cost-sharing obligations. This notice should include the percent of release time spent on other than normal responsibilities.
- C. The Office of Research and Development will verify whether or not adequate funds are available from outside sources as indicated above.

3.14 Summer Appointment

A. Summer Employment/Teaching Assignments

Appointments of the faculty for the summer session will be made by the Provost and Vice President for Academic Affairs on recommendations made by department chairpersons through their respective deans, on the basis of teaching requirements of the summer program. Tentative appointments will be made by April 15th.

Each department shall work out a plan for summer employment taking into consideration the availability of funds, demand for courses, seniority, professional experience, and qualifications of the departmental faculty members. The teaching load for full-time faculty in the summer is six credit hours for graduate courses and nine credit hours for undergraduate courses.

Priority in course assignment should then be given according to the following guidelines:

1. Qualifications and experience of the instructor are given first priority. Hence, a course should usually be assigned to an instructor who normally teaches the course during a regular semester.
2. Terminal degree, rank and seniority in rank should then be considered, in that order.

3. Equity in course assignment should also apply. A full load should not be assigned to any instructor unless all available qualified faculty carry at least 2/3 load. The same principle applies if it becomes necessary for some faculty to carry less than 2/3 load. Furthermore, faculty carrying the lowest load during one summer should have priority in carrying the highest load during the following summer. This should be done on a rotating basis.

Compensation for teaching a full load (nine (9) contact hours for undergraduate faculty and six (6) contact hours for graduate faculty) during the summer will be 2/9 of the nine-month salary. Compensation for teaching part-time will be proportionally based on the semester hours of the developed courses assigned, and/or other bona fide assignments made by the University on an equivalent basis.

B. Summer Employment/Outside Funds (Grants & Contracts)

A number of University faculty are supported part-time through funded release time during the academic year and full-time in the summer on outside funded research or other activities.

Based on the University academic year work calendar (nine (9) months), faculty members on an academic year appointment can work for three (3) months in the summer without conflicting with their academic year obligations to Alabama A&M University.

All nine-month faculty are eligible for three (3) months full-time employment on outside funded projects provided this arrangement does not conflict with guidelines of the funding agency. Approval must be granted by appropriate administrative officials, in advance, and funds for three (3) months employment must be available under the grant/contract agreement. No time off during the three (3) months summer period will be granted, except normal holidays. Time off must be based on leave without pay. This is based on the fact that employment for faculty is based on nine (9) months.

3.15 Overload Supplements

Normally, short-term (maximum two [2] weeks) regular departmental teaching or contact hour overloads, and time and/or services provided interdepartmentally are expected of a faculty member and do not qualify for salary supplements or consultants' fees. For periods that exceed two weeks, whether mandated or voluntary, compensation will be awarded based on a prorated percentage of base salary.

Faculty participation in programs, projects and activities administered or conducted by the University and supported by special contracts, grants, or other types of agreements with other agencies shall be considered a part of the faculty member's responsibility to the University. During the time that a faculty member is under contract to the University, whether on a nine-month, twelve-month or other time based appointment, the University shall be entitled to full and complete services with regard to work expectations appropriate to description and relative to University activities. If a faculty member participates or serves in an externally or specially funded program, project or activity within the University, whether in a primary or different department or work unit, an appropriate portion of the faculty member's regular salary shall be provided by the budget of the program, project or activity. Under the above circumstances, no increase in the faculty member's base compensation shall be allowed.

The University recognizes that there are certain irregular, short-term University conducted activities which, because of their nature, frequency of occurrence, the associated lack of prior knowledge, and recognition of the demand for services, may need to be handled on an exceptional basis. Extra compensation will be allowed in such cases only if all of the following six conditions are met:

- A. The work is performed in addition to a normal full load.
- B. No qualified person is available to perform the work as part of the normal load.
- C. The project, program, or activity budget includes sufficient funds to cover such compensation.
- D. Spending guidelines provided by the funding agency permit such compensation, or explicit written permission is granted.
- E. The additional duties of the faculty member shall not constitute a load so heavy as to interfere with the performance of regular duties.
- F. Prior approval is obtained from the department chair, school dean, Provost/Vice President for Academic Affairs, and Vice President for Research and Development verifies availability of funds. Funded programs and projects that are approved with release time are expected to be implemented according to the original report. Approval to convert release to overload or supplementary pay must be approved and will only be approved in extenuating circumstances.

3.16 Salary Supplements and Extraordinary Compensation

Salary supplements are determined on an individual case basis. Generally, eligible cases will involve certain types of long-term administrative duties or required services, which are clearly

extraordinary, in addition to normal duties, and beyond the bounds of expectations covered by base pay. Such salary supplements must have prior approval and authorization by the department chair, school dean, Provost/Vice President for Academic Affairs, and if funds are obtained from outside sources by the Vice President for Research and Development. All supplements paid should be included in the published annual salary report.

3.17 Office Hours

Faculty members are expected to post their class schedule and office hours on their office doors each semester. They are required to file the office hours with the department chairperson, school dean, and Provost/Vice President for Academic Affairs. A faculty member is expected to maintain at least ten office hours per week in addition to the classroom hours provided to serve the needs of students.

3.18 Faculty Class Attendance

Faculty members are required to meet all assigned classes promptly and to make full use of the time allotted beginning with the official date for class instructions to begin. Regularly scheduled classes should not be left without professional supervision. Every effort should be made to make up for time missed by the faculty member in order that stated course requirements/objectives are met. It is the responsibility of the faculty member working with the department chairperson to make arrangements for classes. In the event of an emergency, the chairperson should be informed as soon as possible so that appropriate arrangements can be made.

Appointment Categories (Academic Professional Staff)

All staff personnel will be designated as being in either a permanent full-time, permanent part-time, temporary full-time, or temporary part-time status. These terms are defined as follows:

- A. Permanent: Employment of an unspecified duration with no predetermined separation date. Such employment may, however, be ended by action of the employee or the University, with or without cause, at any time. The designation of "Permanent" does not change the employment-at-will status of the employee.
- B. Temporary: Employment of a specified limited duration, which is prescribed by a beginning date and a predetermined separation date. Normally temporary employment is not to exceed twelve (12) consecutive months.
- C. Full-time: A working schedule of thirty-five (35) hours per workweek or more.

- D. Part-time: Employees who work less than thirty-four (34) hours per week and are not subject to regular employee benefits.

3.19 Workload

All professional staff are expected to work the normal university operating hours in their assigned duties. Professional staff may be granted up to 25% of release time for teaching or other academic activities. Release time for funded projects may be approved for up to 50% if the project has relevancy to the assigned duties.

3.19.1 Overload

Professional staff must follow the guidelines stipulated in section 3.17 regarding overload supplements.

3.19.2 Work Schedule

Professional staff are expected to be present during the normal university operating hours unless an approved flexible schedule has been approved by the appropriate supervisor. On occasion, professional staff will be expected to perform functions beyond the normal university operating hours.

4.0 PERFORMANCE, PROMOTION, AND TENURE

4.1 Annual Comprehensive Evaluation or Appraisal

Each employee (faculty and academic staff) shall be provided with a current job description by the unit supervisor. The job description shall be used to develop annual performance goals as appropriate. Performance goals and elements of the evaluation instrument will be used along with the unit's goals and objectives as the basis for performance appraisal (as appropriate). The Comprehensive Evaluation shall consist of a Performance Appraisal, Course Evaluation, and Self-Assessment and must be conducted as follows:

A. Faculty

The faculty will be evaluated annually by:

1. Department Chair--Performance Appraisal, appropriately documented.
2. Students--Course Instruction Performance Appraisal, appropriately documented.
 - a. Self-Assessment--Performance Appraisal, appropriately documented (same instrument as chair's).

B. Academic Administrators

The Academic Staff will be evaluated annually:

1. President will be evaluated by the Board of Trustees, Vice Presidents, Deans, and Faculty, appropriately documented.
2. Provost and Vice President for Academic Affairs will be evaluated by President, Deans, Program Directors/Coordinators, Chairpersons and Faculty, appropriately documented.
3. Program Directors/Coordinators will be evaluated by the appropriate President, Vice President, Dean, and Academic staff within the unit, appropriately documented.
3. Deans will be evaluated by Provost/Vice President for Academic Affairs with input from Department Chairpersons and Faculty, appropriately documented.
4. Department Chairs will be evaluated by the Dean, Faculty, and Students (majors and minors), appropriately documented.

Each of the above components will use the prescribed instruments and procedures established for such purposes. (See Appendix A.)

C. Criteria for Academic Staff Evaluation

The Comprehensive Evaluation of each member of the academic staff will take place annually and is due in the office of the President or appropriate Vice President by July 1st each year. The focus of the evaluation at all levels may include:

1. Creativity in planning, budgeting, and organizing.
2. Implementing, monitoring, and assessing programs.
3. Leadership, interpersonal and communication skills.
4. Fairness, ethics, and integrity.
5. Assumption of responsibility.
6. Demonstrated long -term vision.
7. Productivity

The Vice Presidents will be evaluated by the President with input from the unit directors and individuals under their charge as appropriate. The unit directors will be evaluated by the Vice Presidents and individuals under their charge. The forms for performance appraisal in this category are included in Appendix A.

4.2 Criteria for Faculty Evaluation

The Comprehensive Evaluation of each faculty member will take place annually and is due in the Office of Academic Affairs by May 1 of each year. The criteria listed in the following paragraphs are to be used as guidelines for the evaluation process. Each of the components of the comprehensive evaluation process is designed to address various aspects of the criteria. Each faculty shall be judged with respect to rank and duties, considering performance in:

1. Teaching;
2. Research, presentations, performances, publications, art exhibits, or other creative works; and
3. Service to the instructional unit, department, school, the University, public service and committee work related to academic expertise.

In evaluating the faculty within these areas, reasonable flexibility should be exercised, balancing, where the case requires, more demanding commitments and responsibilities in one area against less demanding commitments and responsibilities in another. Each faculty is expected to be engaged in a program of work that is both sound and productive.

The criteria set forth below are intended to serve as guides in evaluating the faculty:

A. Teaching: Effective teaching is a criterion essential to advancement or the awarding of tenure. In evaluating the effectiveness of faculty teaching, points such as the following should be considered:

- Command of the appropriate subject;
- Continuous growth in the ability to organize material and to present it with logic and conviction;
- Capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; objectivity;
- The creativity, spirit, and enthusiasm which vitalize learning and teaching; ability to arouse curiosity and to stimulate creative work; personal attributes as they affect teaching and students;
- The extent and skill of participation in the general guidance and advising of students;
- Integration of appropriate technology; and
- The ability to help students develop and use critical thinking skills.

It is the responsibility of the Department Chairperson and faculty to submit evidence of the faculty's teaching effectiveness at lower-division, upper-division, and graduate levels of instruction commensurate with the faculty assigned teaching responsibilities.

No single set of satisfactory measures can be prescribed. However, among significant types of evidence of teaching effectiveness are the following (not rank ordered):

- (1) When sought, peer opinions, based on class visitations, or attendance at public lectures, or lectures before professional societies, or on the results of the faculty's teaching in courses prerequisite to those of other members of the department;
- (2) Student evaluations, appropriately documented and accompanied by interpretative information;
- (3) Development by the faculty of new and effective techniques of instruction and instructional materials, particularly when evidenced by acceptance at other universities;
- (4) Publications, presentations or creative works by the faculty on instruction within the appropriate discipline; and
- (5) Recognitions or awards for distinguished teaching and related activities.

