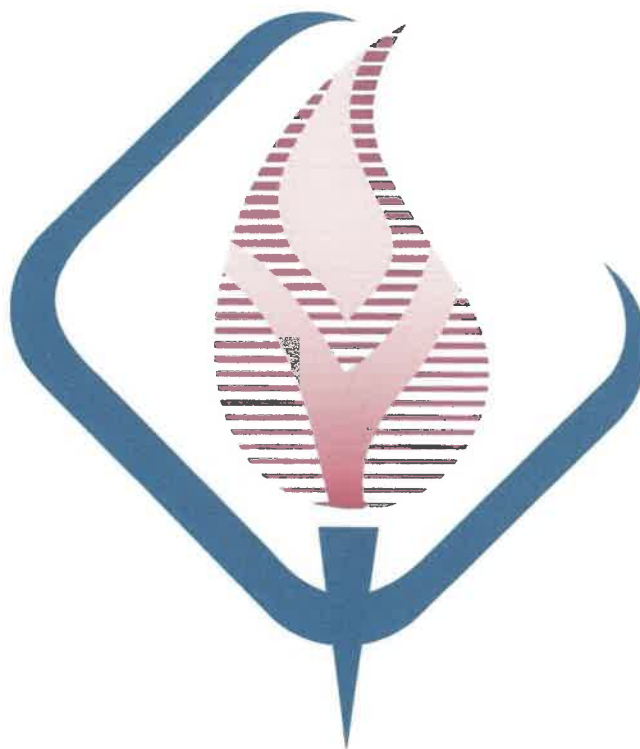


Department of Family and Consumer Sciences

Operations Manual



Alabama A&M University

College of Agricultural, Life and Natural Sciences

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Alabama A&M University
College of Agricultural, Life and Natural Sciences
Family and Consumer Sciences

Faculty/Staff Manual of Policies and Procedures

I. Introduction

This manual is a compilation of documents designed to establish the framework by which faculty and staff conduct activities while implementing the mission, goals and activities of the department and the University. It has been devised to assist faculty and staff with an understanding of administrative, committee, instructional, community, research and extracurricular activities. The details of this manual plus these in the Academic Faculty Handbook should be carefully studied and adhered to by faculty and staff in their daily activities.

II. Organizational Framework

A. University Mission

Alabama Agricultural and Mechanical University reflects the uniqueness of the traditional land-grant institution combining teaching, research, service, liberal arts, and vocational fields. The University offers 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. The University operates in the three-fold function of teaching, research, extension and other public service. Alabama A&M University, a center for excellence, provides an educational environment for the emergence of scholars, scientists, leaders, critical thinkers, and other contributors to a global society. In cooperation with business, industry, governmental agencies, and other private and community-based institutions, Alabama A&M University provides a laboratory where theory is put into practice globally. Further, 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.

B. Role

The role of Alabama A&M University in higher education is consistent with its mission, which 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 universities 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:

- | | |
|------------|--|
| TEACHING: | To provide the options of liberal arts, vocational education, or a combination of the two. |
| RESEARCH: | <p>To seek new knowledge through basic and applied research and supports both the teaching and extension functions through:</p> <ul style="list-style-type: none">• Funded agricultural research.• Institutional research.• Research grants and contracts. |
| EXTENSION: | <p>To provide both the formal and informal aspects of outreach education and research through:</p> <ul style="list-style-type: none">• The cooperative extension service.• Continuing education.• Public service.• International development. |

C. Organization

The University is organized into four undergraduate Colleges, which are:

College of Agricultural, Life and Natural Sciences
College of Business and Public Affairs
College of Education, Humanities, and Behavioral Sciences
College of Engineering, Technology & Physical Sciences

The Academic Colleges are composed of departments with majors which provide core concentrations within the major which provide specializations and program diversity. The University also has a School of Graduate Studies.

III. College of Agricultural, Life and Natural Sciences

A. Mission and Organization

The College of Agricultural, Life and Natural Sciences (CALNS) operates in the traditional land-grant concept with instructional, research, and outreach programs. The College aims to provide a dynamic education for capable individuals who have the determination to prepare for a career in agriculture, environmental science, forestry, family and consumer sciences, community and urban studies, and related scientific areas.

The College is organized into five departments, each headed by a department chairperson. The departments are Community and Regional Planning; Family and Consumer Sciences; Food Science; Biological and Environmental Sciences; and Military Science.

B. Objectives

The mission is accomplished by applying scientific knowledge and basic skills of specific instructional programs. Students prepare for rewarding careers through the following modes: 1.) pursuit of courses in the general education curriculum of the University that provide desirable broad educational experiences for all students; 2.) development of a fundamental understanding of the basic principles of the physical, biological and social sciences, as well as the humanities as applied to agriculture, environmental sciences, family and consumer sciences, forestry, community planning, and related areas; and 3.) mastery of technical knowledge and basic skills, and their application as required for proficiency in their chosen area of specialization.

IV. Family and Consumer Sciences

A. Mission

The mission of the Family and Consumer Sciences Program is the preparation of professionals equipped to enhance the general well-being of individuals, families and communities, within the context of the environments of which they are a part, through teaching, research, service/outreach and economic development activities.

B. Organization and Objectives

The Department of Family and Consumer Sciences consists of three areas: Apparel, Merchandising and Design; Nutrition and Hospitality Management; and Human Development and Family Studies. The Bachelor of Science degree in Family and Consumer Sciences is offered, with areas of concentration in Apparel, Merchandising and Design (Fashion Design, Fashion Merchandising); Family and Consumer Sciences Education (in collaboration with Secondary Education; Human Development and Family Studies; and Nutrition and Hospitality Management (General Dietetics; Hospitality).

