1994

1994 USA Faculty Handbook

USA Administration
University of South Alabama

MEMORANDUM

UNIVERSITY OF SOUTH ALABAMA

September 1, 1994

TO: Faculty

FROM: John E. Morrow
Office of Academic Affairs

The Faculty Handbook Revision for 1994 includes the following changes:

REPLACEMENTS
- -Table of Contents
- -Title Page
- -Foreward
- -University Mission
- -Associate Vice President for Research/Dean, Graduate School
- -Assistant Vice President for Enrollment Services
- -Planning Committees
- -University Standing Committees
- -Reversion Policy
- -Policies and Procedures on Recruiting and Appointment
- -Guidelines for Academic Searches
- -Family and Medical Leave
- -Contract Overhead with Policy for Compensation under Externally Funded Grants and Contracts
- -Revised Student Academic Conduct Policy
- -Campus Security Act

DELETIONS
- -Educational Assumptions
- -Joint Policy Committee
- -University Vehicles

ADDITIONS
- -Organizational Structure
- -University Research Council
- -Joint Appointment Policy
- -Professional Leave, Definition of
- -Personnel Policy for Student Employees

Please insert/delete pages of your current Handbook as appropriate.

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UNIVERSITY OF SOUTH ALABAMA

FACULTY HANDBOOK

Original Issue 1990

Revision 1992; Revision 1994

FOREWORD

The Faculty Handbook sets forth policies, procedures, regulations, organizational structures, channels of communication, and faculty benefits generally applicable to the faculty of the University of South Alabama, along with other items of information.

The University of South Alabama ascribes to the Statements and Principles of the American Association of University Professors (AAUP) except where differences occur University policy supersedes.

It should be noted that the College of Medicine has, since its inception, evolved its own structure of policies and procedures. Those policies and procedures which differ in any substantive way are included in Part IX.

The 1994 Revision of the Faculty Handbook supersedes all previous versions and is applicable in every respect on issue to all faculty presently employed.

The University reserves the right to make changes in the Handbook as required.

TABLE OF CONTENTS

7/94

PART ONE: University Organization and Governance

I. The University of South Alabama

The University of South Alabama was created by Act of the Alabama State Legislature, approved May 9, 1963. All provisions relating to the establishment and operation of the University of South Alabama embodied in the Act are found in Sections 16-55-1 through 16-55-9, Code of Alabama 1975.

The University of South Alabama campus includes the main campus on University Boulevard, University Commons, Brookley campus on Old Bay Front Road, University Medical Center on Fillingim Street, the USA-Doctors Hospital, the USA-Knollwood Park Hospital, the University Theatre for the Performing Arts-Saenger Theater on Joachim Street, the Biological Research Station on Big Creek Lake, the USA-Baldwin County campus at Bay Minette and Fairhope, and the USA-Springhill facility.

UNIVERSITY MISSION

The University of South Alabama was chartered in 1963 by the State of Alabama as a comprehensive, coeducational institution of higher education. The University serves as a major center of high quality and accessible undergraduate, graduate, and professional education for metropolitan Mobile, the State of Alabama, the Gulf Coast Region, and the Southeastern United States. The University mission actively embraces the functions of teaching, research, public service, and health care through which it vigorously pursues the preservation, discovery, communication and application of knowledge. As it grows and develops, the University will focus its strengths to produce programs of interdisciplinary excellence that address the special needs of the people it serves.

Undergraduate education is designed to promote the growth of the individual to think critically and analytically, to communicate effectively, to acquire information and apply it to problem-solving, and to understand the context of global complexity and diversity in which knowledge is applied. The University is committed to the education of the whole person--the creative person. To accomplish this, a wide range of curricular and co-curricular opportunities for students to expand their cultural, physical and emotional awareness are provided. The University's environment must encourage and foster the qualities expected of leaders, such as integrity, service, stewardship, involvement and respect for individuals, as well as an appreciation for diversity. Graduate education provides students with increasing levels of challenge and opportunities for independent investigation, creative achievement, the advancement of knowledge, and participation in traditional and new forms of scholarly activity in a broad range of discipline-based and interdisciplinary programs. These programs will prepare students for new, as well as traditional, professional and academic careers.

Scholarship is an important aspect of the mission of the University and the responsibility of every faculty member. The University of South Alabama will provide quality research and scholarly activity in all areas of its academic programs and community service activities, as illustrated by the work of its faculty in business, education, engineering, mathematics, science, fine arts, humanities, and health sciences. To advance scholarship, the University will provide appropriate instructional and investigative facilities within an atmosphere of academic freedom and shared governance.

Because of its location and commitment to the community, the University's academic health center is an important resource for accomplishing its mission. The University is dedicated to the

education of physicians, health scientists, allied health professionals, and professional nurses who will provide the community and the region with the highest quality health care. To promote improved health care in its service region through research, teaching, and outreach programs, its hospitals and clinics will offer the latest scientific and medical technology possible.

The University is further dedicated to the promotion of lifelong learning and to the enhancement of access to education for a variety of individuals and communities. Thus, it will continue to develop programs that meet the needs of its evening, weekend, off-campus, and special program clients who seek both credit and non-credit learning experiences on campus and at the Brookley campus site. The USA-Baldwin County campus will provide degree programs and other learning opportunities required by the rapidly growing population in Baldwin County.

The University of South Alabama's programs of education, research, public service, and health care are all founded upon the basis of a reciprocal relationship between the institution and the community it serves. Instruction, research, scholarship, public service, and health care that enhance the economic development of the State and improve the quality of life and health of its citizens are integral and essential parts of its mission as a comprehensive, metropolitan university.