The faculty's professional activities should be scrutinized for evidence of achievement and leadership in their field. The faculty should demonstrate new development or use of new approaches and techniques for the solution of professional problems. It is the responsibility of the individual

faculty member and the Department Chairperson to provide evidence of the quality of the service rendered.

B. Research and Creative Works: Evidence of productivity and creativity should be sought in the faculty's published research, presentations, performances, publications, artistic exhibits, architectural or engineering designs, plays, concerts, visual art, etc.

Research and other creative accomplishments should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible. When published work in joint authorship (or other product of joint effort such as concerts, plays, exhibits, etc.) is presented as evidence, it is the responsibility of the faculty member and department chair to establish as clearly as possible the role of the faculty in the joint effort.

Account should be taken of the type and quality of creative activity normally expected in the faculty's field. Appraisals of publications, reviews of creative works or other contributions in the scholarly and critical literature provide important testimony. Textbooks, reports, circulars, newsletters, booklets, quarterlies and similar publications normally considered evidence of teaching ability or public service should be considered creative work when they present new ideas or incorporate scholarly research.

In evaluating artistic creativity, an attempt should be made to define the faculty's merit in light of such criteria as originality, scope, and depth of creative expression. Distinguished performance, scholarly analysis, literature, art, music conducting, drama directing, dance choreography is evidence of a faculty's creativity in research. It should be recognized that in art, music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a faculty's creativity and research.

C. Service: The faculty should play a vital role in the administration of the University at all levels and in the formulation of its policies. Recognition should, therefore, be given to scholars who contribute to the effectiveness of the University through significant committee work, prove themselves to be able administrators, and who participate effectively and imaginatively in the faculty senate, and the formulation of departmental, school, and University policies.

Public service by members of the faculty to the community, state, and nation in their special capacities as scholars should likewise be recognized. Similarly, contributions to student welfare through service on student- faculty committees and as advisers to student organizations should be acknowledged.

4.3 Faculty Promotion Requirements

Each applicant must meet the following minimum qualifications/requirements set for their respective rank:

Requirements for Promotion to Assistant Professor:

An Assistant Professor must have the terminal degree within the discipline except where the individual has achieved professionally recognized imminence.

Letter of application by candidate,

- A. Letters of recommendation or comments, if applicable, from immediate supervisor(s), departmental review committee(s), school review committee(s), and Dean;
- B. Current curriculum vita;
- C. Earned Doctorate or appropriate terminal degree from a recognized accredited University, or Master's plus four (4) years experience as an Instructor at the university level, or four (4) years of relevant professional experience or advanced study beyond masters (24 semester hours).
- D. Annual Performance Evaluations from the last three (3) years.
- E. Active membership in learned society(ies) in area of specialization.
- F. Papers/presentations at the local, state, national, or international levels.
- G. Publication of research or other scholarly activities in one or more of the following: research, teaching, creative works, etc., related to the discipline.
- H. Honors and awards (professionally related only).
- I. Demonstrated:
 - 1. Teaching competence.
 - 2. Scholarly or professional performance, and/or creative work.
 - 3. Service on University committees.
 - 4. Service to the community.

Requirements for Promotion to Associate Professor:

An Associate Professor must have the terminal degree in a pertinent discipline, except where the individual has achieved professionally recognized imminence.

- A. Letter of Application by Candidate.
- B. Letters of recommendation or comments, if applicable, from immediate supervisor(s), departmental review committee(s), school review committee(s), and Dean.
- C. Current curriculum vita.

- D. Earned Doctorate or appropriate terminal degree from recognized accredited university.
- E. Annual Performance Evaluations from last three (3) years.
- F. Five (5) years university teaching experience or equivalent professional experience.
- G. Active membership in learned society(ies) in area of specialization.
- H. Papers/presentations at the state, regional, national or international levels.
- I. Documentation of scholarly research, teaching and/or creative work etc. at the state, regional, national or international levels.
- J. Honors and awards (professionally related only).
- K. Demonstrated:
 - 1. Teaching competence.
 - 2. Scholarly or professional performance and/or creative works.
 - 3. Service on University committees.
 - 4. Service to the community.

Requirements for Promotion to Professor

A professor must have the terminal degree in a pertinent discipline, except where the individual has achieved professionally recognized eminence. A professor also must have demonstrated authoritative knowledge and achieved reputation in a recognized field of research or creative achievements; additionally the professor must have maintained high levels of effectiveness in teaching and in service.

- A. Letter of application by candidate.
- B. Letters of recommendation or comments, if applicable from immediate supervisor(s), departmental review committee(s), school review committee(s) and Deans.
- C. Current curriculum vita.
- D. Earned Doctorate degree or appropriate terminal degree from an accredited institution or professionally recognized eminence.
- E. Annual Performance Evaluations from last three (3) years.
- F. Ten years of university teaching experience or equivalent professional experience.
- G. Active membership in learned society(ies) in area of specialization.
- H. Papers/presentations/creative works at state, regional, national or international meetings.
- I. Publication of one or more: scholarly articles, instructional materials, research, books, creative works or other contributions at the state, regional, national or international levels.
- J. Honors and awards (professionally related only).

K. Demonstrated:

1. Teaching competence.
2. Scholarly or professional performance and/or creative works.
3. Service on University committees.
4. Service to community.
5. Contribution to field or discipline.

4.4 Faculty Promotion and Tenure Criteria and Procedures

The American Association of University Professors (AAUP) states: "Tenure is a means to certain ends; specifically, (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, is indispensable to the success of an institution in fulfilling its obligations to its students and society." Alabama A & M University concurs with this statement.

Alabama A & M University is a leading teaching, research, and extension university in the region and in the nation. Tenure is granted to those faculty members who show evidence of substantial growth and future promise. Except in unusual circumstances, tenure will be granted only to persons with the terminal degree.

Promotion and Tenure Application Procedures:

The application for promotion or tenure may be initiated by the individual faculty member, unit supervisor, or dean of the school. The steps listed below should be followed:

- A. An application for promotion and tenure shall be submitted using Promotion and Tenure Forms in Appendix B and guidelines listed in Section 4.3. Forms and guidelines may be requested from the department chairperson, dean of the school or Office of Academic Affairs.
- B. Each year Academic Affairs will disseminate a time table for promotion and tenure procedures, so that faculty may comply. The application for promotion or tenure may be initiated at any point between the beginning of the fall semester and November 1st, at which time all promotion materials are due in the Office of Academic Affairs.
- C. Applications are submitted first to the departmental chairperson who in turn submits them to the Departmental Review Committee. After review, evaluation and recommendation from the Departmental review committee, applications are submitted to the Dean of the School who in turn submits them to the School Review Committee. Upon

completion by the school review committee, applications are submitted by the Dean of the School to the Office of Academic Affairs. The Office of Academic Affairs will not accept applications that have not followed the above established procedures and deadlines.

- D. The Office of Academic Affairs notifies candidates of the receipt of application and in turn submits the same to the Promotions and Tenure Committee by November 15th.
- E. The Promotions and Tenure Committee shall complete its recommendations by February 15th and submit them to the Provost/Vice President for Academic Affairs who shall in turn make recommendations to the President by March 1st.
- 8. Applicants are notified of the final decision upon review by the President by March 15th of the same year.

Tenure Employment Requirements:

The required periods for tenure by rank are shown in the following table:

Period of Service at Alabama A&M University to Qualify for Tenure

Rank	Probationary Period
Instructor	Seven (7) Years
Assistant Professor	Five (5) Years
Associate Professor	Three (3) Years
Professor	One (1) Year

The maximum probationary period may be extended upon written justification requested by the Dean and Department Chairperson and approved by the Vice President for Academic Affairs. In addition to these tenure employment requirements, each applicant shall meet those as set forth for each rank.

Additional Tenure Guidelines:

The procedure for application and approval for tenure shall be the same as for specified promotion. A faculty member may apply for tenure and promotion in the same academic year. However, the tenure application must be considered first. If tenure is denied, then the promotion will not be considered.

Only faculty members initially appointed in tenure track positions are eligible for tenure. The application for the tenure can be submitted in the fall semester of the final year of required period for each rank. A faculty member appointed at the rank of Professor may be given tenure at the initial appointment to AAMU with a one-year probationary period if he/she is currently in a tenured position at another institution. Research faculty are not eligible for tenure.

If the documents in the application are incomplete or do not contain minimum requirements as stipulated in the Handbook, then the application should be returned to the candidate for completion within one (1) week.

If tenure is denied by the University, then the candidate is given one-year notice of termination of service. The Vice President for Academic Affairs may solicit comments of outside reviewers in the field of expertise if necessary. These comments will provide additional information that may be considered by the Promotion and Tenure Committee.

Requirements for Tenure:

- A. Letter of application
- B. At least two letters of recommendations from immediate supervisors, chair, and dean.
- C. Current curriculum vita.
- D. Verification of years of service by the Office of Human Resources.
- E. A minimum of last three years of continuous membership in a professional society in discipline.
- F. Teaching Portfolio Containing:
 - 1. Course outlines, faculty evaluations, student evaluations for all courses taught.
 - 2. Development of innovative pedagogical methods and materials, new courses, major revisions in old courses, etc.
 - 3. Professional development to enhance teaching effectiveness.
- G. Scholarly Activities
 - Publication in refereed journals, scholarly books, chapters in scholarly books, research reports, attendance at scientific/ professional meetings, reviewer for journal, proposals, creative works, etc. related to the discipline.

Service

Evidence of: Service to the university by being member/chair of various committees, any administrative role at the university. Chair of graduate thesis dissertation committees, service on student advisory committees, service as a mentor for students/ research.

Evidence of: Service to the public and community.

4.5 Faculty Promotion and Tenure Committee

This committee shall be composed of tenured faculty members at the rank of Associate Professor or above. No chairperson, associated dean, director, candidate for promotion, or any other administrator may serve on this committee. Each academic area and the library will elect one member during the fall faculty/staff conference school or unit meeting. A faculty senator from the school or unit will conduct this election. The schools are: Agricultural and Environmental Sciences; Arts and Sciences; Business; Education; Engineering and Technology; and the Learning Resources Center. The term of election is for two (2) years.

Each school must have two (2) representatives serving at all times. In addition, an at-large delegate will be elected by the Faculty Senate each year. This individual will meet the requirements of being a tenured faculty member and will have full voting rights on the Promotion and Tenure Committee.

The chairperson of the Promotion and Tenure Committee will be elected every year by the representatives. A quorum, consisting often ten (10) or more representatives present, must vote in favor of the promotion. To grant the rank of assistant professor or associate professor, a simple majority of those ten (10) or more present is necessary. To grant the rank of professor, 75% often ten (10) or more present is necessary.

The Promotion and Tenure Committee decisions are recommendations to the Provost and Vice President for Academic Affairs. The recommendations are reviewed by the Provost and Vice President for Academic Affairs with recommendation for final disposition by the President. The President notifies all applicants of the final decision regarding promotion and tenure.

A Promotions Review Committee must be established at the departmental and school levels for the purpose of verification, evaluation, and recommendation of documents submitted by the candidate(s) for promotion or tenure from each school.