The Family and Consumer Sciences Program guides the student in:

1. Developing a sound and satisfying philosophy of life inherent in the study of individuals, families and communities.
2. Exploring societal issues which impact health and wellness.
3. Preparing for professional practice in specialized fields of Family and Consumer Sciences.
4. Using intellect and critical thinking skills as well as technology in solving personal and family, and community problems in today's diverse and global society.
5. Understanding their civic roles as Family and Consumer Sciences professionals in influencing public policy that supports the well-being of individuals, families, and communities.
6. Seeking experiences that build collaborations and partnerships in communities and the work place.
7. Continuing their education through graduate study, special problems, community service, and leadership activities necessary in the field of Family and Consumer Sciences and the greater society.
8. Understanding the role of Land-grant institutions in ensuring an enhanced quality of life for the nation's people.

V. Apparel, Merchandising and Design

A. Faculty: Ms. Maria Wilkie, (Coordinator), Mrs. Patricia Henderson,
Ms. Eunice Tibbs, Dr. Allison Young, Dr. Cynthia M. Smith

B. Purpose and Organization

The undergraduate program in Apparel, Merchandising and Design is designed to promote and enhance the development of knowledge and skills requisite for continuing personal and professional development throughout the life cycle. The program enables students to develop competencies in the ecological, socio-psychological and economic aspects of textiles, apparel and interior design, production, distribution and consumption. The major is organized to provide a general understanding of textiles, clothing and fashion related areas, while offering diversification through concentrations in fashion merchandising and fashion design. As designed, the programs provide unique opportunities and experiences to assist students in becoming creative, efficient and contributing members of society and the Family and Consumer Sciences profession. The curriculum offers training necessary to meet the demands of the apparel and home furnishings industries, as well as retailing establishments associated with these industries. Students are prepared for jobs in apparel design, production, merchandising and associated public relations jobs.

C. Objectives

The objectives of the undergraduate program in Apparel, Merchandising and Design are to:

1. Develop professional competencies in students, i.e. critical thinking and performance related skills, that enable them to enter graduate and professional schools, and careers related to the broad spectrum of apparel design, textiles and/or merchandising;
2. Provide students with an array of experiential activities designed to foster professionalism, ethical behavior and leadership;
3. Provide support instruction for minors in other disciplines who desire to pursue careers related to clothing, merchandising or design; and
4. Provide resource services to individuals in the urban and rural community, including parents, teachers, department store personnel and textile employees.

VI. Human Development and Family Studies

A. Faculty: Dr. Sadguna Anasuri (Coordinator), Dr. Margaret Kelly (Adjunct Professor), Ms. Louise Belgrave, Ms. Marveta Allen, Mrs. Debbie Preyer

B. Purpose and Organization

The Human Development and Family Studies area focuses on the family and relationships throughout the life cycle in a setting of multi-cultural forces. Both theoretical and research findings are integrated into a multi-disciplinary approach to addressing the problems facing families in modern society. There are two concentrations offered through the area: Human Development and Family Studies, and Family and Consumer Sciences Education. Students in Human Development and Family Studies may choose to concentrate in Child Development, Adolescent Development, or any related area of choice. Family and Consumer Sciences Education is offered in cooperation with the School of Education. Graduates pursue careers in family life, child and adolescent development, government, social service agencies, teaching, or private businesses that specialize in goods and services for the family.

C. Objectives

The program offerings in Human Development and Family Studies are designed to:

1. Prepare competent individuals for professional careers and graduate study;
2. Assist students in developing an understanding of the interrelationship of physical, psychological, and social development throughout the lifespan;
3. Provide opportunities for students to study and observe children and adolescents of varying stages of development; and
4. Provide opportunities for students to obtain strength in the management of individual and family resources

VII. Nutrition and Hospitality Management

A. Faculty: Dr. Nahid Sistani, (Coordinator), Dr. Johnson Kamalu, Dr. Angel Dunlap, Dr. John Warber

B. Purpose and Organization

The Nutrition and Hospitality Management Program is designed for students who possess a strong interest in the sociological, psychological, physiological and economical aspects of food as it relates to nutritional status and world hunger. It provides a broad education in the science of nutrition and preparation of food as related to lifestyles, cultures, and health.

The concentrations within the Nutrition and Hospitality Management major are General Dietetics and Hospitality Management. The General Dietetics concentration is accredited as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995; Phone Number (312) 899-4899, ext. 5500. The DPD program qualifies the student for admission to an accredited Dietetic Internship to become a registered dietitian. In addition, the curriculum offers excellent training to meet the demands of private industry, hospitals, government, educational institutions, hotels/motels, and restaurants.

C. Objectives

The objectives of the program in Nutrition and Hospitality Management are to:

1. Prepare nutrition professionals with the necessary credentials to meet the needs of industry, government, education, medical facilities and graduate study;
2. Prepare students to successfully compete for accredited dietetic internships;
3. Provide nutrition resource information to the consumers;
4. Prepare managers to meet the needs of food and lodging industries; and
5. Conduct basic and applied research to increase the knowledge base in nutrition and hospitality management.

VIII. General Program Requirements

Students are referred to the University Bulletin for specific requirements for admission and graduation for all students. Additional departmental program requirements include:

1. Completion of required courses designed to insure that all students acquire competencies in family and consumer sciences.
2. Satisfactory completion of departmental entrance, midlevel and exit assessments.
3. Completion of all Family and Consumer Sciences courses with a minimum grade of C.
4. Maintaining a cumulative grade point average of 2.0 and 2.0 G.P.A. in Family and Consumer Sciences. Students in Family and Consumer Sciences Education must maintain a GPA of 2.5.
5. Membership in the Student Unit section of the parent professional organization, the American Association of Family and Consumer Sciences, as well as in specialized organizations associated with program areas.
6. *Completion of clinical experiences and internships.
7. Completion of minor program as required by the major.
8. **Application for entrance into teacher education (see university bulletin for procedures and requirements).

9. ***Completion of State Department Exit Assessment.
10. Completion of required semester hours as listed by program areas.