(Board of Trustees Approved 6/7/93)

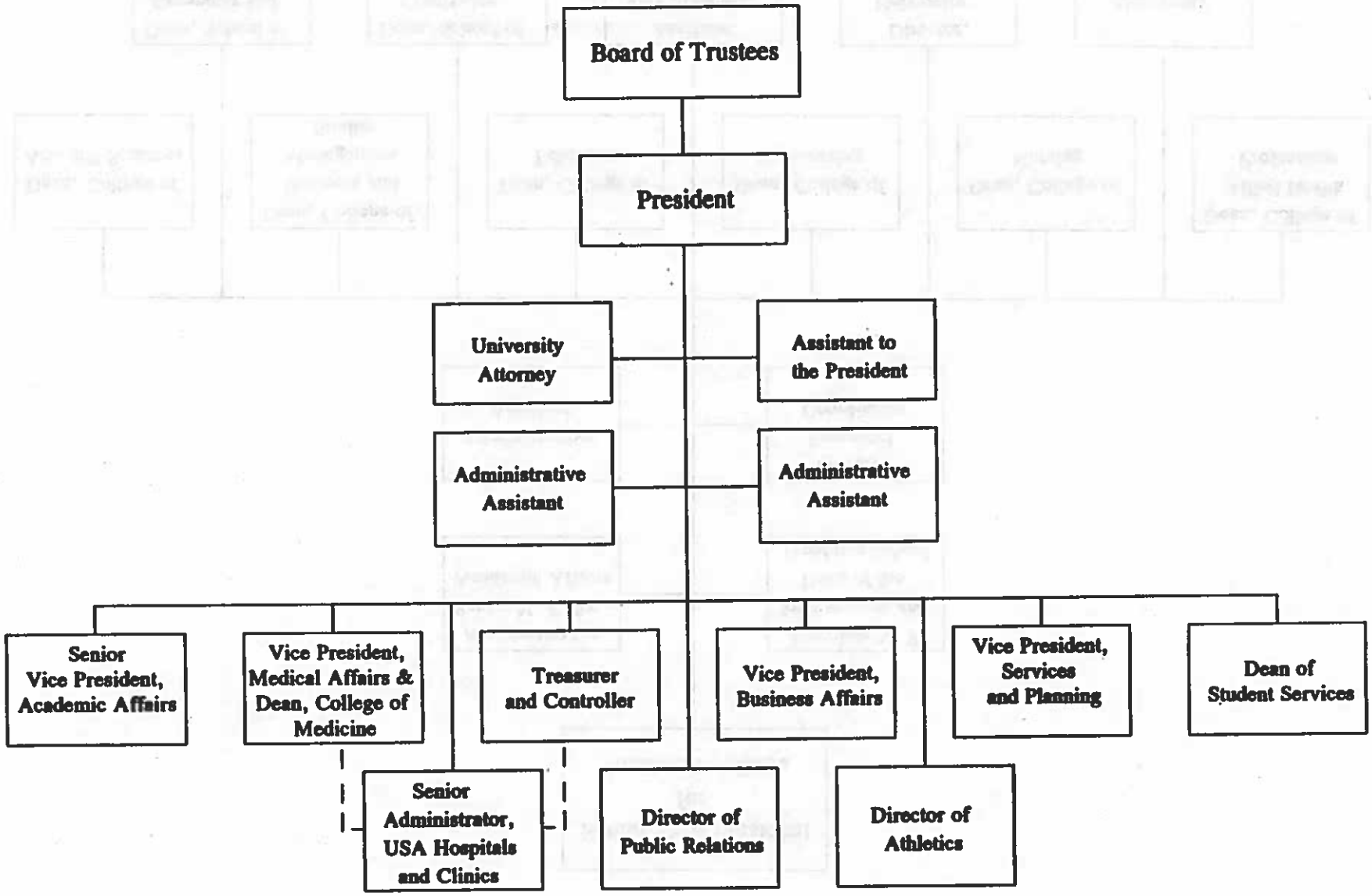
II. Board of Trustees

Authority for operation of the University is vested in the Board of Trustees. The Legislature has given the Board power to organize the institution by appointment of necessary personnel and the power to remove persons so appointed. The Board may prescribe courses of instruction, rates of tuition and fees, and confer appropriate degrees. The Legislature has specifically given the Board the right to act in the best interest of the institution. An Executive Committee has been created and the Board of Trustees has delegated to this Committee certain authority. The Board has delegated to the President of the University the authority necessary to the operation of the institution in the context of the responsibility of the President's Office. All authority vested in administrative officers, administration, faculty, student committees, and internal political bodies comes directly from the Board of Trustees to the Executive Committee and the President and through the President to the respective individual or entity.

The University of South Alabama, operating as a state institution of higher learning and financed in part by public funds, is governed by a Board of Trustees composed of seventeen members: twelve members appointed from south Alabama; three members appointed from the State-at-large; the Governor of the State of Alabama as President, ex-officio, of the Board; and, the State Superintendent of Education serves as an ex-officio member. Of the twelve members appointed from south Alabama, three members are appointed from Mobile County and one member is appointed from each of the nine southern senatorial districts, as those districts were designated at the time the University was organized. All members, except ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