4.6 Promotion and Tenure Due Process

There shall be a standing committee with the responsibility of recommending standards and procedures for granting tenure and promotion. The Committee shall also make recommendations to the President and Provost/Vice President for Academic Affairs on promotion and tenure policies. The Committee may be called upon to serve as an advisory committee on due process complaints when requested by a faculty member, the Provost and Vice President for Academic Affairs or President of the University. In such cases, the committee's investigations and findings shall be confidential and may be reported only to the complainant, the President, or the Provost and Vice President for Academic Affairs. The committee may recommend a formal due process hearing or other appropriate action. Under no circumstances will the Committee assume the responsibility for conducting a second review of promotion or tenure. It is expressly declared that the process of determining whether to grant promotion or tenure involves determinations and assessments which are inherently subjective in their nature and Promotion and Tenure Committee decisions are vested in the absolute discretion of the Committee to make its recommendations and the Provost and the President in making final decisions concerning the applicants.

4.7 Academic Staff Promotion, Transfer and Tenure

A. Definitions:

1. **Lateral transfer** is defined as the movement of an employee from one position to another position at the same grade level within the same or different unit. Such a transfer may be employee or management initiated.
 2. **Promotion** is defined as the recommended movement of an employee from one position to another position with a higher level of responsibility, authority and pay grade within the same or different unit.
 3. **Tenure** is reserved as an earned right of faculty.
 4. **Upward transfer** is defined as the movement of an employee from a lower to higher position and is employee initiated. In order for an employee to achieve an upward transfer, the following criteria must apply: vacant position exists; the employee has attained the qualifications and experience required of the position; employees with seniority have been given the opportunity for transfer; and the employee has had at least two annual performance evaluations in the current position.
- B.** Nothing in this Handbook is intended to limit the University's discretion to reassign an employee to a position at a lower grade level or different position at a lower level of compensation. The University expressly reserves the right to do so in its sole discretion,

consistent with its policies concerning tenure. An employee moving from one position of employment to another shall have no vested right to retain either the same compensation level or other benefits of the previously held position. Compensation and benefits are to be established based upon the present position held, in the sole discretion of the University.

5.0 FACULTY/STAFF SEPARATION

5.1 General Separation

General Resignation: An employee who has decided to resign from Alabama A&M University shall give prompt written notice with the effective date to the immediate supervisor. All employees will give at least thirty (30) days notice of the intention to resign prior to the end of a contract period. Employees should not tender a resignation except at such times and with such notice as shall render their leaving least prejudicial to the welfare of the University.

General Retirement: The normal retirement age for all employees will be age seventy (70). This will occur no later than June 30 of the academic year in which the faculty member reaches the age of seventy (70). However, this retirement policy should not be construed to limit or prevent an employee from seeking retirement prior to age seventy (70), nor remaining employed beyond age seventy (70).

General Termination: In any university community, reasonable guidelines and rules are necessary to insure orderly and efficient operation as well as a work environment that is safe and pleasant for everyone. As such, listed below are examples of requirements placed upon all employees as a condition of their employment. The roles involving disciplinary action and discharge include, but are not limited to, those examples listed below. In addition to the examples listed, common sense will dictate in other instances whether or not offenses have been committed that would warrant disciplinary action. In the event that a faculty member is accused of violating university-wide policies or procedures or procedures of a college or department (or equivalent unit) and/or of violating such policies or procedures for which no clear disciplinary guidelines have been established, and/or of violating commonly accepted norms of professional conduct, the establishment of cause and imposition of discipline should proceed within the unit whose policies or procedures are alleged to have been violated. Employees who fail to meet the requirements of employee conduct will be subject to disciplinary action which may range from warning notices, to suspension, to termination. In such cases of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined at the University's discretion, on the basis of the particular facts and circumstances which may include, but are not limited to, the frequency, severity and seriousness of the misconduct.

Terminated employees (*please see Check-Out Procedure*) are invited for an exit interview with the Director of Human Resources. During this interview, the director or designee will elicit suggestions from the terminating employee as to how the employment relationship might be improved.

Contributions to the State Teacher's Retirement system will be refunded to terminate employees upon request. Life insurance may be converted upon separation to guarantee continuity of coverage. Specific arrangements for these benefits or questions should be directed to the Office of Human Resources.

Unused annual leave, up to two hundred and forty (240) working hours, will be paid to eligible employees. Accrued sick leave will be paid to employees upon termination, at one-half pay for each day of leave.

5.2 Faculty Separation

Non-Tenured Faculty: Non-tenure positions are by contract term-specific and for the most part temporary. The decision whether to reappoint a non-tenured faculty member when a term of appointment expires may be based on any factor considered relevant to the total institutional interests, but it must consider the faculty member's demonstrated professional competence, the potential for future contributions, and institutional needs and resources.

Tenured Appointments: If a tenured faculty member is to be terminated, the Provost and Vice President for Academic Affairs will notify the individual by certified letter by May 1st, that employment will be terminated, stating the date of termination and the reason(s) for termination in accordance with the "Statement on Procedural Standards in Faculty Dismissal Proceedings" published in the AAUP Policy Documents and Reports (1990). The termination date of May 1st does not preclude action for instant termination as appropriate. Termination of an appointment with tenure may be instituted by the University only for adequate *just* cause. Although this is not intended to be an exhaustive list, adequate *just* cause must consist of any one or all of the following:

- A. Academic or professional incompetence;
- B. Continued and un-remedied inadequacy in professional performance or properly assigned duties;
- C. Financial exigency of the University;
 - 1. Bona fide discontinuance or substantial modification of an academic program or department resulting in significantly diminished personnel requirements.
 - 2. Neglect of duty;
 - 3. Insubordination;
- D. Conviction of a felony or any offense involving moral turpitude, or a plea of guilty or of *nolo contendere* with regard to a felony or any such offense;

- E. Sexual harassment or other conduct that falls below minimum standards of professional integrity;
- F. Refusal to comply with reasonable rules, regulations, and policy; and
- G. Other good and adequate just causes.

All procedures subsequent to such notification must be consistent with the Faculty/Administrative Handbook and Alabama A&M University policy.

In the event that dismissal of the faculty member is sought, there will normally be a record either of progressive steps of disciplinary action (and related actions, if any, within the Faculty Grievance Procedure), or of the appropriate review procedure (e.g., alleged sexual harassment) prior to the bringing of dismissal charges. Only in an unusually serious or sudden case of gross personal misconduct, (including sexual harassment, unfitness as a teacher or researcher, or gross neglect of duty) may dismissal charges be brought without a prior record of corrective discipline. **Termination of a tenured faculty member must be approved by the President.**

5.3 Administrative/Professional Personnel Separation

Administrative/professional personnel serve the University as employees-at-will. Tenure is reserved for faculty positions. Administrative/professional personnel not holding faculty positions are not eligible for tenure.

5.4 Disciplinary Procedures

The following procedures are permissive and discretionary. Any listed procedure may be adopted in any order deemed appropriate under the circumstances in question, and none of the listed procedures is a prerequisite to termination or dismissal.

Reprimand: Either verbal or written reprimand may be made by supervisors for substandard performance, minor offenses, or other work-related unacceptable behavior. Reprimands may or may not be preceded by counseling. Written reprimands and rebuttals may become a part of the official personnel file. Written notification of such actions should be sent to the employee by certified mail with return receipt. Reprimands are expunged in five years.

Disciplinary probation: Employees who fail to respond satisfactorily to counseling concerning job related deficiencies, inappropriate behavior or conduct, may be placed on probation for an appropriately designated period of time at the discretion of the supervisor. This action, along

with rebuttal, must be reported in writing to the Office of Human Resources where it will be filed in the employee's personnel file. Employees who fail to improve satisfactorily during the period of probation may be terminated.

Suspension: Employees who commit or participate in acts of misconduct, or who represent a potential serious danger to others, the University or themselves, may be suspended from active duty (with or without pay, depending upon the circumstances) for periods varying from one day to indefinitely. Some examples of situations that may be grounds for suspension are:

1. When there is a serious breach in personal discipline on the job.
2. While an investigation of a serious offense is in progress, when final action could be dismissal.
3. When an employee is arrested and/or charged with a felony, until final disposition of the case.

Suspensions become a part of the employee's personnel file. No employee benefits will be paid nor accrued while an employee is on suspension without pay.

Supervisors may recommend suspension citing justification in writing, but actual suspension must be recommended by the appropriate Vice President and approved by President.

Demotion: Employees may be demoted to a lower position and pay when they fail to satisfactorily perform at the higher level. Such actions must be recommended by the appropriate Vice President and approved by the President. Employees may also be assigned to a lower position and pay in the sole discretion of the University.

Dismissal: Employees may be terminated after other disciplinary measures fail or when first time incidents occur that are of a nature that the University, in its sole discretion, deems necessary for immediate termination.

Notice: Employees will be notified in writing, informing them of the grounds or reasons disciplinary action is taken. Employees will be given an opportunity to submit any information which they wish to be considered in reaching a determination concerning whether disciplinary action should be taken and, if so, which disciplinary procedure will be exercised.

The employment of staff members may be terminated in the discretion of the University on any legitimate grounds, with two weeks notice unless valid reasons exist to shorten the notice period. All such employees may be immediately placed upon administrative leave and relieved of their job responsibilities during this two weeks notice period at the discretion of the University.

For other administrative and non-faculty personnel, an administrative decision can be made to terminate through non-reappointment with timely notice (two weeks).

5.5 Reduction in Force

The employment of any employee may be terminated by Alabama A&M University because of (1) bona fide institutional financial exigency; or (2) major curtailment or elimination of teaching, research or public service programs. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other actions or events that compel a reduction in the institution's current operation budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of teaching, research, or public service programs shall be made by the President after consulting with appropriate University officials. This determination is subject to concurrence and approval by the Board of Trustees. If the financial exigency, curtailment, or elimination of a program is such that the institution's contractual obligations to employees cannot be met, employment may be terminated in accordance with the institutional procedures set out below.

The University has the responsibility to decide which academic and non-academic programs or services are required and the number of positions, personnel, and funding necessary to carry out the programs. The purpose of this policy is to prescribe circumstances under which employees of the University are to be reassigned, transferred, laid off, and recalled in the event that reduction in force becomes necessary. This policy will be enforced without regard to the affected employees' race, creed, color, religion, sex, age, national origin, handicap or veteran status.

Reductions may not require involuntary layoffs if the required reduction in force may be accomplished through reorganization, reassignments, transfers or attrition.

A. Provisions for a Plan

A reduction in force plan (RIF Plan) shall be developed before applying this policy.

1. The President shall authorize the implementation of a reduction in force plan that shall include special definitions and procedures for the reduction.
2. The Plan shall contain:
 - a. A statement of circumstances requiring the implementation of the Plan;
 - b. The identification of areas to be affected by the Plan—the affected area may encompass all the operations of the University or may be limited to divisions, departments, programs, projects or budgets;
 - c. Specific communications to affected employees by the department head or other appropriate official concerning actions taken to effect a transfer, layoff or recall;

- d. A minimum period of notice in writing to any employee being laid off.