**See specific details in the University Bulletin.*

***FCS Education students*

**** FCS Education, NHM area student*

IX. Milestone Schedule

Time Frame	Item
Year 1	1a. Complete Entrance Assessment Inventory 1b. Register with Career Development Services
Year 2	** 2a. Application for admissions to Teacher Education (Check with advisor for complete instructions.). 2b. Complete mid-level assessment. 2c. Complete related courses
Year 3	** 3a. Application for directed teaching 3b. Application for field experience and/or internship experience 3c. Record Check Audit
Year 4	4a. Final Record Check 4b. Complete Application for graduation. *4c. Application for Dietetic Internship for Dietetic students 4d. Exit-Level Assessment

**See specific details by concentrations in the University Bulletin*

***Family and Consumer Sciences Education*

X. Academic Policies

A. Advising and Counseling

1. Assignment of Advisors

Each full-time faculty member within the Department is responsible for academic advising and counseling. Academic advising and counseling is considered an integral part of the teaching function of the faculty. Advisees are assigned to faculty members by the department chairperson in cooperation with the area coordinator. Advisors maintain the same advisees during their stay at the University, where possible.

2. Roles and Responsibilities of Advisors

- Advisors shall have a thorough knowledge of academic policies and requirements.
- Advisors shall keep abreast of changes in policies and procedures.
- Advisors shall maintain a complete record of all advisees.
- Advisors are responsible for notifying each advisee that he/she is their advisor and include information on office hours, conference procedures, etc.
- Advisors are responsible for conferring with advisees at least twice a year.
- Advisors are responsible for monitoring the academic progress of their advisees.
- Advisors are responsible for notifying students (in writing) of academic policy and curriculum changes.

3. Responsibilities of Advisees

- Become acquainted with his/her advisor
- Schedule at least two yearly conferences with advisor.
- Maintain a thorough knowledge and understanding of policies and procedures that relate to their curriculum.
- Follow prescribed procedures for implementation and application.
- Follow prescribed procedures for completion of degree requirements.

4. Advisee Data

The following items shall be maintained in each student's folder: (Appendix A)

- Personal data
- Four year proposed curriculum
- Current transcript
- Testing information, including entrance, mid, and exit assessment which are administered by each area.

- Information from testing office, i.e., SAT and ACT scores.
- Record of all advising and counseling sessions on standard forms.
- Academic advising forms.

5. Process and Procedures for Advising and Counseling

- Each student is assigned to an individual faculty member by the department chair.
- At the beginning of each year, the area coordinator should notify each advisee, by mail, of the faculty member appointed to serve as his/her advisor.
- Advisor is required to keep a record of all conferences, and major actions taken are to be initialed or signed (form to be completed).
- A copy of all conferences should be included in the student's folder.
- Advisor shall update each advisee's folder during each semester.

6. Registration Procedures

- Advisor and students shall complete course selection form prior to pre-registration or registration.
- According to established registration dates, each student shall contact his/her advisor and fill out appropriate registration forms using the following procedures:
- Select appropriate courses as guided by his/her curriculum.
- Complete registration form with advisor.
- Sign and date form; receive advisor's signature on form.
- Receive new PIN from advisor or advisor's designee.
- Register online as directed by advisor
- Print copy of registration for courses of enrollment.

B. Student Assessment

Faculty members are committed to assisting students in the attainment of excellence in their course work. To this end, a major role is guiding/counseling students during their course of study. Faculty members are responsible for helping students to pinpoint strengths and weaknesses at an early stage as a necessary step to providing effective assistance.

Evaluation is a shared responsibility of both faculty and students. In addition to the University guidelines, the following guidelines should assist both faculty and students in evaluating the progress of course work:

1. Faculty members are free to implement their own methods of evaluation. However, evaluation methods must be appropriate for the selected modes of instruction.
2. The system of assessment, including evaluation for the determination of grades, must be explained to each student at the beginning of the course. Additionally, the grading system must be stated on the course outline.
3. Students have the right and responsibility to be aware of their academic standing during any given course. Therefore, faculty must develop a system which indicates to students their academic standing in a course.
4. Advisors of students should be notified of students who are not making satisfactory progress. Advisors may be able to pinpoint circumstances which cannot be easily discerned by the instructor. This act should not be construed to mean infringement upon a given instructors rights as a teacher; rather, it should be seen as another means of assisting students to achieve academic success.
5. Students with a major in the Department are required to earn a letter grade of "C" or above on all courses taken within the Department.
6. Students are required to prepare original work for meeting course requirements.
7. Faculty is required to keep accurate documentation of grades. Such evidence of documentation shall be in the faculty members roll book. Copies of final grades should be filed office of each area and the main office of the department.

Additional policies regarding student assessment include the following:

1. Upon entering the Family and Consumer Sciences Department, all students are required to take an entrance examination based on exit high school competencies.
2. The entrance examinations include content appropriate to the professional area and English usage and comprehension.
3. Examination results are entered into the student's file for use in advisement concerning basics skill programs or professional and personal development.
4. The Mid-Level Examination may be taken at the end of the sophomore year. The exam consists of the same content areas as described in #2, as well as basic competencies taught at the freshman and sophomore levels.
5. Results are submitted to respective advisors for progress evaluations with advisees. The Mid-Level Examination must be successfully completed. Students who are unsuccessful are scheduled for remedial and independent work,
6. as appropriate.
7. The third and final evaluation measure is an Exit Examination. The Exit Examination is taken during the first semester of the senior year. The exam consists of broad competencies expected of any Family and Consumer Sciences graduate as well as certain competencies specific to the chosen field of study.

8. All examinations become a part of the student's personal file and are used as data for recommendations.

XI. Student Grievances and Concerns

Should it become necessary for a student to file a grievance against a faculty member or another student within the Department, the following channels shall be followed:

1. Contact advisor and/or coordinator for action (as appropriate).
2. File grievance with department chairperson in writing.
3. Contact the College dean if grievance is not resolved at the departmental level.
4. Contact the office of provost/vice-president for academic affairs if grievance is not resolved at the College level.