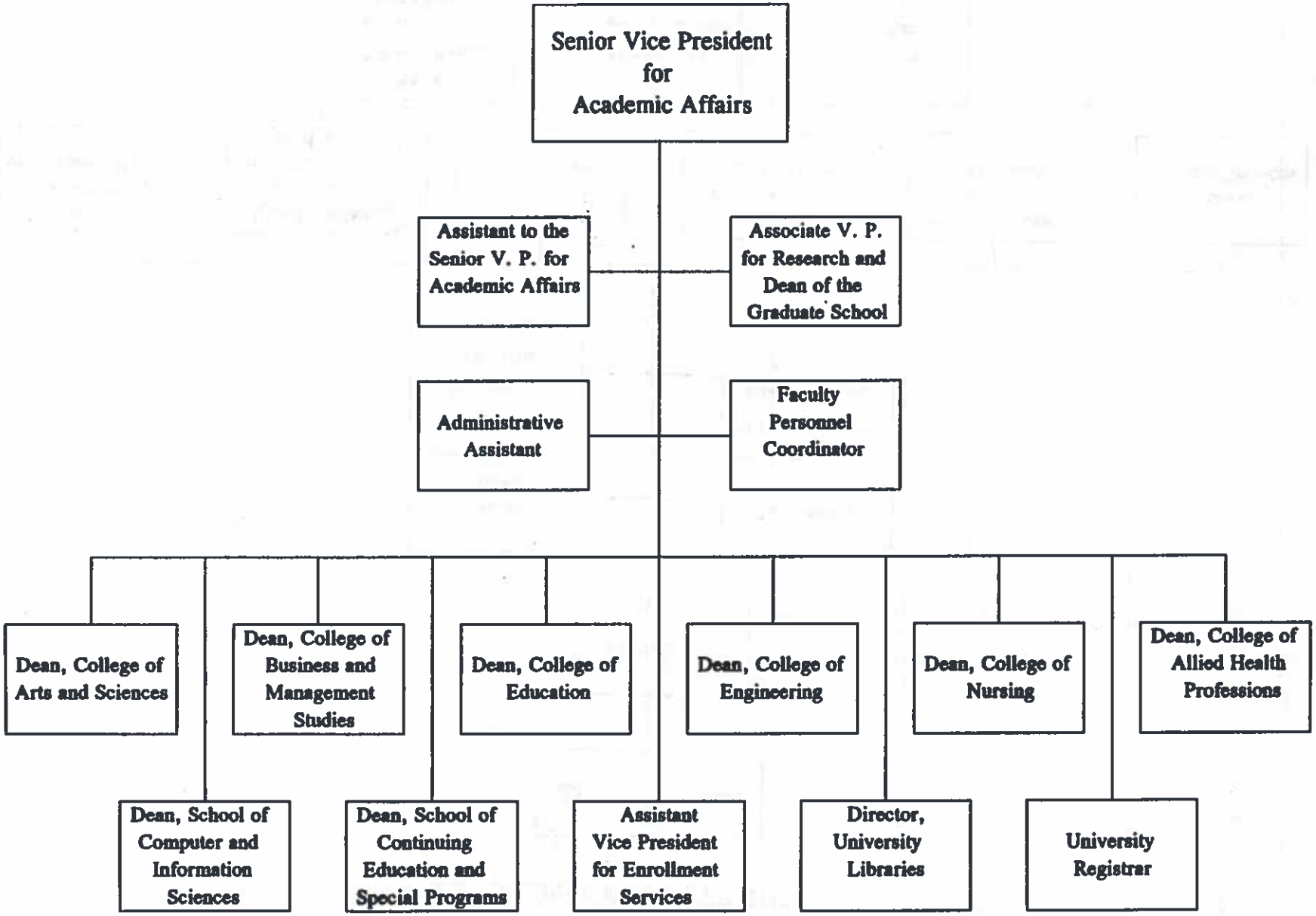
THE UNIVERSITY OF SOUTH ALABAMA

ORGANIZATIONAL STRUCTURE



1 February 1994

THE UNIVERSITY OF SOUTH ALABAMA
DIVISION OF ACADEMIC AFFAIRS



February 1994

IV. University Administration

A. PRESIDENT

The President is appointed by the Board of Trustees and presides over the University. As the Chief Executive Officer, the function consists of organizing, advancing, operating, and preserving the University. In this function the President is assisted by vice presidents, deans, directors, and other administrative staff members.

1. ASSISTANT TO THE PRESIDENT

The Assistant to the President interacts with the various officers and elements of the University community as the President requires.

2. UNIVERSITY ATTORNEY

The University retains a full-time attorney to act as legal counsel for the University.

3. COUNCILS OF THE PRESIDENT

-The Administrative Council is composed of the following members:

President
University Attorney
Assistant to the President
Senior Vice President for Academic Affairs
Vice President for Medical Affairs
Vice President for Business Affairs
Vice President for University Services and Planning
Assistant Vice President for Enrollment Services
Administrator, University Medical Center
Treasurer and Controller
Deans of all colleges and schools
Dean of Student Services
Director of Public Relations
Director of University Libraries

-The Budget Council prepares the University budget and serves as an advisory group appointed by the President to review budget proposals. It is composed of the following members:

President
Senior Vice President for Academic Affairs
Vice President for Medical Affairs
Vice President for Business Affairs
Vice President for University Services and Planning
Assistant Vice President for Enrollment Services
Treasurer and Controller
Business Manager
Dean of Student Services
Dean of the College of Medicine
Administrator, University Medical Center
Faculty Senate Representatives (Chair and Past Chair of the Faculty Senate)

-The University Research Council is composed of term-appointed faculty representing all academic units; chaired by the Associate Vice President for Research.

-The Space and Facilities Committee is composed of the following members:
Vice President for University Services and Planning - Chair
Senior Vice President for Academic Affairs
Vice President for Medical Affairs
Vice President for Business Affairs
Assistant to the President
Dean, College of Medicine
Administrator, University Medical Center
Representative from Vice President's Council (appointed annually)
Representative from Faculty Senate (appointed annually)

B. SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Senior Vice President for Academic Affairs reports to the President. As the Chief Academic Officer of the University, the Senior Vice President for Academic Affairs has administrative responsibility for, and proper jurisdiction over, the academic programs and the faculty and staff serving the various academic units, colleges, schools, divisions, and departments. The Senior Vice President has a major role in developing academic rules and regulations, planning and developing the curriculum, and planning for and participating in faculty recruiting and appointments.