B. Termination Procedure

1. **Consideration in Determining Whose Employment is to be Terminated:** In determining which employee's employment is to be terminated for the reasons set forth in Section 5.5, consideration shall be given to tenure status (for faculty members), to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.
2. **Timely Notice of Termination:** When an employee's employment is to be terminated because of major curtailment or elimination of teaching, research, or public service programs whether or not founded upon financial exigency, the employee shall be given as much advance notice as possible, and within the limits of available financial resources.
3. **Type of Notice to be Given:** The President or designee will send the employee a written statement by certified mail, return receipt requested. This notice shall include a statement of conditions requiring termination of employment; a general description of the procedures followed in making the decision; and a disclosure of pertinent financial or other data upon which the decision was based.
4. **Termination—Hearing not Requested:** If, within ten (10) working days after receiving the notice required, the employee makes no written request for a grievance hearing, employment shall be terminated at the date specified in the notice and without recourse to any institutional grievance or appellate procedure. Any grievance filed as a result of the implementation of the Plan shall be limited to a consideration of the application of the procedures in the Plan.
5. **Benefit Programs:** If funds are available, the University may provide continuation of certain fringe benefits.
6. **Assistance for Employees and Rights to New Positions:** For a period of two (2) years after the effective date of termination of employment, the institution shall not replace the position without considering the person whose employment was terminated. A copy of the position notice shall be sent by registered mail, return receipt requested, to the address last furnished by the employee, and the employee will be given fifteen (15) working days after receipt of the notice to notify the University of interest in being considered for the position.

7. Check-Out Procedures: Faculty members who are leaving employment with the University must be cleared by the Department of Public Safety, the Business Office, the Learning Resources Center, Property Management, Council Federal Credit Union, Computer Services, Research & Development (Faculty & Research Professors only), Selectflex (Cafeteria Plan), EITS, Supervisors/Chairperson/Dean/Director/VP, Registrar's Office, the Office of Human Resources, A.E.A and any other office from which they may have borrowed equipment and/owe charges. All university equipment must be returned and all outstanding balances must be settled. The Office of Human Resources will notify the faculty/Administrative member of this requirement, provide the necessary Faculty/Staff Clearance &, Exit Forms (See Appendix) and any delinquencies, prior to his or her departure from the University.

C. Nothing contained in this section is intended to limit or restrict the University's or a subordinate administrative level's absolute discretion to eliminate a position or positions based upon budgetary or other considerations without application of the Reduction in Force principle stated in this section.

5.6 Grievance Committee

Each academic unit (school, college) will elect four (4) faculty members to serve on the Committee. Each unit vice president, excluding Academic Affairs, shall appoint three (3) professional staff members to serve on the Committee. The term of office is for one year, but faculty members may be elected for three (3) successive terms. Committee members who fail to attend orientation or hearings when assigned will be expected to resign or be asked to do so by the Coordinator. Correspondence of said action will be sent to the respective unit heads.

To qualify for election, faculty members should hold the rank of instructor or above and have at least three (3) years of service at Alabama A&M University. To qualify for appointment, the Professional Staff shall have at least three (3) years of service at Alabama A&M University.

Standard Rules for Grievance Committee: a coordinator will be elected by the committee to coordinate all activities of the committee. Upon receipt of each complaint, the Coordinator will appoint a Screening Committee, a Hearing Committee (if necessary), and an Appeals Committee (if the President of the University asks for one). Each committee will consist of one faculty member from each school and one professional staff member from each vice presidential unit, excluding Academic Affairs.

An orientation workshop will be conducted for all members of the Grievance committee prior to September 1 of each year and before anyone is asked to hear a grievance. The workshop shall be conducted by the Provost and Vice President for Academic Affairs and the Office of Human Resources.

For valid reasons, a committee member may be excused from the review process of a particular grievance hearing.

No examiner will be asked to serve on two successive grievance hearings.

5.7 Grievance Procedures

For the purpose of these procedures, the term "Grievance" shall mean an allegation that the grievant's employment rights and entitlements have been adversely affected due to a violation, misapplication or misinterpretation of policies, regulations or procedures. For the purpose of these procedures, the term "Staff" shall refer to administrative staff only.

It is intended that all problems be resolved, whenever possible, before the filing of a grievance. Open communication between supervisors, faculty and staff is required so that resort to formal grievance procedures will not be necessary. Grievances will, however, occur. The purpose of these procedures is to promote prompt and efficient investigation and resolution of grievance.

Who May File: A grievance may be filed by one or more members of the faculty/staff affected by the complaint. The complaint may be directed against the action of one or more administrators, supervisors, or other employees. After a grievance is filed, it may also be withdrawn at any time subject to agreement by both parties and such withdrawal shall be without prejudice. This grievance, except when documented circumstances exist, should be filed within forty-five (45) days of the action being addressed.

Procedure For Filing: If a faculty/staff member, having exhausted the administrative chain, still feels that there is just cause for a grievance, a petition for hearing before the Grievance Committee may be requested: (1) The petition should be sent by certified mail to the Coordinator of the Grievance Committee, with return receipt; (2) The written request should contain a statement of the alleged grievance based on the definition stated above, and it should be filed within forty-five (45) working days of the occurrence giving rise to the alleged grievance; (3) The statement should contain a brief account of events leading to the grievance, specifying how the griever was affected by the action in question; (4) A concise listing of dates of procedures taken to resolve the issue, including appeals, should accompany this statement; (5) Lastly, a brief specification of the redress sought should be included.

Upon Receipt of the Complaint: The Screening Committee is to determine:

1. Whether the person involved is subject to this procedure.
2. Whether the issue under consideration constitutes a grievance.
3. Whether the faculty member filing the grievance has complied with the above Procedure for Filing.
4. Whether there is need for a formal hearing.

If a Request for a Hearing Is Granted: A Hearing Committee (HC) will be formed a hearing shall be held within twenty (20) working days after the request is received. The petitioner shall be notified at least ten (10) working days after the request is received. The Grievance Committee may, upon the petitioner's written request, extend the time prior to the hearing date, where circumstances warrant such extension. If the HC fails to notify the petitioner within the required ten (10) days, the petitioner may call for the appointment of a mutually agreed-upon faculty Ombudsman to seek satisfactory resolution of the grievance. The Ombudsman may seek solution to the issues raised in the petition by informal consultation with the principal parties, by mediation, and by other voluntary means. Should issues not be resolved, then the grievance **MUST** be heard within ten (10) working days.

The Hearing: The hearing shall be closed to the public unless the grievant(s) and the Grievance Committee agree that it may be open. The faculty/staff member shall have the right to present the testimony of witnesses, and other evidence, to confront and cross-examine adverse witnesses and examine all documents and other adverse demonstrative evidence. The faculty/staff member shall have the right to seek the advice of counsel. Counsel **may not**, however, directly participate in any way in the grievance process or hearing. A written transcript of all proceedings shall be kept. Upon request, a copy of the transcript shall be provided to the faculty/staff member at the institution's expense.

When a faculty/staff member's grievance concerns termination, demotion or other disciplinary actions, the burden of proof shall rest with the administration; justification for such actions shall be based on appropriate reasons. In such cases, the hearing shall begin with the administration presenting contentions upon which the decision was based. In all other cases, the burden shall be on the faculty/staff member presenting contentions upon which the grievance is based.

There shall be no formal rules of evidence, but the serious nature of the business at hand dictates that judicious decorum be maintained. The elected Chair of the Hearing Committee shall

resolve questions of procedure. Personal contact concerning the grievance between committee and participants in the hearing prior to the formal meeting shall be limited to procedural matters only. All proceedings of the hearing will be recorded on tape.

Each party may present its own witnesses. A list of witnesses to be heard shall be submitted to all parties ten (10) working days in advance of the hearing. With permission of the chair of the Hearing Committee, this time may be reduced to five (5) days. The presence of witnesses at the hearing is the responsibility of the party calling the witnesses. University employees shall be excused to participate in the hearing. Each witness may be questioned by the parties and by members of the Committee in accordance with established procedures.

The Hearing Committee shall have access to all information from University sources which it considers necessary to reach a decision in the case, unless it is determined by the President that the information sought is confidential and not subject to release. Tenure and promotion records specified in the Family Education and Privacy Act shall be considered as confidential and not subject to release. The Hearing Committee shall not have access to information, which is inappropriate or prohibited by state or federal law.

The Decision: The recommendation of the Hearing Committee shall be based exclusively on the evidence presented at the hearing. A majority vote of the Committee shall determine the recommendation. All participants in the hearing should keep matters of the grievances confidential.

The summary of findings and recommendations must be sent to the appropriate vice president and Human Resources, with copies to all parties (the Griever and the person against whom the grievance was filed), in writing, by the Chair of the Hearing Committee within thirty (30) working days of the close of the formal hearing. An extension to this limit must be mutually agreed upon by all invited parties. The recommendation must include notice, a final disposition, and a summary of all actions to be taken.

The appropriate vice president shall review the findings and recommendations from the Committee. Based on the findings and recommendations from the Committee, the decision made by the vice president shall be final, unless it is appealed to the President, in writing, within ten (10) working days of the receipt of the decision.

When the grievance is against the Vice-President of the unit in question, the President shall assign the review and action on the finding to another Vice-President. When the grievance is against the President, the report of the grievance committee shall be submitted to the Board of Trustees for final disposition.

Tapes, exhibits and other documents pertinent to the hearing shall be retained in the University's confidential files until the expiration of the appropriate statute of limitations. At the end of this period, they shall be destroyed in accordance with established University policy.

6.0 FACULTY RIGHTS AND RESPONSIBILITIES

6.1 Professional Ethics

The University has adopted the following statement of professional ethics as published and adopted by the Association of University Professors in paraphrased and updated form.

- A. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities of the position. The primary responsibility is to seek and to state the truth as the professor sees it, and developing and improving scholarly competence. The professor accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, always practicing intellectual honesty. Although the professor may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry.
- B. As a teacher, the professor encourages the free pursuit of learning in the students, holding before them the best scholarly standards of the discipline. The professor demonstrates respect for the student as an individual, and adheres to the proper role as intellectual guide and counselor. The professor makes every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. The professor respects the confidential nature of the relationship between professor and student, avoids any exploitation of the students for private advantage, and acknowledges significant assistance from them, protecting their academic freedom.
- C. As a colleague, the professor has obligations that derive from common membership in the community of scholars and respects and defends the free inquiry of associates. In the exchange of criticism and ideas the professor shows due respect for the opinions of others, acknowledges academic debts, and strives to be objective in professional judgment of colleagues. A professor accepts a share of faculty responsibilities for the governance of the institution through active participation.
- D. As a member of the institution, the professor seeks above all to be an effective teacher and scholar, observing the stated regulations of the institution, provided they do not contravene academic freedom. The professor determines the amount and character of the work done outside the institution with regard to the paramount responsibilities within it. When considering the interruption or termination of services, the effect upon the program

of the institution will be recognized and due notice of intentions will be given. In addition, the University recognizes that the faculty member's conduct off the campus may impact or reflect upon the reputation, integrity and mission of the University, and expects the faculty member will pursue conduct at all times with honesty and integrity and with due regard for the impact of such conduct upon the institution.

- E. As a member of the community, the professor has the rights and obligations of any citizen, measuring the urgency of these obligations in the light of responsibilities to subject, students, the profession, and the institution. As a private person, the professor avoids the impression of speaking or acting for the University. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

6.2 Salary Scales and Increases

It is the intent of the University to remunerate its employees as adequately and competitively as is practically feasible within the limitation of State appropriations and other financial resources. A prevailing basic salary scale will be developed and distributed to employees at the beginning of each academic year along with continuing employment offers. The University policy is to maintain salary schedules for all classifications of positions reflecting essentially equal pay for equal work. Adequate consideration will be given to the duties, responsibilities, requirements, level of required training and the availability of position in the job market. The University will endeavor to provide competitive compensation with other universities and private and public employers in this locality.

Compensation and policies must be reconciled with budgetary constraints, availability of funds, financial status of the University, and budgetary action of the Board of Trustees. Initial salaries established within each range of the scale will consider overall evaluation of credentials, nature of assignment, and prevailing demand for the specialty.