Students are encouraged to express their concerns regarding any aspect of all programs in Family and Consumer Sciences. This can be accomplished by using a variety of channels (i.e., advisors, suggestion box, course/faculty evaluation, area coordinators, and department chairperson).

XII. Professional Organizations

1. The Student Unit of the **American Association of Family and Consumer Sciences** is the umbrella professional organization for students enrolled in Family and Consumer Sciences. This is an educational and scientific organization founded in 1909 to improve individual and family life through education, research, cooperative programs and public information.

2. **Kappa Omicron Nu**, a National Human Sciences Honor Society, was initiated at Alabama Agricultural and Mechanical University in April 1975. The Society has as its emphasis scholastic, professional and intellectual excellence. It is open to students enrolled in the Department of Family and Consumer Sciences who have completed 45 semester hours or equivalent, and show evidence of superior personal qualities and leadership potential. The student must have a GPA of 3.0 on a 4.0 scale, and rank in the top 25% of their class in the unit.

3. The student member section of the **Nutrition and Hospitality Management Club** enhances the development of students and provides opportunities for pre-professional experience.

4. The purpose of **The Trendsetters Fashion Club** is to promote the field of apparel, merchandising and design; to unify students within the area; to stimulate positive interest in career and career development; to promote a positive image of the area to the university,

community, state and nation; and to aid in recruitment of students for the Apparel, Merchandising and Design Area.

5. Student Family Advocates is a student organization in the Area of Human Development and Family Studies open to all students in the area of Family and Consumer Sciences, particularly those in Human Development and Family Studies area. The purpose of the organization is to create a bridge between students, families and children within the community through service projects that deal with outgoing concerns that impact families, such as premature births, birth defects, literacy and Alzheimer's disease, and other related issues.

6. FCS Student Ambassadors The FCS Student Ambassadors Organization consists of students who serve as recruiters and hosts/hostesses to visitors of the Department. Through this organization, students are provided the opportunity to sharpen their skills in telling the story of FCS to potential students, alumni, and the general public. The student Ambassadors is very involved in public relations for the Unit at career fairs, visits to schools and meetings/conventions. Membership in the Ambassadors is restricted to FCS majors and minors from any of the FCS concentrations.

Students must be in good standing as defined by the University, be willing to attend all training meetings for the organization, and must be able to fulfill the purposes of the organization.

As reflected in the current Undergraduate Catalog, students with a major in any of the subject areas of Family and Consumer Sciences are required to belong to their professional organizations. This action was approved to promote the professional involvement of students within the department.

XIII. Department Governance

The Department Chair's office is an administrative arm within the College of Agricultural, Life and Natural Sciences. The department chair and area coordinators share the scope of responsibilities for the unit. The Department Chair is in turn responsible to the Dean of the College and the Provost/Vice President for Academic Affairs. General administrative functions for the department chair and area coordinators are listed in the following statements.

A. Chairperson

Provide leadership for the continuing development of the department, faculty and staff in the areas of teaching, research, and community service.

1. Formulate and present policies for the governance of departmental activities.

B. Goals and Objectives

The committee on Goals and Objectives formulates departmental goals for faculty/staff consideration and approval. Departmental goals are in keeping with University goals and reflective of professional and societal needs and trends. In keeping with the University's planning and management entity, goals and objectives are formulated into a five-year strategic plan for the department with an annual operating plan. The goals and objectives are inclusive of:

- Curriculum development and evaluation.
- Faculty development.
- Facilities development.
- Research development.
- Student enrollment, progress follow-up.
- Community service programs.
- Globalization.

In addition, the committee is responsible for monitoring and evaluating the yearly progress of the five year strategic plan.

C. Undergraduate/Graduate Students Affairs

The Undergraduate/Graduate and Students Affairs Committees is responsible for activities related to the academic standards of the department for undergraduate study. The responsibilities of the committee include the following:

- Formulating recommendations regarding academic standards and policies for faculty approval.
- Conducting programmatic reviews, including courses, program structure, student progress and effectiveness in conjunction with area coordinators.
- Assessing library holdings and making recommendations for improving or expanding holdings, as appropriate.
- Developing departmental procedures, policies and standards regarding graduate and undergraduate education.
- Formulating recommendations for approval of programmatic and curricular changes (i.e., news program editions, course changes/ additions/ deletions) prior to the submission to the Graduate Council or Academic Standards Committee.
- Recommending departmental graduate faculty for approval by the School of Graduate Studies via the Graduate Council.
- Reviewing and approving thesis proposals.

- Developing policies, procedures, and standards for graduate comprehensive examinations.

D. Marketing and Recruitment

The Committee on Marketing and Recruitment is responsible for the development and implementation of enrollment strategies designed to increase the quality and quantity of the student population within the Department. The committee is charged with:

- Developing brochures, pamphlets, leaflets, and the scheduling of television vision and radio announcements.
- Developing a schedule of recruitment activities designed to include the full involvement of faculty and students.
- Implementing and evaluating the marketing and recruitment program.
- Publicizing departmental events to include an annual newsletter.

E. Awards and Recognitions

The Awards and Recognitions committee is responsible for overseeing the process and procedures for faculty promotions, and faculty and student awards. Specifically, the committee:

- develops standards and procedures for faculty awards, recognitions and promotions;
- establishes and implements mechanisms for initiating requests for faculty promotions and tenure;
- reviews and considers all promotional materials prepared within the department;
- establishes guidelines for student awards and reviews recommendations for same; and;
- organizes the faculty/student award activity.