1. ASSOCIATE VICE PRESIDENT FOR RESEARCH AND DEAN OF THE GRADUATE SCHOOL

The Associate Vice President for Research and Dean of the Graduate School is the executive officer of the Graduate School and principal administrator of University research activity and reports to the Senior Vice President for Academic Affairs. The Associate Vice President has the following authorities and major responsibilities:

-provide leadership to support faculty in the development of research activity and to enhance sponsored program funding for that activity
-work with faculty and deans to identify areas of potential interdisciplinary research and funding support and facilitate faculty development of appropriate proposals for funding, including responsibility for the overall administration of University research centers
-work with the Office of Sponsored Programs to identify potential funding opportunities and support activites to secure funding through linking of faculty to appropriate funding sources
-Chair the Research Council of faculty charged with the role to develop a vision for research at the University and administer the awarding of internal funds to support research grants
-work with academic deans to improve the quality of graduate programs through program development, student recruitment, and enhancement of support for graduate fellowships, assistantships, and related opportunities
-provide leadership in working with the deans and the Graduate Council to develop, implement, and evaluate policies governing the graduate programs of the University

-administer the staff and overall budget of the office, including graduate assistants; provide leadership in developing goals and sources of funding for expansion of graduate student support, including allocation and approval of awards of graduate assistantships and fellowships and review of performance
-provide leadership in working with the academic deans and the faculty to provide appropriate models for determining and evaluating quality of graduate programs
-provide leadership in developing and implementing institutional policy regarding intellectual property, licenses, patents, commercialization, technology transfer, and industrial sponsorship of research and creative activity
-represent the University in State, regional, and national organizations of major research and graduate program administrators
-chair the Graduate Council

a. Graduate Council

Composition: The Graduate Council consists of seven elected members and three members appointed by the Dean, who is a member ex-officio and serves as Chair. The seven elected members come from those academic units engaged in graduate study or planning to become so engaged, viz., one each from the Colleges of Allied Health Professions, Arts and Sciences, Business and Management Studies, Education, Engineering, Nursing, and Medicine. In addition, the directors of graduate studies of the several units and/or programs may participate in the work of the Council as ex-officio, non-voting members. Only full members of the Graduate Faculty are eligible for election or appointment to the Graduate Council.

Election: The representative from each academic unit is elected by the full members of the Graduate Faculty of that unit, convened for this purpose by the appropriate director of graduate studies upon instruction from the Dean of the Graduate School. The ten elected and appointed Graduate Council members serve staggered terms of three years each. Should a member fail to serve a full term, a replacement member will be elected or appointed (as described above) as necessary to complete the term, at which time the regular election or appointment will occur.

The Graduate Council serves as the advisory body to the Dean of the Graduate School on all matters of policy and procedure pertaining to the conduct of graduate education at the University of South Alabama.

b. University of South Alabama Research Council

Composition: The Research Council is appointed by the President on rotating terms and is representative of the graduate programs of the University. The Associate Vice President for Research is an ex-officio member and serves as permanent Chair of the Council. The USA Research Committee is a subcommittee of the Council charged with reviewing, evaluating, and prioritizing research proposals submitted for funding.

2. FACULTY PERSONNEL COORDINATOR

The Faculty Personnel Coordinator acts as liaison between faculty and administration with regard to AA/EEOC/M/F/D and University personnel matters and other duties as assigned.

3. DEAN OF THE COLLEGE OF ALLIED HEALTH PROFESSIONS

The Dean of the College of Allied Health Professions is the executive officer of the college and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-develop academic programs of the College compatible with the goals and purposes of the University
-recommend appointments/reappointments to the faculty of the College
-evaluate and make recommendations on promotions, salaries, and tenure of faculty members
-recommend appointments/reappointment of administrative staff to the College
-organize and appoint faculty to such committees as may be desirable and necessary to assist chairs in developing curricula and programs, and formulating policies pertaining to the academic affairs of the College
-approve the credits offered by students in partial fulfillment of the requirements for the respective programs administered by the College
-prepare, recommend, and administer the budget of the College
-develop, supervise, and administer the academic and clinical programs of the College
-assign academic and professional responsibilities to the faculty of the College
-develop and supervise the academic and clinical schedules of the programs of the College
-establish the criteria for eligibility of students to enter and graduate from the programs of the College
-perform such other duties and functions as assigned by the Senior Vice President for Academic Affairs

a. ASSOCIATE DEAN, COLLEGE OF ALLIED HEALTH PROFESSIONS

The Associate Dean of the College of Allied Health Professions reports to the Dean of the College and has the following responsibilities:

-development of class schedules in the College
-registration activities
-evaluation of student transfer records
-all matters pertaining to student records, credit by examination, advanced credit, and student advising
-development, supervision, and administration of college graduate programs
-student recruitment and retention
-any special assignments as assigned by the Dean of the College

b. DEPARTMENTAL CHAIRS, COLLEGE OF ALLIED HEALTH PROFESSIONS

The departmental chairs report to the Dean of the College and serve as senior administrative and academic officers for their departments. Departmental chair functions are described on page 33.