Cost-of-living increases will be affected at the beginning of each academic year. Salary increases will include promotion, merit, and other benefits. If an employee is given duties additional to those of an assigned position on an interim basis, a salary supplement may be given, if approved by the appropriate vice president.

Doctorate Degree: Employees receiving the doctorate degree will receive a five (5%) percent increase in salary.

Faculty Promotions: Employees receiving promotions will receive an increase in salary at the beginning of the next academic year following the actual receipt of the promotion and

such salary increase shall not be applied retroactively. The increase by rank will be in accordance with the prevailing basic salary scale. However, in any case, the following minimum adjustments will apply:

Instructor—Assistant	\$1,500.00
Assistant—Associate	\$2,000.00
Associate—Professor	\$3,000.00

Adjustments for administrative personnel will be in compliance with a developed basic salary scale and merit or incentive pay recommendations.

Merit or incentive pay may be granted to an employee when the performance of the employee is clearly documented and demonstrated to warrant such pay. The employee evaluation form and supporting documentation shall be the basis for merit/incentive increases.

The University will establish the lower and upper ranges for merit/incentive increases. The unit supervisor will determine and recommend appropriate increases for each employee for merit/incentive pay within the University guidelines.

An overload supplement of pay for full-time teaching faculty may be granted if the faculty member exceeds the one-hundred percent (100%) workload as defined in Chapter 3 of this handbook. Overload supplemental pay will be considered unusual and only approved for the required completion of an academic program's mission that cannot be otherwise satisfied in a more conventional manner, such as the assignment of the course to another qualified faculty member or the rescheduling of the course to another semester. Department chairs and deans will be required to analyze each overload supplemental pay request and properly justify the request prior to submission to the Office of Academic Affairs for final approval. In the case of research or other activities, the funding guidelines or other parameters must be adhered to in making overload requests.

6.3 Work Schedule

Members of the faculty and administrative staff are expected to give freely of their time, energy, and ability to furthering the aims and purposes of the University, and to the accomplishment of their work. Because of the peculiar requirements of various assignments, some variation in work schedules is to be expected.

Except for formally scheduled classes and other activities, the work schedules of full-time faculty are necessarily flexible, and discretion must guide the use of faculty time in extracurricular and other duties related to their professional service as teachers and researchers. Within the constraints of their regularly scheduled classes, or other work assignments, faculty members are required to make themselves available ten 10 hours per week for conferences with students,

administrative duties, committees, or meetings.

While there are no set rules relating to hours of attendance of a faculty member on campus, it should be borne in mind that full-time employment is interpreted to mean thirty-five to forty (35 – 40) hours per week minimally.

6.4 Outside Employment

The employee's responsibilities to the University include not only assigned duties, but also such activities as student counseling and advising, committee work, performance of scholarly activities and continued professional development. Therefore, employment that infringes upon the employee's ability to carry out the terms of his/her employment with the University is prohibited.

The University recognizes that outside services of a professional nature are generally strengthening and enhancing to the employee and contribute to the University's obligation of providing service to the public. The University, therefore, approves of reasonable involvement of its employees in activities paid or unpaid, which are consistent with their primary responsibilities to the institution. Such involvement shall in no way conflict with teaching or research assignments or other duties and responsibilities of the faculty member.

- A. Such employment shall in no way conflict with teaching assignments or other duties and responsibilities of the faculty member.
- B. Faculty members shall not manipulate their normal work schedules, assignments or duties to accommodate outside employment or consulting.
- C. Faculty members may engage in consulting activities, up to five (5) working days per academic semester.
- D. Payment rates for consulting will be according to the guidelines of the funding agency.
- E. A full-time member of the faculty is authorized to teach only one course (3 or 4 credit hours) off campus per semester. Approval must be obtained through proper channels.
- F. All members of the faculty and staff will be asked to disclose all outside employment and consulting activities and must provide basic information concerning the identity of the employer, nature of employment, and hours worked.

6.5 Appointment with Federal and State Government

Employees of Alabama A&M University may hold a non-elective office or position with agencies, boards, commissions and other entities of the State of Alabama including its political subdivisions and the United States, provided the holding of such offices or positions is not in conflict with the employee's position with the University. The President should be notified through channels of the appointment. It is expected that these positions will require minimum time away from University assignments.

6.6 Political Activities

Employees of the University are eligible to hold political office. No prior approval is necessary for holding public office. Reasonable arrangements may be made in the employee's work schedule to accommodate participation in political office-holding.

Employees are authorized to engage in political activity subject to the following conditions:

- A. No University employee may seek or hold public office and remain in the employ of the University if such activities would or could result in a conflict of interest, or interfere with the proper performance of an employee's duties to the University.
- B. No University employee may publicly support any political candidate, entity, campaign, program, or action unless it is clearly indicated that such actions represent a personal standpoint and not the University.
- C. No University employee may use any property of the institution, such as transportation, stationery, telephone, etc., in support of a political candidate.
- D. Political activity on the part of University employees must comply with all state and federal laws and all other policies of Alabama A&M University.
- E. University employees desiring to seek election to public office while retaining their employee status with the University must make their intentions known to their supervisor or department head and gain appropriate approval where such activity will require absences from one's duty during the normal work hours.

6.7 Teacher's Retirement

At the present, all state-employed teachers as well as other full-time University personnel are required by law to become members of the Teacher's Retirement System of Alabama. For retirement purposes, faculty may accumulate and count toward their retirement up to 225 days of sick leave. Employees are required to contribute five percent (5%) of their total annual salary to the Retirement System. The Legislature appropriates from the Alabama Special Education Trust Fund an amount equal to a certain percent of the members' total salary received. This amount is based on an actuarial

determination of the amount necessary to provide benefits granted by law for members.

All contributions are invested. Investment income helps pay a major part of the cost of providing benefits. The funds are invested in such classes as bonds, mortgages common stocks, or other investments as the Board may approve. Details on benefits and procedures can be obtained from the Office of Human Resources.

6.8 Social Security

The Federal Social Security System enables a retiring employee to supplement the payments which comes from the State Retirement System. Presently, each employee contributes 7.65 percent of salary in the form of Social Security Tax (6.2% Social Security and 1.45% Medicare).

6.9 Group Insurance

A. Group Health Care Plan: The Health Care Plan for the University is offered through Blue Cross Blue Shield. The University pays a percentage of the employee cost. Employees are responsible for coverage of dependents.

IMPORTANT NOTE: All nine-month employees are responsible for payment of premium during the two (2) months of unemployment by the University. Two (2) months' premium will be escrowed from the last month's check.

B. Life Insurance: Alabama A&M University affords to all its full-time employees, at no cost to the employee, a group life insurance policy valued at one time the annual salary. Additional coverage may be purchased by the employee.

C. Other Benefits such as Accidental Death and Dismemberment (AD&D), dependent life insurance, dental and vision coverage may be purchased by the employee.

6.10 Educational Benefits

A. General Policy: It is the policy of Alabama A&M University to offer educational benefits, special training opportunities, and tuition grants to all full-time employees for Fall, Spring, or Summer terms.

B. Tuition Grant: Full-time employees are eligible for tuition grants equaling 100%. Their spouses and dependent children are eligible for tuition grants equaling 100% of the usual tuition for all courses taken or audited, providing the faculty member: (a) is a permanent, full-time employee; (b) has completed one year of full-time service with Alabama A&M University; and (c) meets academic prerequisites for enrollment as a student.

Laboratory fees and other specific course related fees are not covered by this policy

and must be paid fully by students. For the purpose of administering this policy, a dependent child is defined as being an unmarried child, who resides in the employee's household, and is under age twenty-four (24) at the beginning of the semester for which a tuition grant is awarded.

- C. **Procedures:** Eligible employees who wish to apply for tuition grants for themselves and their dependents should complete and submit the Application for Tuition Assistance for each semester to the Human Resources Office prior to registering for classes. An employee who becomes eligible for this benefit after the official date of class registration may first receive a grant the following semester. (See current academic calendar for registration dates.) The Application for Tuition Assistance should be prepared in triplicate. All copies should be submitted to the Human Resources Office. An approved copy will be provided to applicants for their records, a copy will be provided to the Registrar's Office and one copy will be retained by the Business Office.
- D. **Class Attendance for Credit Courses during Working Hours:** In order for an employee to attend a class during working hours, approval by the appropriate administrative official must be given. Such approval is limited to (3) hours per week with the understanding that the time off will be made up within each pay period.
- E. **Release Time for Non-Credit Courses/Programs:** The Human Resources Office occasionally announces specific training sessions for its staff that afford employees an opportunity to become better informed of University policies, their job, new information, etc. In cases like these, the training will be conducted during work hours, when possible, and if the supervisor approves the attendance of these activities, the employees will not be required to make up the time.

6.11 Holidays

- A. **General Policy:** Normal business operations of Alabama A&M University will be suspended in observation of regular holidays and other holidays as determined by the President, announced through the Human Resources Office. Permanent employees and full-time temporary employees who are not required to work will be excused on such days without charge to leave or loss of pay. In the event such staff members are required to work on a holiday, they will be granted another holiday or be paid in accordance with established University Policy.
- B. **Regular Holidays:** The following holidays are observed by the University: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, the day

after Christmas, New Year's Day, Martin Luther King's Birthday, Spring Vacation, Good Friday, Memorial Day, Independence Day and other days so declared by the University President. Since dates of the holidays vary from year to year, the Human Resource Office posts the yearly schedule of holidays. This posting is given wide distribution, and copies are available in the Human Resources Office.

- C. **Eligibility for Holiday Pay:** Regular full-time faculty members are paid holidays at their regular rates. Part-time permanent employees will receive holiday pay prorated on the basis of their full-time equivalence (FTE). Employees must be present at work or be on previously approved leave on the workday before and the workday after a holiday period in order to be eligible for holiday pay. (Exceptions: Retirees whose retirements become effective during a holiday period may receive holiday pay.)
- D. **Annual Leave during Holidays:** Faculty members who qualify for annual leave (certain administrators) who are on Annual Leave during declared holidays shall receive holiday time in lieu of Annual Leave on a day-for-day basis. These days shall be reported as "holiday," and not charged against accrued Annual Leave.
- E. **Sick Leave during Holidays:** Faculty members who are on authorized Sick Leave when a holiday occurs shall be granted holiday pay in lieu of Sick Leave on a day-for-day basis. **Sick Leave will not be charged on holidays.**
- F. **Holiday Pay for Employees on Leave of Absence:** Employees in a non-pay status while on a Leave of Absence for any reason are not entitled to receive pay for holidays observed during their absence.
- G. **Departmental Closures (Student Holidays):** The academic calendar provides students with more holidays than are practical or possible for staff members. Since it may not be productive for some academic supporting departments to remain open during periods when student services are not required, deans or administrative officials sometimes suspend their activities during these periods, which typically occur during semester breaks or holiday periods, such as Christmas and Spring Break. Staff members in those departments which close for student holidays that are not covered by staff holidays must use annual leave for all days not worked and not observed as holidays by the institution, or take leave without pay.
- H. **Irregular Work Schedules:** Departments having employees who work schedules other than Monday through Friday should prepare work schedules in advance for holiday periods such as Thanksgiving, Christmas and Spring Break to ensure that their particular holidays and off days may be clearly understood. The same number of holidays should be

scheduled for each employee, even though it may not be possible to grant the exact same days off as other employees.