F. Hospitality and Building Décor

The Hospitality and Building Decorum Committee plans for and expedites matters for events and occasions such as:

- Births
- Deaths
- Illness
- Weddings

- Retirements
- Resignations
- Special Social Events
- Secretary's Week
- Boss's Day
- Other events as deemed appropriate

The hospitality fee is deemed and approved by the faculty/staff. The general policy is that courtesies shall be extended to all faculty/staff and their immediate family in the above categories. The appropriateness of said courtesies shall be determined by the committee. The committee is also responsible for general building decorum for the Department. This responsibility includes:

- The assigning and monitoring of display cases on a regular basis to assure timely educational and professional displays.
- The development of display themes for special occasions.
- Devising and distributing basic standards for the cleanliness and general appearance of the facilities.

G. Research and Publications

The Research and Publications Committee is responsible for advancement of research and other scholarly involvement of faculty for the department. It accomplishes this goal by:

- Developing mechanisms for promoting the research interest of the department's faculty and staff.
- Developing and recommending overall research priority areas for the department.
- Reviewing and approving all research proposals for the department.
- Developing guidelines for research development and implementation.
- Developing guidelines for research dissemination.
- Reviewing, critiquing, and approving all items for publications.
- Informing faculty of all new library acquisitions for the areas within the department.
- Soliciting recommendations for needed library holdings from the faculty.

H. Technology Committee

The committee on Technology is responsible for all the technology related initiatives and developments for the department, inclusive of resources, training and the FCS Website.

Specifically, the committee is responsible for:

- Developing and subsequently revisiting, policies and procedures for the application of technology in FCS.
- Upgrading technology for the department.

Departmental/Area Meetings

Departmental faculty meetings shall be held monthly unless otherwise notified.

These meetings are mainly for, but not limited to, conducting the business affairs of the Department. Area faculty meetings shall be scheduled according to the policies of each area. All meetings shall be conducted according to Robert's Rules of Order.

A majority vote is required for the disposition of all business activities. Minutes shall be recorded and distributed to all faculty members for both departmental and area meetings.

Faculty Senate Representation

According to the By-laws of the Faculty Senate, each department shall elect a representative to the Senate for a period of two years. Each department establishes its own policies and procedures for carrying out this task.

Faculty Travel

Professional

In so far as budgetary allocations permit, the department/area will allow and make provisions for professional interstate or intrastate travel. The Department/area should plan at the beginning of each academic year those meetings that are essential for department/area professional standing and those that are important and those not necessarily essential but may contribute to faculty development.

Requests for travel should be made at least two weeks prior to travel, using the University's procedure as listed in the Faculty Handbook.

Leave of Absence

In addition to professional travel/leave, all requests for absence from official duty must be approved by the Area Coordinator and Department Chairperson (personal, sick, emergency, etc.). Other types of leave, as outlined in the Faculty Handbook, must be approved using the

procedure prescribed. Faculty members should inform the Secretary, Department Chair and Area Coordinators when they plan to be away from the duty station for extended periods (i.e. off-campus meetings, committee meetings etc.).

Fiscal Development and Management

The FCS budgets will be developed within the Department, and University goals and objectives. This procedure is in accordance with the University's operational plan of management by objectives. Daily budget activities will be managed by the Chair or the designated budget manager. Regardless of source of funds, all expenditures must follow normal approval channels (Department Chairperson, Dean and Provost/Vice President for Academic Affairs, etc.). Specially funded projects may require additional approval channels. While, the Department Chairperson is primarily responsible for the development of the Department's budget, faculty input is a necessary and integral part of the developmental process. Therefore, each Area should establish procedures for faculty involvement in budget development. Additionally, procedures and policies for the utilization of funds (i.e. travel, supplies, etc.) shall be established.

Off-Campus Visitors

Using the Departmental Visitors Form, faculty members are responsible for informing the Area Coordinator and Department Chairperson of all invited visitors. Such visitors include class consultants, guest lectures, speakers or any other such invited guest(s).

Faculty/Student Field Trip

Faculty members responsible for taking students on field trips, practicum or other assignments are required to obtain approval of travel prior to departure. The Department Chair and Area Coordinator should be notified in writing of the impending activity, including date, time, place, and nature of trip, students participating and mode of transportation. All trips external to the University for which an excused absence is needed will require special written notification to the Office of Student Services prior to departure. This includes date, time, and place of special trip and the names of students involved.

Equipment/Supplies

Area Coordinators along with faculty are responsible for yearly inventory analysis for supplies and equipment. A copy of yearly analysis should be filed with the Department Chairperson. Equipment orders should be approved by the Chair and completed by the FCS Administrative Assistant.

Records

Student records and other confidential materials should be centrally filed in the area's main office. Access to student files and other materials should be requested through the Department secretary or coordinator, as appropriate.

Procedures for Use of Equipment/Facilities

Students may use the equipment and facilities for class, organization meetings, and related activities. The secretary of the department handles use of the small conference center. Forms for use must be secured by the student and/or advisor and approved as appropriate. FCS Equipment needed for classroom use is the responsibility of the course instructor, and as such, must be checked out and returned by the faculty member.

Student Awards and Recognition

Awards and recognitions are given annually within the College of Agricultural, Life and Natural Sciences (CALNS) at the Awards and recognition activity, which in recent years has been a banquet during **CALNS Week**. Students in Family and Consumer Sciences are eligible to compete with other students in the College for Outstanding Freshman, Sophomore, Junior, Senior, International, Graduate and Overall Student awards. Such awards are based on both quantitative and qualitative data, such as the student's academic average, personal character, University and community involvement, and evidence of outstanding support and dedication to the Department and College. A college-wide committee establishes guidelines and reviews recommendations for these awards.

The **Unit** also has an **Awards and Recognition Program** each year during the month of April. Students are recognized for academic achievement, leadership and participation in extracurricular activities (band, choir, athletics, etc.). Fliers and announcements regarding both activities are visibly posted within the department. Students are given the opportunity to apply and/or ensure that they are listed for awards and activities for recognition. Advisors and other faculty members ensure that qualified students are notified, as well. Guidelines governing the awards programs are outlined in the *FCS Student Handbook*.

Scholarships and awards offered by the **Department** are also listed in the *FCS Student Handbook* provided to all students during the FCS 101 class and/or the Get Acquainted activity for new students. Family and Consumer Sciences majors are eligible for the following scholarships:

- The Abigail K. Hobson Memorial Scholarship Award
- The Eliza P. Patterson
- Human Development Award
- The Mozelle Davis Award

- The Wayne Hendricks Award
- The Bernice Richardson Leadership Scholar Award

Students in the Department have the same opportunities to participate in institutional honors programs as do other students on campus. **The Honors Program at Alabama A&M University** is an exciting and unique experience which allows undergraduate students to take honors courses in English, History and Economics, and benefit from special services, such as academic advising, guidance for future educational and career advancement. Students of the Honors Program are responsible for completing fifty (50) hours of community service and attending three (3) cultural events each semester. Through professional development seminars, fireside chats, and leadership training the Honors Program extends its services to students who are non-members and the community as a whole. Selection for the Honors Center Program is rigorous in that admission is extended to those students who exhibit high scholastic achievement, an array of talents and are committed to academic excellence. At the time of application, it is expected that interested students are:

- Currently enrolled or plan to attend Alabama A&M University.
- Have maintained a 3.3 cumulative high school/college GPA.
- Have completed no more than 40 college credit hours.
- Have attained a 22 or above on the ACT or 1520 on the SAT.

A small number of students within the Department have participated with the Honors Center Program in recent years. Two recent graduates (2013) were members of the Honors Center, and one senior is currently a member.

Students of the Unit are also given the opportunity to join the campus-wide honor society, Kappa Sigma Chapter of **Alpha Kappa Mu Honor Society**. This society of scholars is open to juniors and seniors who have a GPA of 3.3 or higher, possess high character and leadership skills, and show a commitment to community service. Participation in the society is through invitation. The Unit currently has four students who are members of the organization.

The University recognizes academic achievements of undergraduate students with full-time enrollment during the Annual Academic Honors Convocation held the first Thursday in April of each year. Students who made the Dean's List, Honor Roll, Freshman President's Award list and those students receiving the coveted Presidential Medallion in either the Spring or Fall semester or the previous year are recognized. Special recognition is given to several academic groups, such as the Honors Program and members of Alpha Kappa Mu National Honor Society, among others. Numerous students within Family and Consumer Sciences have been recognized over the years.

The Office of Financial Aid at Alabama A&M University provides financial assistance to students who need aid in order to attend the University. The amount of aid granted is based on financial need. Students seeking assistance must file an application for Federal Student Financial Aid annually in January or February of the year prior to the academic year for which assistance is needed. Students in FCS, like other University students, are able to secure application materials and a brochure describing available aid programs from the Office of Student Financial Aid or on the web at www.aamu.edu. Financial aid may be awarded in the form of scholarships, grants, loans or part-time employment.

Family and Consumer Sciences students are reminded of the financial aid process as a part of sessions with their academic advisor. Students are also reminded by faculty members that there are opportunities for work within the Unit for a small group in each program area. Selection for these slots is based on need, work ethic, and the GPA required for academic progress for the student's classification. The funding for these opportunities is provided through the College of Agricultural, Life and Natural Sciences upon recommendation by the chair of the Unit.

Curriculum Changes

Curriculum changes include course additions/deletions concentrations. The following procedures should be adhered to in all cases. In any of the aforementioned cases, the request must follow the channels listed below:

1. Approval at the area/department level.
2. Submission to the Goals and Objectives Committee for review and recommendations to either of the following committees as appropriate.

College Curriculum Committee
Academic Standards Committee
or
Graduate Council

- *3. Alabama Commission of Higher Education (ACHE)

**Involves new programs only. Procedures for developing new programs should be secured from the Office of Academic Affairs. An "Intent To Plan" is the first step in new program development.*

Request for course substitutions or transfer courses must be approved through the following channels.

1. Advisor
2. Department Chairperson
3. Registrar's Office

Request for changes in information contained in ISIS (Integrated Student Information System) must be approved through the following channels:

1. Area Coordinators
2. Department Chairperson
3. Academic Affairs
4. Registrar's Office

Personnel

Procedures for Faculty Employment

The following procedures are steps to be followed for the employment of faculty members within the Department of Family and Consumer Sciences.

1. A search committee will be established.
2. The search committee will announce vacancies for positions.
Announcements will be sent to all colleges and universities (with programs in the specified areas) and to appropriate professional journals and periodicals.
3. Written information will be evaluated according to a point system. The three applicants with highest point values will be interviewed.
4. During each interview, the following will occur according to a planned schedule:
 - A. Introduction of applicant for an informal interview.
 - B. Meeting with Department Chair and faculty.
 - C. Tour of the Department.
 - D. Presentation of information during a seminar and coffee hour.
 - E. Scheduling of a conference with the Vice President for Academic Affairs by the department head.
 - F. Meeting between applicant and Vice President for Academic Affairs.
 - G. Each interviewee will be scored according to rating forms developed for areas 1, 2 and 4 above.
 - H. The applicant receiving the greatest number of points from the interview and previous written information (as indicated in #5) will be recommended for employment.

Faculty, Tenure and Promotion

The University policies and procedures for tenure and promotion are delineated in section 4.0 of the online *Faculty Handbook* (www.aamu.edu). The policies governing each are presented.

Tenure at Alabama A&M is granted to faculty members who show evidence of substantial productivity, have met the relevant professional accrediting agency's faculty qualification standards, if any, and who demonstrate the potential for continued performance and future growth. Eligibility for tenure is limited to faculty members who have a tenure-track appointment at the rank of Associate Professor and above. The application for tenure must show evidence of a minimum of three (3) scholarly products, where the applicant is primary author or primary investigator, is required for tenure. Scholarly products include: publications in professional and refereed journals, scholarly books, chapters in scholarly books, presentations at scientific/professional meetings, competitively funded research projects, juried creative works, and other activities related to high performance in one's discipline.