- I. **Flexible Scheduling:** The normal work week and work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, flexible work schedules may be approved for employees with the approval of the supervisor, dean, vice president and Human Resources.

6.12 Leave of Absence

A. Annual Leave

1. **General Policy:** Regular employees and full-time temporary employees are entitled to time off with pay for vacation or other personal reasons. It is the intent of this policy to provide eligible staff members with sufficient time each year for rest and relaxation as well as for conducting personal business whenever such absences are approved by the supervisor.
2. **Eligibility for Annual Leave:** Regular employees, including certain faculty members who also hold twelve-month administrative assignments, and full-time temporary employees begin to accrue Annual Leave immediately but may not be scheduled or reimbursed for it without successful completion of the Probationary Period. Regular faculty members on nine-month contracts are not eligible to accrue Annual Leave. (NOTE: Permanent employees who are promoted within a Probationary Period and begin a new Probationary Period shall be eligible to be scheduled for annual leave six (6) months after their initial date of employment.)
3. **Accrual Rate:** Eligible employees with less than sixty (60) months of continuous service earn annual leave at the rate of twelve (12) days or ninety-six (96) hours per year. On completion of sixty (60) months or more of continuous service with the University, eligible employees earn annual leave in accordance with the following schedule:

Months of Continuous Service	Days of Annual Leave Accrued Per Year
60-119	15
120-239	18
240-Over	24

Staff members may accrue reimbursable Annual Leave up to a maximum of 240 hours. Once the 240 hours have been accumulated, the staff member may continue to accrue non-reimbursable Annual Leave, which will be lost if not taken during the fiscal year of accumulation. Rest and relaxation are synonymous with good health. Consequently, supervisors should encourage their employees to use their annual time.

4. **Leave Accrual for Partial Months of Employment:** Eligible staff shall earn Annual Leave at the full monthly rate when in a pay status for fifteen (15) or more calendar days. When in a pay status of less than fifteen (15) days, no Annual Leave shall be earned.
5. **Recording of Leave:** All absences of staff members are to be recorded on monthly service reports. Each department is responsible for maintaining leave records for its employees. Department Leave Record forms are available and may be obtained in the Human Resources Office.
6. **Reimbursement for Leave on Termination:** Any staff member who terminates employment after completion of the three-month probationary period will be reimbursed for unused Annual Leave up to thirty (30) working days.

B. Scheduling and Approval of Annual Leave

Department heads and supervisors are responsible for scheduling and approving Annual Leave of their staff members prior to actual absences. The signature of the department head or supervisor on the Leave Forms of support staff members constitutes approval of Annual Leave. The minimum time charged to Annual Leave is one hour.

C. Sick Leave

1. **General Policy:** Regular employees and full-time temporary employees are granted protection from loss of pay due to absences as a result of personal illness or injury, or serious illness within their immediate households, to the extent of available accrued Sick Leave. Annual/Vacation Leave may also be used. "Immediate family/household" includes any relative residing in the employee's home. Employees have the responsibility to report to their supervisors prior to an absence due to sickness or injury, or at their earliest opportunity, giving the reason for absence and the expected date of return.
2. **Accrual of Sick Leave:** Full-time employees accumulate Sick Leave at the rate of one workday for each full month worked, accruable to a maximum 960 hours. For retirement purposes, faculty may accumulate and count toward their retirement up to

225 days, in keeping with other major universities in the State. Regular part-time employees are entitled to accrue Sick Leave prorated on the basis of their FTE (full-time equivalency). Staff members who are employed in a pay status for fifteen (15) or more days of any calendar month shall earn a full day of Sick Leave. Staff members who are employed in a pay status for less than fifteen (15) days in any calendar month shall not accrue Sick Leave for that month. Sick Leave entitlements accrue during all periods of paid leave.

3. **Use of Sick Leave:** Eligible employees may be granted Sick Leave when they are unable to perform their duties because of personal illness or injury or due to serious illness within their immediate households, or because they must be absent from work for the purpose of obtaining health-related professional services which cannot be obtained after regular working hours. Sick Leave is a privilege, as opposed to an earned right, and must be accrued before it can be used. For extended medical disabilities, see section IV B on Extended Leaves of Absence.
4. **Recording of Sick Leave:** Departments and administrative offices will maintain a record of Sick Leave accrued and used by each employee. Absences due to Sick Leave should be recorded on the Monthly Service Report by department heads or supervisors. The minimum time to be recorded for part of any workday as Sick Leave is thirty (30) minutes. Department chairs will only record sick leave upon consultation with the faculty member. Forms will be initialed and signed by both chair and faculty member.
5. **Abuse of Sick Leave:** Supervisors who have reason to believe that Sick Leave is being abused or claimed under false pretense may require evidence of illness or injury in the form of medical certificates or statements from a physician. In such cases, the department head or supervisor has the option to grant tentative approval of Sick Leave pending receipt of evidence or to enter "Leave Without Pay" on the time sheet until satisfied that the absence was due to illness or injury. Submission of a Personnel Transaction Form to the Office of Human Resources is also required to affect the status of "Leave Without Pay." Evidence of abuse of Sick Leave is grounds for disciplinary action, including dismissal. If an employee claims sick or annual leave for the purpose of working a second job, such action will be regarded as misconduct and/or dishonest behavior and appropriate action taken, including dismissal.

6. **Payment for Sick Leave on Termination:** Employees who were employed by the University prior to November 1, 1993, separating from employment with the University (including retirement) without being terminated for cause, may be paid one-half pay for each day of accrued/unused Sick Leave at their current rate of pay for each such day accrued prior to November 1, 1993. Employees who are retiring under Teachers' Retirement have the option of applying such unused sick leave toward retirement service credit. There shall be no payment for accrued/unused Sick Leave accrued after November 1, 1993.
7. **Reinstatement of Sick Leave:** If a former staff member is reemployed within one-hundred eighty (180) days of termination of prior service, accumulated sick leave not taken and not paid for at time of termination may be reinstated. (NOTE: Payment for one-half pay for all days of accrued, unused sick leave in a prior termination is considered full pay for these sick leave days. For example, an eight-year employee terminating with sixteen (16) days of accrued Sick Leave is considered to be fully paid at the date of termination when the employee receives pay for eight (8) days.)

D. Extended Leaves of Absence

1. **General Policy:** It is the intent of the University to provide for the retention of valuable employees who must be absent for personal reasons during extended periods through the granting of Family Leave and Medical Disability.
2. **Family Leave:** Family Leave without pay not to exceed six (6) months will be granted to employees for the birth or adoption of a child, serious personal illness, or the serious illness in an employee's immediate family, as previously defined. The following policies apply to Family Leave:
 - a. The employee must be regular or full-time temporary, must have worked at least 1,250 hours over the previous twelve-month period, and must have been employed for twelve (12) months.
 - b. Employees must submit requests for Family Leave thirty (30) days in advance if the event is foreseeable.
 - c. Employees must use available sick leave and may use annual leave before being granted a family leave. In the event an employee's illness is a result of an on-the-job injury, an employee will not be charged sick or annual leave during the period of absence for Family Leave.
 - d. The University will continue to subsidize health insurance during the unpaid leave to the same extent that it subsidizes active employees. The University shall

have the right to recover amounts paid for health insurance if an employee does not return from Family Leave. An exception would apply if the employee cannot return to work because of continued illness or the continued illness of a family member, or other circumstances beyond the control of the employee.

- e. After the expiration of the leave, the University guarantees the employee's reinstatement to the same job or an equivalent position with equivalent pay and benefits. Temporary full-time employees, by the nature of their limited appointments and funding time limits, cannot be guaranteed the right to return to a position.
 - f. An employee must continue payment for health insurance coverage while on leave using the procedures for remitting payment under Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986.
 - g. No refund of retirement contributions will be made during Family Leave, since the return of the employee is expected. Computation of service dates for retirement will exclude as creditable service all unpaid time while on Family Leave.
 - h. Sick and annual leave credits will not be earned while an employee is on Family Leave.
 - i. Since Family Leave will be given in the interest of an employee, the University expects that such leave will be used only for the purposes for which it is granted. Accordingly, an employee who has been granted such leave shall be considered as having quit without notice and shall be terminated from employment by the University if the employee, while on Family Leave, engages in other employment. Any employee who fails to return from leave within three (3) days of the schedule returns, or fails to explain the absence, will be considered as having voluntarily terminated his or her position. If any provision of this or any other section of this is in conflict with the Family Leave Act or other applicable law, the provisions of the Act or other applicable law shall govern. If such leave is granted, it shall normally be without pay unless expressly required by law.
3. **Procedures for applying for Family leave:** Employees must apply in writing for Family Leave to their supervisor. Requests for Family Leave, not to exceed six (6) months, should be submitted at least thirty (30) days prior to the proposed absence, if possible. The request must indicate the reason(s) for the absence and the inclusive dates for which approval of leave is desired. Upon approval, the supervisor must

forward the following documents to the Office of Human Resources:

- a. A Request for Personnel Action Form indicating the approved period of the Leave of Absence, stating the beginning and ending dates.
 - b. A copy of the employee's letter requesting the Leave of Absence.
 - c. The supervisor's approval letter. (This letter should grant approval of the Leave of Absence and state that any necessary arrangements for continuation of benefit programs should be coordinated with the Office of Human Resources.)
4. **Medical Disability:** When a medical condition requiring an employee's prolonged absence and results in substantial loss of income, the University has authorized a Leave-Share Program. (Contact the Office of Human Resources for regulations and application procedures.)

E. Military Leave

1. **General Policy:** All faculty members are entitled to Military Leave of Absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Temporary full-time employees whose term of employment extends beyond the time of completion of any required military duty are also eligible for Military Leave up to twenty-one (21) days in a calendar year. Faculty members who volunteer or are drafted, or ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement of their former positions or comparable positions. Faculty members placed on extended Military Leave of Absence will not receive pay from the University nor accrue annual or sick leave. However, the needs of the University and the applicant's qualifications must be evaluated.

2. **Military Leave for Training or Short Term Duty:** Eligible staff members who are required to attend annual summer training or special active duty for training, shall not suffer any loss of their regular salary or pay during the first twenty-one (21) days of absence in any calendar year. Staff members who are ordered to annual or special active duty for training will provide one copy of their orders, or appropriate certificates from their commanders in lieu of orders, to the Personnel Office via their department heads or supervisors. Such employees will not suffer loss of longevity or accrual of annual or sick leave.
3. **Military Call-Up:** The application procedures and pay policies outlined above will also apply in the case of Alabama National Guardsmen or members of reserve components of the Armed Forces when they are called to serve during local, state, or national emergencies or general mobilization.
4. **Reinstatement to Positions after Extended Duty:** Faculty members who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" and be entitled to reinstatement to their former or comparable positions upon their return under the following conditions: (1) They must not have remained on active duty beyond their first opportunity for honorable release; (2) They must report to claim reinstatement within ninety (90) days after completion of military service or thirty-one (31) days in the case of certain individuals in the Ready Reserve, who undergo only six (6) months' active training or less. Reinstated staff members will receive the benefit of pay range upgrading and other benefits which may have accrued to the departed position; (3) The needs of the University and the employee's qualifications must be considered.