The Office of the Provost and Vice President for Academic Affairs is responsible for providing written notice to those individuals who are required to apply for tenure during the next academic year. This notice will be provided no later than April 1st of the year preceding that in which the faculty member must apply.

Faculty and new hires may be appointed with tenure but must meet the qualifications of Associate Professor and must have held tenure at a previous institution. Newly hired faculty may negotiate time toward tenure: up to a maximum of two (2) years for Associate Professor and three (3) years for Assistant Professor. Tenure is based on approval of the President, who is guided by the recommendation of the Provost and Vice President for Academic Affairs and the University Promotion and Tenure Committee. Tenure must be granted before the end of the probationary period associated with the initial appointment as indicated below:

<u>Rank</u>	<u>Probationary Period</u>
Assistant Professor	Six (6) Years
Associate Professor	Four (4) Years
Professor	One (1) Year

The probationary period is designed to provide time for the faculty member to demonstrate a level of performance and productivity worthy of tenure. However, a faculty member who meets the tenure criteria may submit an application at any time during the probationary period with approval of the Chair, Dean, Provost and President.

Promotion at the University is by application. The faculty member applying must provide documentation of professional achievements which vary with the promotion being sought. All applicants must provide a letter of application, letters of recommendation or comments from immediate supervisor(s), departmental review committee, college review committee, and Dean; a current curriculum vita; evidence of an earned doctorate or appropriate terminal degree within the discipline from a recognized accredited University or significant evidence of professionally recognized eminence; annual performance evaluations from the last three years; evidence of active membership in learned society/societies in the area of specialization and demonstrated proof of performance relevant to the discipline in teaching, service to the University and community, and research and/or grant writing.

All faculty members applying for promotion must have teaching, research and service experience, as well as scholarly products. However the minimum criteria for specific ranks differ as the rank becomes higher. An Instructor applying for Assistant Professor is required to have three (3) years of post-secondary teaching, research and service experience at the instructor level or above; an Assistant Professor applying for Associate Professor must have five years of experience within the current rank; and an Associate Professor applying for Professor must have 10 years of post-secondary of experience at the Associate Professor level or above. Evidence of scholarly products is not a requirement for promotion to Assistant Professor. However for promotion from Assistant to Associate Professor and from Associate Professor to Professor, a faculty member must provide evidence of five and ten scholarly products, respectively.

Each academic department shall develop explicit qualitative and quantitative performance criteria specifying the standards which must be met for tenure and promotion at each rank. These criteria should reflect consistency with disciplinary standards, the relevant professional accrediting agency's faculty qualification standards, if any, and must include specific performance elements in the three areas of faculty responsibility: teaching, research and service, the weights of which should to be determined in consultation with the chair and dean. Consideration for the mission of the University and department must be given in determining these values.

The application for tenure, promotion or both concurrently, must be submitted using the established Tenure and Promotion Application Form and must adhere to the time-line provided by the University. The Application forms for tenure and/or promotion may be requested from the department chair, the dean, or the Office of Academic Affairs.

Each department and each college must establish a Tenure and Review Committee.

Faculty members cannot serve on a review committee at different levels during one academic year. Additionally, no relative of an applicant is allowed to serve on a review committee at any level

The **Comprehensive Evaluation** of each faculty member takes place annually. The methods used to determine faculty effectiveness are found in the Faculty Handbook (www.aamu.edu) and provide the basis for the evaluation of Faculty within the Unit. Thus, the department follows the guidelines of the university in assessing the effectiveness of faculty in teaching, advising, research, outreach, other scholarly activities, and service to the Unit, the institution, and/or the community.

The annual evaluation of faculty is based upon a set of written measurable performance objectives developed annually between the faculty member and the chair of the department. Criteria, as established by the University, are used as guidelines for the evaluation process. Each aspect of the Comprehensive Evaluation process is designed to address the established criteria. Faculty is evaluated with respect to rank and duties and consideration for the following performance areas:

1. Teaching and instructional pedagogy, student advisement and mentoring, and recruitment and retention;

2. Research, presentations, performances, publications, art exhibits, or creative works, grant writing and grant management, academic reviewing, and thesis and dissertation advising.
3. Service to the instructional unit, department, college, the University, public service and committee work related to academic expertise;
4. Professional Development: Faculty members are expected to develop and carry out a plan for their individual professional development. This plan should be connected to the faculty member's annual performance objectives.
5. Communication Skills: All faculty members are expected to communicate clearly and effectively in English. This includes oral and written communication. Such communication must be adequate to assist students in understanding course content.

In evaluating the faculty within these areas, flexibility and balance should be exercised. Flexible weights should be established for each of the primary areas (teaching, research and service) totaling 100%. Each faculty is expected to be engaged in a program of work that is both sound and productive based upon their rank and future professional objectives.

Consistent with the Unit's mission to prepare and equip future professionals, and the primary assignment of a predominance of the FCS faculty, teaching is considered a faculty member's most important professional activity. This implies that the other professional activities, research/creativity and/or service, are expectations which contribute less to the performance evaluation of faculty within the Unit.

Teaching: Effective teaching is a criterion essential to advancement within the Unit. In evaluating the effectiveness of faculty teaching, criteria considered includes: command of the appropriate subject; continuous professional growth and development; ability to communicate effectively, organize materials and present with logic that facilitates learning; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; 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 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.

Research and Creative Works: Research and other creative accomplishments should be evaluated, not merely enumerated. There should be evidence that the faculty member is continuously and effectively engaged in creative activity of high quality and significance. Account is taken of the type and quality of creative activity expected within the field. In evaluating artistic creativity, the faculty member's merit should be defined by such criteria as originality, scope, and depth of creative expression. Effectiveness in research and creative works also includes distinguished performances and/or presentations, scholarly analysis, productions in the field, etc. Other, more traditional, activities to consider in evaluating scholarly activities are publications (printed or electronic), oral or poster presentations, grantsmanship, academic service, and research leadership.

Service: Faculty members should be recognized for their public service to the community, state and nation in their capacities as scholars. Contributions to the recruitment and retention of students, student welfare through service on student-faculty committees and service as advisors of student organizations should be acknowledged. The faculty member's professional activities should be scrutinized for evidence of achievement and leadership within the discipline. To evaluate the effectiveness of these activities, the faculty member and the Unit chair work together to determine evidence of the quality of services related to: committee membership on departmental, college and University committees; membership on boards or advisory groups; membership and leadership in professional organizations; presentation at workshops, seminars, etc.; membership on community awards, fundraising and activities committees; technical assistance to individuals, organizations and/or committees; recruitment and retention of graduate and undergraduate students; and faculty advisor for student organizations or activities.

University policy requires that assessment of faculty members in relation to their performance of assigned responsibilities occurs annually. University guidelines and criteria for faculty evaluation are located in section four (4.0) of the *Alabama A&M University Handbook* (www.aamu.edu). The University has an established instructional and evaluation system which utilizes the institutional evaluation instrument, course evaluations and a self-assessment. This process involves students, the faculty, the chair, and the College Dean.

Near the end of each semester, course evaluations are completed by students for each course of enrollment. Data from student evaluations are analyzed by the Office of Institutional Planning and Evaluation and made available to faculty and the department chair. The annual evaluation begins with the faculty completing a self-evaluation using the institutional evaluation instrument. Faculty members are also expected to provide the chair with an accomplishment report patterned after the format for the Unit Annual Report with documents to support reported activities. All relevant data are considered and discussed and incorporated into the ratings for the instructor during a scheduled appointment, including the results of the student evaluations and the appraisal of the chair.

For tenured or tenure-track faculty, the evaluation will also address guidelines for pre- or post-tenure activities. For tenure-track faculty members, specific activities and progress toward meeting the criteria of the tenure application for the respective faculty rank are discussed. For tenured faculty members, activities and expectations for continued excellence in teaching, research and service provide focus for discussion during the evaluation. Goals and objectives to be addressed as a result of the evaluation process are outlined on the evaluation instrument.

The final evaluation is developed by the chair for each respective faculty member. The evaluation is signed by the chair and the faculty, placed on file in the faculty member's folder, and submitted to the Dean of the College. The Dean reviews and signs the evaluation. While the Dean may add comments to the evaluation, the dean may not change or alter the ratings of the chair.

College of Agricultural, Life and Natural Sciences
Family and Consumer Sciences (FCS)
Faculty Profile

Dr. Sadguna Anasuri, *Associate Professor*, Human Development and Family Studies; B.S. College of Home Science, M.S. Andhra Pradesh Agricultural University and University of North Texas, Ph.D. Texas Woman's University.

Ms. Kandace Betts, *Instructor (Adjunct)*, Human Development and Family Studies; B.S. and M.S. Alabama A&M University; Further Study, Walden University.

Dr. Dorothy Brandon, *Associate Professor*, Human Development and Family Studies, Department of Family and Consumer Sciences; B.S. Norfolk State University, M.S. and Ph.D. The Ohio State University.

Ms. Olivia Brandon, *Instructor (Adjunct)*, Apparel, Merchandising and Design; B.S. and M.Ed. Alabama A&M University; Further Study, Alabama A&M University.

Dr. Kristen Campbell, *Instructor (Adjunct)*, Family and Consumer Sciences; B.S., M.S. and Ph.D. Alabama A&M University.

Ms. Vanessa Chandler, *Instructor (Adjunct)*, Family and Consumer Sciences Education; B.S. and M.Ed. Alabama A&M University.

Ms. Jeanetta Dallas-Whitlow, *Instructor (Adjunct)*, Human Development and Family Studies; B.S. Oakwood University, M.S. Alabama A&M University.

Dr. LaTonya Dixon, *Assistant Professor*, Nutrition and Hospitality Management; B.S. Oakwood University; M.S. and Ph.D. Alabama A&M University.

Ms. A. Renee' Heard, *Instructor*, Apparel, Merchandising and Design; B.S. and M.S. Alabama A&M University.

Dr. Susie Hill, *Assistant Professor (Adjunct)*, Human Development and Family Studies; B.S. Andrews University, M.S. Southwestern Adventist University and Ph.D. Texas Woman's University.

Dr. Johnson Kamalu, *Associate Professor*, Nutrition and Hospitality Management; B.S. and M.S., Tuskegee University; Ph.D., Howard University.

Dr. Margaret Kelly, *Associate Professor (Adjunct)*, Department of Family and Consumer Sciences; B.S. and M.S., Alabama A&M University; Ph.D., Iowa State University.

Dr. Rhona Miller-Cebert, *Research Assistant Professor*, Department of Family and Consumer Sciences/Nutrition and Hospitality Management; B.S., M.S. and Ph.D. Alabama A&M University.

Dr. Nahid Sistani, *Professor*, Nutrition and Hospitality Management; B.S., Oklahoma State University; M.S. and Ph.D., Alabama A&M University.

Dr. Cynthia M. Smith, *Chairperson/Professor*, Department of Family and Consumer Sciences; B.S. and M Ed., Tuskegee University; further study, The Pennsylvania State University; Ph.D. The Ohio State University; ESCOP/ACOP and FSLI Leadership Training and Certificates of completion.

Ms. Eunice Tibbs, *Instructor (Adjunct)*, Apparel, Merchandising and Design; B.S. and M.S., Alabama A&M University.

Ms. Maria Wilkie, *Instructor*, Apparel, Merchandising and Design , Department of Family and Consumer Sciences; B.S., University of Alabama; Huntsville; M.S., Alabama A&M University.