F. Maternity Leave

1. **General Policy:** Absences from work due to maternity shall be handled in the following manner:
 - a. A faculty member employee who is sick or ill due to pregnancy or related conditions may take available sick leave. The period of absence may extend for up to six (6) months in accordance with prior arrangements in writing between the faculty member and supervisor.
 - b. Other incapacitation from work caused by pregnancy, childbirth, or related conditions will be considered and treated as a medical disability. Absences for this reason will be first charged to sick leave and next to vacation leave, until each is exhausted. After that, continued periods of absence shall be classified as

medical disability leave and shall be without pay. Refer to the medical disability section of this for requirements regarding medical disability leave.

- c. An employee may request maternity leave for periods of time before and/or after childbirth. Maternity leave is leave without pay. All vacation leave must be used prior to the beginning of maternity leave. A request for leave must be submitted in writing and in advance through the employee's supervisor and/or department head to the appropriate director or dean. Final approval must be given by the appropriate vice president. It is the policy of the University to permit expectant mothers to continue to work without requiring leave either before or after childbirth, provided that they are physically able to perform their regular duties and have the consent of their physician. Vacation and sick leave will accrue during any maternity-related period of absence which is charged to vacation or sick leave. No such benefits will be earned during any maternity absence which is treated as leave without pay. Certain other benefits may be kept in force during maternity leave through direct contributions by the employee. To make arrangements for continuation of benefits, contact the Human Resources Office.

G. Administrative Leave

1. **General Policy:** Regular employees and full-time temporary employees will be placed on Administrative Leave and excused without loss of pay under the following conditions:
2. **Jury Duty**--Employees who are selected for terms as jury members will be given Administrative Leave. Prospective jurors should furnish to the appropriate official a statement from the court which indicates the day(s) of service. Payments received for services as jury members are the property of employees serving on the jury, and their regular pay is not affected.
3. **Witness Summons**--Employees who are subpoenaed as witnesses in court cases may be granted Administrative Leave upon presentation of a copy of the subpoena to their supervisors. Employees who appear as witnesses on their own behalf, either as plaintiffs or defendants, are not entitled to Administrative Leave. They may request Annual Leave for this purpose.
4. **Voting-Employees** may be granted up to two hours of Administrative Leave if conditions are such that it would create a hardship for an employee to vote before or after working hours. Permission to use Administrative Leave for this purpose must be given by supervisors.

5. **Emergency Closing**--If prolonged power or utility failure or any other emergency condition should prohibit the performance of regular duties, employees may be granted Administrative Leave by a dean or administrative officer.
6. **Severe Weather**--In the event that the University closes due to severe weather, Administrative Leave will be granted. If, however, it is the judgment of the University to remain open, employees will be expected to report to work as usual. When the University remains open, an employee who has an extreme problem in reporting to work, such as a road being closed, may request that Administrative Leave be given. Such a request will be considered on an individual basis.
7. **Death in the Immediate Family (Bereavement Leave)**--Faculty members are entitled to a maximum of three (3) workdays of Administrative Leave (bereavement leave) upon the death of immediate family members, as defined below. These workdays must be consecutive, and the period of time off must encompass the day of the funeral. For purposes of administering this policy, "immediate family" of the employee includes the following relationships: spouse, spousal equivalent, children, step-children, children-in-law, parents, step-parent, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandparents-in-law, and grandchildren, aunts, uncles, nieces, nephews, and first and second cousins. Other relationships are excluded unless there is a guardian relationship. If additional days of absences are necessary, employees may request sick leave, indicating the extenuating circumstances.

H. Sabbatical Leave

1. **Eligibility:** A faculty member is eligible to receive a sabbatical leave after six academic years of full-time uninterrupted employment at Alabama A&M University. A faculty member is eligible to receive a subsequent sabbatical leave after six academic years of full-time uninterrupted employment at Alabama A&M University following completion of a sabbatical leave. Under very special circumstances, if prior approval is recommended by the departmental chairperson or dean and is granted by the Provost and Vice President of Academic Affairs, a year spent on an exchange or a visiting professorship or a voluntary leave may count as service in determining eligibility for a sabbatical leave.

A faculty member does not accumulate time to apply to sabbatical leave by additional full-time service beyond six years. For example, a faculty member who provides twelve years of continuous, full-time service is eligible to apply for only one

sabbatical leave. Consideration must be given to all eligible faculty members within a given department before a second sabbatical leave is granted.

At no point should more than ten percent (10%) of the faculty of any given department be on sabbatical and voluntary leave (in case of a department with less than ten (10) faculty members, the limit is one person). Under extraordinary circumstances, individual faculty members or departmental chairpersons may petition for exceptions to this policy; the petition will be reviewed by the dean of the school and the Provost and Vice President of Academic Affairs before it is referred to the President for decision.

Recipients of sabbatical leaves must return to the service of Alabama A&M University for at least one academic year after the completion of such leaves. Applicants for sabbatical leave who, because of pending retirement, would be able to render less than one year of service after return from sabbatical leave will be expected to offer particularly cogent reasons in support of their applications.

2. **Term of Leave and Compensation:** A sabbatical leave may consist of either a one-semester or two-semester leave according to the following schedule: (a) One semester with full-time salary and fringe benefits, (b) two semesters with half-time salary and fringe benefits. In some situations, however, departmental or school needs may permit only a one-semester leave. For individuals on a nine-month appointment, a sabbatical leave may consist of either a one-semester leave with full pay and fringe benefits or two semesters with one-half pay and fringe benefits. Faculty members on twelve-month appointments may apply for a sabbatical leave of four and one-half months with full pay or of nine months with one-half pay. In some situations, however, departmental or divisional needs may permit only a one semester, four and one-half-month leave. An applicant for sabbatical leave should consult with the supervisor before submitting an application.

A sabbatical leave is approved for a specific period of time. An individual with an approved sabbatical leave who finds that it will be impossible to take the leave should notify the departmental chairperson immediately. Any subsequent request for sabbatical leave will be treated as a new application and will be judged accordingly.

3. **Application and Approval Process:** Applications for sabbatical leave should be addressed to the departmental chairperson responsible for the applicant's area,

describing in detail proposals/projects to be undertaken during the sabbatical leave period. The department should establish procedures for (a) reviewing and approving requests, and (b) judging the merits of the sabbatical leave. In case of a tie, the full-time faculty member with the longest uninterrupted service will be given priority. These procedures should be on file in the office of the deans of the schools and the Provost Vice President of Academic Affairs. An application form requesting a detailed description of a proposed project is available from the Provost and Vice President of Academic Affairs. This application should be submitted along with a current curriculum vitae and the names of two references who can supply informed judgments about the applicant's proposed project.

Sabbatical leaves must be spent in planned programs related to the professional work of the recipient and designed to match the duration of the sabbatical leave. Applicants for sabbatical leaves are required to describe what they plan to do while on leave, where they plan to spend the leave, and how their plans relate to their professional development. The leave application must include appropriate plans for travel or residence that can be expected to afford opportunities for professional growth which are not available at the University.

Departmental chairpersons will transmit approved applications, together with their recommendations, to their deans. Any faculty member whose application is not approved has the right of appeal through the normal grievance process. When approval is recommended, an explanation shall be furnished as to what arrangements are contemplated and what budgetary adjustments, if any, will be required to maintain the departmental program during the applicant's absence. After the departmental recommendation has been reviewed by the dean, the application together with appropriate recommendations and remarks will be forwarded to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will submit recommendations to the President affirming that the applicants are representative of each school. Final approval of sabbatical leave is granted by the President of the University.

4. **Administration:** As far as possible, departmental programs and schedules should be planned to enable faculty members to propose sabbatical leaves when eligible to apply. However, continuity of departmental programs may require leaves to be scheduled in other than a seventh year of service. A faculty member whose application for leave is refused solely because of needs of the department or division

should be encouraged to submit an application for the following year; in such cases, efforts will be made to arrange to make leave possible.

The sabbatical leave program normally will be financed through departmental and school budgets. If adequate funds are not available within departmental/school budgets, deans may request funds through the regular budget allocation process. Applications for sabbatical leave during a given academic year must be submitted to the departmental chairpersons by November 15, forwarded by the chairpersons to their school's dean by December 15th, and forwarded by the school's dean to the Provost and Vice President of Academic Affairs by February 1 of the academic year preceding the sabbatical. The decision of notification will be given each applicant by April 1 of the preceding academic year.

5. **Reporting:** The recipient of a sabbatical leave must submit a report which describes in reasonable detail the extent to which achievements during the leave met the objectives stated in the approved plan for leave. This report is due no later than three months after the end of the leave and forwarded through the same channels as the original application for leave.

6.13 Personal Appearance

Personal neatness and appropriate attire are left largely to the employee's judgment and personal standards except where contacts or the nature of the position makes it necessary that specific standards be followed. Flagrant violation of commonly accepted standards of appearance and hygiene, particularly where such violations have a tendency to produce adverse job related effects, may be grounds for disciplinary action.

6.14 Alcohol and other Equally Controlled Substances

The unauthorized use or possession of alcoholic beverages or drugs not prescribed by a doctor is prohibited in work areas. Employees presenting themselves for duty under the influence, or in unauthorized possession of alcohol, drugs, or other legally controlled substances are subject to stern disciplinary action and referral to appropriate authorities.

The cooperation of all employees is necessary to control alcohol, narcotics and other drugs in the work areas and to protect the image of the University. Employees are asked to promptly report to appropriate administrative personnel any activity which appears not to be in conformity with the interest of this policy.

6.15 Safety and Security

- A. **General Policy:** Safety must be a constant and integral part of any job assignment. The University seeks to provide for the safety of employees through continuous efforts to maintain buildings, grounds, and equipment and by encouraging safe operating practices. Employees should also contribute to safety by performing their jobs in the safest manner possible and by reporting to the supervisor any unsafe or dangerous conditions observed. Typical examples of unsafe conditions include slippery floors, improper or defective electrical wiring, broken windows, careless handling of equipment, defective or broken equipment, equipment left in such a manner as to be a safety hazard, etc.
- B. **Fire Prevention:** The importance of fire prevention in all divisions cannot be over emphasized. In case of fire the following steps should be taken:
1. Pull handle on nearest fire alarm box, if available;
 2. Call University Security at 372-5555 or the Huntsville Fire Department at 911 and report the exact location and extent of the fire;
 3. Check for and inform others in the building area;
 4. Close windows, doors, and other sources of draft.
- C. **Lost, Stolen, or Found Property:** Articles found on campus should be turned in to University Security. Information regarding lost or stolen items should also be reported to University Security at 372-5555.
- D. **Emergency:** In the event of any emergency or general security problem call University Security at 372-5555. Always identify yourself by name, describe the nature of the emergency, and give the exact location. Also, promptly report the matter to your supervisor.
- E. **Safeguarding University Equipment:** All employees who handle University equipment while it is under their control are not permitted to use it for personal reasons. Unauthorized use or removal of University equipment or property may be cause for immediate dismissal. Careless, mischievous, malicious, or willful damage to or destruction of University equipment may result in the responsible individual having to pay for the repair or replacement of such property. In addition, such conduct maybe considered as grounds for immediate dismissal.
- F. **Occupational Safety:** Safe working conditions are of primary importance throughout the University. Each employee is asked to report any unsafe condition. Some examples of unsafe conditions are wet or slippery floors, unattended or improperly stored equipment, defective electrical wiring, accumulation of trash, cluttered exits, etc.

Employees should become familiar with the fire prevention procedures in their department. In case of fire, avoid panic and follow these procedures.

1. Call campus security at 5555 and/or Huntsville Fire Department, and report the exact location and extent of a fire;
2. Sound the nearest alarm;
3. Use extinguisher and fire hose as necessary.

G. **Firearms:** Firearms or other weapons (including explosives) are not to be brought onto or kept on University property by anyone, whether holding a firearms license or not, except police officers and other law enforcement officials in the exercise of their lawful duties. Employees who violate this regulation are subject to adverse employment action, including dismissal, and/or arrest and prosecution, as appropriate. Although security measures are in force, the University must depend on the cooperation of all employees in order to maintain a safe and harmonious environment in which to work. Employees are asked to report promptly any unusual activity to the supervisor and/or department head or to University Security.

H. **Security:** The role of the University Security Personnel is to ensure the protection and security of University students, personnel, property, and to enforce laws and University regulations. Deputized by the City of Huntsville, officers are authorized to make arrests and perform other functions as stipulated under the laws of the State of Alabama.

I. **Inclement Weather:** Whenever the City of Huntsville or northeast Madison County is under a severe weather alert, Campus Security will sound the alarm and take immediate action to alert all concerned. In case of a tornado warning, everyone should proceed to the safest interior hall or basement area. While under the alert, regularly scheduled events, including class, must be delayed or canceled as the case may be.

7.0 STANDING COMMITTEES

Purpose: The University maintains University Standing Committees and Special Committees to assist in policy-making, implementation of programs, and to ensure representation of appropriate segments of the University in all its activities.

All committees should meet in the beginning of the academic year to organize, set goals and formulate an agenda for the year. All faculty/staff are expected to serve on committees. Membership will be kept current and all meetings recorded and reported to the President or appropriate vice president.

7.1 Standing Committees

Academic Advisement and Retention: Formulates policy and procedural recommendations to the Vice President for Academic Affairs and other committees relevant to the providing of a viable program of academic advisement, guidance and counseling to students.

Academic Affairs Policies and Procedures Manual: Makes recommendations in regards to development, format, contents, procedures, etc., of the Academic Affairs Manual.

Academic Honors Day: Formulates policy and procedural recommendations to the Provost and Vice President for Academic Affairs and engages in pertinent activities relative to the promotion of Academic Honors Day in particular and academic accomplishment in general.

Academic Standards (Council on Graduate Programs, Council on Undergraduate Programs): Develops and formulates policy and procedural recommendations relative to and/or involving University academic standards for graduate and undergraduate programs. Interprets policy and makes recommendations in particular cases upon referral as required.

Develops and formulates policy and procedural recommendations pertaining to all undergraduate and graduate academic courses and programs for credit. Evaluates all proposed revisions in credit producing programs and/or proposed programs at the undergraduate and graduate levels and makes appropriate recommendations.

Admissions and Recruitment: Formulates policy and procedural recommendations relative to admissions and recruitment of students. Interprets policy and makes recommendations in particular cases as required.

Alabama A&M University/Tennessee Valley Authority: Formulates and recommends policies and procedures relating to the University's involvement with TVA and other AAMU/TVA

concerns, issues and problems of the TVA area. Composed of faculty and staff from the various schools and divisions of the University.

Albert E. Schuler Scholarship Fund: Administers and makes recommendations concerning the fund and recipients of awards from the fund.

Animal Care: Recommends policy, procedures and actions relative to laboratory animal care to insure acceptable standards.

Archives Council: Formulates and develops policies and procedures governing the operations of the University Archives and adopts projects designed to achieve the objectives of the Archives.

Athletics Advisory: Serves as advisors to the President on all intercollegiate athletic matters to include the development and formulation of policies and procedures. Assists the Athletic Director in formulating local policies and procedures requisite to the implementation of rules and regulations as promulgated by the Southern Western Athletic Conference (NCAA) and other appropriate bodies.

Black History: Develops, plans, and coordinates the program of activities for Black History Month.

Building Council: Approves major building renovation and space allocation.

Commencement: Plans for, coordinates, and ensures the proper execution of all details relative to Spring and Summer Commencement Exercises.

Council on International Programs: Formulates policies and procedures regarding planning, implementation and evaluation of international programs. Promotes international education throughout the University. Assists in facilitating linkages between Alabama A&M University, other American universities, state government, private organizations and consortia with regard to international concerns.

Development: Reviews existing programs relative to proposed fund-raising goals; recommends policies and procedures; assists in proposal stimulation, identification of major University needs, and identifying gift prospects; and recommends appropriate changes in policies and procedures.

Faculty-Staff Conference: Plans, organizes, and coordinates all details relative to the annual summer and winter (mid-year) Faculty/Staff Conferences in collaboration with the Provost and Vice President for Academic Affairs.

Faculty-Student Advisory Committee for Career Development and Cooperative Education: Assists the Career Development Office in developing and maintaining communication channels among students, faculty, educational administrators, educational institutions, industry, and government so that their various needs and interests can be properly interpreted and appropriately addressed. Serves as liaison between the faculty and the Office in providing ways and means of

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improving the operations and services of the office. Assists in the planning of all on-campus career programs.

Founder's Week: Plans and coordinates the activities pertaining to Founder's Week in collaboration with the Chief Academic Officer.

General Education and Outcome Assessment: Formulates policies and procedures regarding general education requirements, learning outcomes and assessment.

General Reception Committee: Plans, organizes and coordinates receptions pertaining to special events on campus.

Homecoming: Formulates policy, plans, organizes, coordinates and manages homecoming activities in collaboration, with appropriate administrative personnel, faculty, staff, students, and organizational personnel.

Honorary Degree: Formulates policy, evaluates recommendations, and makes recommendations to the President relative to the proposed granting of honorary degrees.

Human Subjects: Recommends policy and procedures, and oversees practices in connection with the use of human subjects in research.

Institutional Effectiveness: Makes recommendations in regards to long-and short-range planning. Develops and formulates policy and procedural recommendations regarding planning, implementing and evaluating all facets of the University. Consists of faculty, staff, students, alumni, and the general public; chaired by the Provost and Vice President for Academic Affairs

Library Services: Develops and formulates policy, and recommends procedures designed to facilitate and improve the services, functioning and holdings of the Learning Resources Center.

Lyceum, Fine Arts and University Gallery of Art: Develops and formulates policy, plans, coordinates and manages details relative to a viable, well-rounded program of Lyceum features. Plans, publicizes and coordinates all Fine Arts Week activities and special events. Makes recommendations and serves in advisory capacity for operation of the University Gallery of Art.

Multicultural/Diversity Committee: Assists the University Chaplain in coordinating and planning selected religious observances and activities at the University.

New Student Orientation: Functions to facilitate the transition from secondary to higher education. Assists the student in becoming more receptive to all phases of university life and its offerings. Makes recommendations, plans and coordinates activities relative to counseling and testing services and continuing orientation projects.

President's Advisory Council: Serves as a sounding board for the President in evaluating policies, procedures, and activities. Assists in planning for and implementing special programs and activities.

Publications: Develops and formulates policy recommendations designed to promote faculty participation in research and publication activities. Solicits, collects, and screens original manuscripts produced by faculty and staff members, prepares drafts and requisitions for printing in the Faculty Research Journal, and manages the distribution of the finished copies.

Radiation Safety: Makes recommendations to ensure observance of proper standards, procedures, and precautions with respect to radiation safety.

Retirement, Recognition and Awards: Plans, organizes, coordinates and manages the details pertinent to appropriate recognition for retiring faculty and staff personnel.

Scholarship Committee: Sets criteria for awarding academic scholarship grants; seeks out qualifying students from high schools and junior colleges; distributes, receives, and processes applications for academic scholarship grants to freshmen and junior college transfers; tracks grant recipients to determine their continued eligibility status; conducts appropriate correspondence with students; and maintains appropriate records pertaining to scholarships.

Student Discipline: Develops and formulates policy and procedural recommendations for the President on matters pertaining to student discipline. Constitutes a hearing panel on particular cases upon referral and makes recommendations to the President.

Student Government Association: Serves as the chief representative body and voice of the students, by the students and primarily for the benefit of students. Makes recommendations on student affairs. Serves as liaison between students and other elements of the University family.

Student Hearing Board: Hears student cases of less severe disciplinary import which, if substantiated, are deemed to be appropriately subject to guidance counseling, reprimand, probation or suspension of social privileges; evaluates findings and makes recommendations to the appropriate vice president. Composed of two (2) students and three (3) faculty/staff members.

Student Judicial Board: Hears cases which may result in expulsion, indefinite or long-term suspension of students. Makes finding and recommendations to the President of the University whose decision is final. Composed of three (3) students, three (3) faculty members, two (2) administrative officers and a chairman.

University Building and Grounds Advisory Board: Inspects buildings and grounds and makes recommendations to the President as deemed appropriate.

University Bulletin: Coordinates the revision, updating, draft preparation and publishing of the University Bulletin.

University Student Center Board: Serves as the governing and regulatory body for the University Student Center.

Who's Who Among Students in Colleges and Universities: Develops and implements procedures for selection and recognition of students for Who's Who publications.

Yearbook Advisors: Assist in the development of the annual yearbook.

7.2 Special Committees

Service on these committees is critical to the functioning of the University. Attendance will be taken at all meetings. Faculty or staff missing two or more consecutive meetings or failing to perform Committee functions will be expected to notify the chairperson or supervisor of their inability to serve. The chairperson or supervisor will call for selection of a new committee member from the respective unit.

Department Evaluation Committee: This committee works with the chairperson of each department to evaluate candidates for promotion or tenure in the department using the established criteria. This committee is composed of the senior faculty (individuals with the rank of associate professor or full professor with at least five [5] years of service to the University, or individuals with the highest rank and longest term of service within the applicant's department).

Grievance Committee: This committee is established to review complaints filed involving employment rights and entitlements that may have been adversely affected due to a violation, misapplication or misinterpretation of policies, regulations, or procedures. Each academic unit (school, college) will elect four (4) faculty members to serve on the committee. Each unit vice president, excluding Academic Affairs, shall appoint three (3) professional staff to serve on the committee. The term of office is for one year, but faculty members may be elected for three (3) successive terms. To qualify for election to the committee, faculty and staff members must have at least three (3) years of service at the University.

Promotion and Tenure Committee: This committee will receive all applications, documentations and evaluations for every candidate for promotion and tenure. The committee will then make a recommendation for approval or rejection of promotion or tenure.

This committee is composed of tenured faculty members. No chairperson, dean or director may serve on this committee. Each academic area will elect one member during the fall faculty/staff conference school meeting. A faculty senator from the school will conduct this election. The Schools

are: Agriculture, Environmental Sciences and Home Economics; Arts and Sciences; Business; Education; Engineering and Technology; and Learning Resource Center. The term of election is for two years.

In addition, an at-large delegate will be elected by the faculty senate every year. This individual will meet the requirements of being a tenured faculty member and have full voting rights on the Promotion and Tenure Committee. The chairperson of the Promotion and Tenure Committee will be elected every year by the representatives. A quorum of ten (10) is necessary to conduct business. To achieve the rank of professor, there must be seventy percent (70%) of the ten (10) or more representatives present voting in favor of the promotion. To achieve the rank of assistant professor or associate professor, a simple majority of those ten (10) or more present is necessary.

School Evaluation Committee: This committee works with the dean of the school to evaluate each candidate for promotion or tenure in the school using the established criteria. This committee is composed of the tenured senior faculty (individuals with the rank of associate professor or full professor with at least five (5) years of service to the University).

University Safety: Develops and formulates policy and procedure recommendations pertaining to fire control and safety on the campus.