c. STANDING COMMITTEES, COLLEGE OF ALLIED HEALTH PROFESSIONS

-The Curriculum Committee is composed of at least one faculty member from each department appointed for staggered terms by the Dean and chaired by the Associate Dean. The Committee assesses the proposal and implementation of new and/or revised curriculum design in the College, reviews all proposed curricular action within the College, and recommends approval and/or disapproval to the Dean. The Committee's scope includes both didactic and clinical curriculum considerations.
-The Recruitment and Retention Committee is composed of faculty represented from each department of the College appointed annually by the Dean, with the Associate Dean as chair. The Committee's purpose includes all matters related to student recruitment and retention, development and revision of recruitment brochures, audiovisual presentations, planning recruiting activities such as Career Day, high school visitations, and Get Acquainted Day. The Committee reports to the Dean of the College.
-The Faculty Evaluation Committee is composed of tenured faculty within the College, and in some cases faculty from other colleges, and is appointed annually by the Dean. The Committee reviews candidates proposed for promotion and makes recommendations to the Dean.
-The Committee for Faculty Promotion and Tenure is composed of tenured faculty within the College, and in some cases from other colleges, and is appointed annually by the Dean. The Committee's purpose is to review applications of candidates proposed for tenure and make recommendations to the Dean.
-The Chair's Committee is composed of all chairs of the College and is chaired by the Dean. The Committee serves as an advisory body to the Dean on all matters of concern to the College.

4. DEAN OF THE COLLEGE OF ARTS AND SCIENCES

The Dean of the College of Arts and Sciences is the executive officer of the College and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-administer and supervise the academic programs, departments, rules, and regulations of the College
-develop the College's programs and curricula with appropriate faculty and faculty committees
-recommend faculty appointments/reappointments, tenure, rank, and salaries with appropriate advice from departmental chairs
-recommend faculty appointments to University committees
-accept special assignments made by the Senior Vice President for Academic Affairs
-foster research and professional development of the faculty of the College

a. ASSOCIATE DEANS, COLLEGE OF ARTS AND SCIENCES

The Associate Deans of the College of Arts and Sciences report to the Dean of the College and have the following responsibilities:

ASSOCIATE DEAN OF ADVISING AND UNDERGRADUATE INSTRUCTION

-Coodination of undergraduate studies for the College
-Responsible for registration and orientation activities
-Coordination of student advising and student records
-Development of College class schedules
-Special assignments made by the Dean

ASSOCIATE DEAN FOR GRADUATE STUDIES, CURRICULUM AND RESEARCH

-Director of Graduate Studies for the College
-Coordination of faculty research and development
-Grant budget review and development
-Project fund raising
-Chair of Graduate Studies and Planning Committee
-Special assignments given by the Dean

b. DEPARTMENTAL CHAIRS, COLLEGE OF ARTS AND SCIENCES

Each department is headed by a departmental chair who reports to the Dean of the College and is responsible for the general direction and supervision of the departmental programs. The departmental chair functions are on page 33 .

c. STANDING COMMITTEES, COLLEGE OF ARTS AND SCIENCES

-The Academic Programs Planning Committee is concerned with developmental and curricular program planning.
-The Graduate Programs Planning Committee is concerned with the of curriculum and administrative procedures relating to graduate studies in the College.
-The International Education Committee works with students to develop interdisciplinary curricula emphasizing the special international interests of the students.
-The Personalized Studies Program Committee assists students to prepare contractual major curricula designed to meet the specific educational and vocational goals of the students.

5. DEAN OF THE COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Dean of the College of Business and Management Studies is the executive officer of the College and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-maintain academic standards and enforce rules and regulations of the University, college and departments
-recruit and recommend new faculty, review all salaries, and recommend promotion and tenure in consultation with appropriate chairs, promotion and tenure committees
-recommend, supervise, and develop the college's programs with appropriate committees and faculty

-recommend and administer the budget of the College and exercise budgetary control over appropriations
-assign space and equipment resources allocated to the College
-review publications originating within the College
-engage in public relations activities promoting the College and the University
-coordinate administrative matters with the Director of Graduate Studies, Director of Business Resources Center, Director of Center for Business and Economic Resources, and Director of the Small Business Development Center
-coordinate college programs with other colleges of the University
-accept all special assignments made by the Senior Vice President for Academic Affairs

a. ASSOCIATE DEANS, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Associate Deans of the College of Business and Management Studies report to the Dean of the College. The Associate Deans have the following responsibilities:

ASSOCIATE DEAN OF RESEARCH

-coordinate administrative matters involving the Dean of the College, the Dean of the Graduate School, the Director of the Center for Business and Economic Research, the Director of the Small Business Development Center, and the Director of the Center for Transportation and Logistics
-assist and advise the Dean, department chairs, and faculty on matters related to research, scholarly activities, and publications
-serve as Director of Research for the College as an advocate of research and seek to integrate College interests with University interests
-recommend and develop policies and procedures for the administration of research and ensure that College, University and governmental regulations are met
-ensure that the research values and integrity of the College are protected and appropriate research personnel policies are in place
-review research proposals, budgets, and appointments of personnel under College research budgets and the budgets of the various centers of the College and make recommendations to the Dean
-enhance the College's research environment by developing and supporting research facilities in the College
-disseminate information and policies related to sponsorship, conduct, and administration of research to University, business, and governmental communities
-appoint the members of the College Research Committee and serve as Chair of the Committee
-review, with the College Research Committee, the annual research activities and output of the College and make a written report on such activities for the Dean and chairs
-accept all special assignments concerned with research made by the Dean

ASSOCIATE DEAN AND DIRECTOR OF GRADUATE STUDIES

The Associate Dean and Director of Graduate Studies of the College of Business and Management Studies reports to the Dean of the College and is responsible for:

-assisting in the general planning and operation of the College
-developing academic programs in the College with the Dean, departmental chairs, and faculty
-assisting the Dean and chairs in recruitment of new faculty
-coordinating and supervising the graduate programs of the College
-coordinating and editing materials for the Bulletin
-coordinating and supervising orientation, advising, and registration activities
-coordinating and supervising scheduling of academic classes
-assigning classroom space
-approving requests for substitutions, fee waivers, late course drop/adds
-maintaining liaison with faculty in academic matters requiring policy determinations and making appropriate recommendations to the Dean
-acting as liaison between graduate program directors in other colleges
-carrying out special assignments for the Dean

c. DEPARTMENTAL CHAIRS, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The departmental chairs of the College of Business and Management Studies report to the Dean and are responsible for the general direction and supervision of the departments. Departmental chair functions are described on page 33 .

d. DIRECTOR OF THE BUSINESS RESOURCES CENTER, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Director of the Business Resources Center reports to the Dean. The Center Director directs professional and management development programs for the College, including a variety of business seminars and programs for professional organizations, industrial firms and the business community.

e. DIRECTOR OF THE CENTER FOR BUSINESS AND ECONOMIC RESEARCH, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Director of the Center for Business and Economic Research reports to the Dean. The Center directs faculty research activities relating to business and economic areas, including applied research, faculty publication support, and community research services through establishment of data bases and publication of applied research projects of community interest.

f. DIRECTOR OF SMALL BUSINESS DEVELOPMENT CENTER, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The Director of the Small Business Development Center reports to the Dean. The Center offers business services to small business people in a six-county

area of Southwest Alabama. The Center provides free one-on-one counseling, offers workshops that address the problems of the business community, and staff specialists in the areas of international trade and government procurement.

g. STANDING COMMITTEES, COLLEGE OF BUSINESS AND MANAGEMENT STUDIES

The standing committees of the College of Business and Management Studies are as follows: Business Executive Council, Undergraduate Curriculum Committee, Computing Committee, Faculty Development Committee, MBS Orals Committee, Research Committee, Scholarship Committee, Tenure Committee, Promotion Committee, and Library Committee

6. DEAN OF THE COLLEGE OF EDUCATION

The Dean of the College of Education is the executive officer of the College and reports to the Vice President for Academic Affairs and has the following responsibilities:

-furnish instructional leadership for the College
-administer and supervise all programs of the College
-recommend and administer the budgets of the College
-recruit, select, and recommend employment assignments, personnel policies, rank, tenure, promotion, dismissals, and salaries for all personnel of the College
-furnish leadership on all matters pertaining to the certification of teachers by the State Department of Education
-develop all policies as pertains to the College
-coordinate college programs with other colleges and divisions of the University and with other agencies, such as those of government and for the several accreditations

a. ASSOCIATE DEANS, COLLEGE OF EDUCATION

The Associate Deans report to the Dean of the College and have the following responsibilities:

ASSOCIATE DEAN

-coordination and supervision of the Office of Student Personnel Services
-coordination and supervision of the registration of students by the College
-coordination and editing of college materials for the University Bulletin
-coordination of the use of space within the College
-certain aspects of administration and supervision of the College as assigned by the Dean

ASSOCIATE DEAN FOR GRADUATE STUDIES AND RESEARCH

-leadership for graduate program planning, development and evaluations in the College and for the development of cooperative programs at the graduate level with other colleges and divisions of the University

-leadership in the development of policies as they pertain to the graduate programs in the College
-implementation of the policies of the graduate program of the University as they pertain to graduate student selection, admission, retention, and graduation
-recommendations for development, use and modification of a management information system for graduate programs in the College
-liaison between the Dean of the Graduate School and the College
-liaison between graduate program directors in other colleges and divisions
-development of faculty expertise in research design, data collection, and analysis and publication of research findings
-collaboration with selected faculty in developing research proposals
-assessment of hardware/software needs of the College and University as pertains to research efforts
-serve as needed on master theses and doctoral dissertation committees

d. COORDINATOR OF FIELD SERVICES, COLLEGE OF EDUCATION

The Coordinator of Field Services reports to the Dean of the College and is responsible for:

-coordinating all laboratory and field experiences within the College
-conferring with the Dean, departmental chairs, and faculty concerning the establishment and/or modification of policies pertaining to laboratory experiences
-serving as liaison between the College, schools, teachers, and other agencies for participation in various laboratory programs
-conferring with concerned departmental chairs in the assignment of College faculty to supervise student teachers
-planning an orientation session for student teachers each quarter and making the Student Teaching Handbook and other required information and forms available to college supervisors, cooperating teachers, and student teachers

e. DEPARTMENTAL CHAIRS, COLLEGE OF EDUCATION

The departmental chairs of the College report to the Dean and are responsible for general direction and supervision of the departments. Departmental chair functions are described on page 33 .

f. STANDING COMMITTEES, COLLEGE OF EDUCATION

The standing committees in the College of Education are as follows:

Faculty Service and Development Awards Committee, Grievance Committee, Honors and Awards Committee, Promotion Committee, Tenure Committee, Research and Public Service Committee, Sixth-Year Program Committee, Student Services Committee, Use of Human Subjects Committee

7. DEAN OF THE COLLEGE OF ENGINEERING

The Dean of the College of Engineering is the executive officer of the College reporting to the Senior Vice President for Academic Affairs and has the following responsibilities:

-maintain academic standards and enforce the rules and regulations of the University, the College, and the departments
-plan and promote collegial activities and development
-foster good external relations for the College
-participate in the appropriate administrative councils of the University
-supervise personnel employed in the Dean's Office
-recommend personnel actions such as appointments, promotions, salary increments, tenure, and compensations for both full and part-time faculty and staff
-maintain adequate personnel and financial records
-recommend the budget of the College and exercise budgetary control
-assign space and equipment resources allocated to the College
-recommend and oversee college facilities alterations, remodeling, and new construction
-recommend appointments to College committees
-conduct meetings for faculty and chairs to ensure effective communications
-compile information necessary for professional accreditation/reaccrediation
-review publications originating within the College
-forward the actions of the College Curriculum Committee with recommendations
-certify completion of degree requirements by candidates for graduation
-assign duties, such as service during registration, student orientation, and open house days
-carry out special assignments for the Senior Vice President for Academic Affairs

a. ASSOCIATE DEAN, COLLEGE OF ENGINEERING

The Associate Dean of the College of Engineering has the following responsibilities:

-assist in the general planning and operation of the College
-coordinate and supervise schedule preparation for the College
-perform graduation audits on candidates for graduation
-assign classroom space in Engineering buildings
-participate in ad hoc committees
-approve student requests for substitutions, fee waivers, late course drop/adds, and other exceptional student requests
-serve as Chair of the Curriculum Committee
-carry out special assignments from the Dean

b. DEPARTMENTAL CHAIRS, COLLEGE OF ENGINEERING

The departmental chairs of the College of Engineering report to the Dean and are responsible for the general direction and supervision of the departments. Departmental Chair functions are described on page 33.

c. STANDING COMMITTEES, COLLEGE OF ENGINEERING

The Curriculum Committee is composed of departmental chairs and is chaired by the Associate Dean. It accepts recommendations and proposals concerning curricular matters from anyone in the College, considers the wisdom of such proposals, including facilities and manpower impacts, and makes recommendations to the Dean. The Committee's purview encompasses new or existing courses, curricula, and programs, including service courses for and by other university areas. All such changes are processed through the Committee.

The College also has departmental-level and college-level promotion and tenure committees, undergraduate and graduate final grade grievance committee, open house committee, EG-course series and FSDA committees.

8. DEAN OF THE COLLEGE OF NURSING

The Dean of the College of Nursing is the executive officer of the College and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-evaluate and make recommendations for reappointment, promotion, tenure, and salary of faculty members
-supervise non-academic personnel employed by the College
-approve and supervise the academic and clinical programs of the College
-assign academic repsonsibilities to the College faculty
-plan, in conjunction with the administrators of affiliated agencies, the clinical experiences for students and jointly approved contractual agreements
-supervise a student academic advisement program in the College
-prepare, recommend, and administer the budget of the College
-supervise the evaluation of transfer records

-ensure that the College meets criteria set forth by the Alabama Board of Nursing and the National League of Nursing accreditation
-perform other duties and functions as may be assigned by the Senior Vice President Academic Affairs

a. ASSOCIATE DEAN, COLLEGE OF NURSING

The Associate Dean of Nursing reports to the Dean of the College and has the following responsibilities:

-class schedules, course grades, and class attendance
-distribution and maintenance of student counseling files
-space assignments and utilization of space
-student schedules and academic progress of students
-applications and evaluations for graduation
-registration activities
-evaluation of registered-nurse and transfer records
-coordination and editing of college materials for the University Bulletin
-membership on standing and ad hoc committees
-maintaining liaison with faculty in all academic matters requiring policy determinations and making appropriate recommendations to the Dean
-maintaining liaison with other colleges of the University
-to perform other duties and functions as may be assigned by the Dean

b. DEPARTMENTAL CHAIRS, COLLEGE OF NURSING

The departmental chairs report to the Dean and are responsible for the general direction and supervision of the departments. Departmental chair functions are described on page 33.

c. STANDING COMMITTEES, COLLEGE OF NURSING

The standing committees of the College of Nursing are as follows:

-Promotion and Tenure Committee makes recommendations to the Dean, keeping the guidelines for promotion and tenure current and in accord with University policies.

-The Research Committee promotes a quality faculty research program.
-The Admissions and Advanced Standing Committee selects applicants for admission and determines when advanced standing shall be granted.
-The Curriculum Committee designs and evaluates the undergraduate curriculum.

9. DEAN OF THE SCHOOL OF CONTINUING EDUCATION AND SPECIAL PROGRAMS

The Dean of the School of Continuing Education and Special Programs is the executive officer of the School and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-administer and supervise the vairous continuing education programs and administer units of the School

-coordinate and submit reports of the various continuing education activities throughout the University
-develop and implement continuing education programs needed to meet the varying needs of the region served by the University
-develop policies and regulations related to special activities and continuing education programs with the continuing education committee and other University officials and to recommend such policies to the SeniorVice President for Academic Affairs
-recommend and administer the budget of the School
-cooperate with the various colleges and divisions of the University in developing and coordinating the evening/weekend programs of the University
-evaluate and recommend faculty members, guest lecturers, conference leaders, and other personnel for the various programs of the School
-develop and administer the various educational programs assigned to the School
-accept other assignments made by the Senior Vice President for Academic Affairs

a. ASSOCIATE DEAN, SCHOOL OF CONTINUING EDUCATION AND SPECIAL PROGRAMS

The Associate Dean reports to the Dean of the School of Continuing Education and Special Programs and has the following responsibilities:

-assist in the general planning and operation of the School
-assist in the development and implementation of new programs in the School
-participate in the Vice President's Council and ad hoc committees deriving therefrom
-serve as Chair of the Curriculum Committee of the School
-carry out any assignments made by the Dean of the School

b. DIRECTOR, U.S.A. BROOKLEY CENTER

The Director of the U.S.A. Brookley Center reports to the Dean of the School of Continuing Education and Special Programs and has the following responsibilities:

-promote and schedule the various programs at Brookley Center
-supervise and coordinate the facilities and programs of the Center
-recommend the budget for the Center and exercise budgetary control over the allocations
-carry out any other assignments made by the Dean

c. DIRECTOR, UNIVERSITY THEATRE FOR THE PERFORMING ARTS

The Director of the University Theatre for the Performing Arts (UTPA) reports to the Dean of the School of Continuing Education and Special Programs and has the following responsibilities:

-overall management of the UTPA
-coordination and scheduling of various performances
-supervision of the maintenance and operation of the physical plant
-planning and supervising the budget of the UTPA
-performing other duties as assigned by the Dean

d. DIRECTOR, CONFERENCE ACTIVITIES AND SPECIAL COURSES

The Director of Conference Activities and Special Courses reports to the Dean of the School of Continuing Education and Special Programs and has the following responsibilities:

-planning and development of the various conferences, workshops, institutes, and short courses offered by the School
-preparing, coordinating and supervising the various contracts and grants
-recruiting and recommending the professional staff to implement the various activities of the department
-recruiting, supervising and evaluating the teaching personnel, full and part-time, in the various programs of the department
-preparing, recommending, and managing the budget of the department
-developing and implementing new continuing education programs to meet the needs of the various publics served by the department and the School
-performing any other duties as assigned by the Dean of the School

e. COMMITTEES, SCHOOL OF CONTINUING EDUCATION AND SPECIAL PROGRAMS

The School of Continuing Education and Special Programs is assisted by the University Continuing Education Committee in the development of policies and programs. The School also has a Curriculum Committee and a Tenure and Promotion Committee.

10. DEAN OF THE SCHOOL OF COMPUTER AND INFORMATION SCIENCES

The Dean of the School of Computer and Information Sciences is the executive officer of the School and reports to the Senior Vice President for Academic Affairs. The Dean has the following responsibilities:

-maintain academic standards and enforce the rules and regulations of the University and the School
-recruit and recommend new faculty, review and recommend all salaries, and recommend promotion and tenure in consultation with the chair and the promotion and tenure committee
-recommend, supervise, and develop the School's programs with appropriate committee and faculty input
-recommend and administer the budget for the School and exercise budgetary control over appropriations
-assign space and equipment resource allocations to the School
-review publications originating within the School
-engage in public relations activities to promote the University and the School
-coordinate School programs with the other colleges of the University

a. CHAIR

The chair of the School reports to the Dean and is responsible for the general direction and supervision of the School. The chair has the following responsibilities:

-Scheduling of classes
-Maintenance of student counseling files
-Coordinating and supervising orientation and advising
-Approving requests for substitutions, fee waivers, late course drops/adds
-Applications and evaluations for graduation
-Registration activities
-Serves as Director of Graduate Studies
-Coordinating and editing of material for the Bulletins
-Developing academic programs in the School with the Dean, coordinators, and faculty
-Assisting the Dean in the recruiting of new faculty
-Membership on various standing and ad hoc committees
-Any special assignments given by the Dean

In addition, the chair functions as a departmental chair. Departmental chair functions are described on page 33.

b. COORDINATORS, SCHOOL OF COMPUTER AND INFORMATION SCIENCES

The coordinators report directly to the Chair and indirectly to the Dean of the School. The coordinators act as facilitators and moderators for the respective program units. Each coordinator is responsible for performing tasks of developing goals and objectives, curriculum, course scheduling, textbook selection, and defining the needs of the respective program unit.

c. STANDING COMMITTEES, SCHOOL OF COMPUTER AND INFORMATION SCIENCES

The School has the following committees:
-Faculty Recruiting Committee
-Undergraduate and Graduate Final Grade Grievance Committees
-Promotion and Tenure Committee
-Faculty Development Committee

11. DIRECTOR OF THE UNIVERSITY LIBRARIES

The Director of the University Libraries reports to the Senior Vice President for Academic Affairs and is responsible for the University Library and the Biomedical Library and their proper administration with responsibilities as follow:

-formulating and supervising the policies and regulations governing the use of the libraries, materials, and services
-supervising the library staff, including making recommendations for appointments to the Senior Vice President for Academic Affairs
-preparing budgets and supervising expenditures
-supervising ordering, cataloging, binding, and storage of all library materials
-assisting in making the resources and services of the libraries well known to potential users

-preparing reports, studies, and analyses describing and evaluating the library collections, services, and uses
-cooperating with other librarians for the improvement of common holding services
-receiving and considering recommendations and suggestions from the student body which may aid in improving collections, services, and uses of the Libraries
-serving as ex-officio member of the University Library Committee

12. ASSISTANT VICE PRESIDENT FOR ENROLLMENT SERVICES

The Assistant Vice President for Enrollment Services reports to the Senior Vice President for Academic Affairs and is responsible for the Office of Admissions, International Student Orientation, Financial Aid, Career Placement Services and Student Publicity.

1. DIRECTOR OF ADMISSIONS

The Director of Admissions reports to the Assistant Vice President for Enrollment Services and has the primary function of facilitating the acceptance of qualified students applying for admission to the University of South Alabama, evaluating all applications for admission, including transfer credit. The Director is responsible for the initiation of the student data base, including the collection of statistical information used to establish the student's permanent record. The Director has the additional responsibility of high school and junior college visitation and student recruitment.

2. DIRECTOR OF INTERNATIONAL STUDENT ORIENTATION

The Director of International Student Orientation assists international students with problems they encounter in making the transition from their native lands to the United States and to the University of South Alabama. The Director establishes and maintains the Share Team to work with all entering students in making the transition to university life.

3. DIRECTOR OF FINANCIAL AID

The Director of Financial Aid is responsible for providing assistance to needy students through a multitude of Federal, State, institutional, and private programs. The Director is responsible for establishing the necessary procedures to ensure all applicable regulations are observed in filing all agreements, applications for funds, and operating reports within the specified time requirements for each. This Office also handles scholarships.

4. COORDINATOR OF STUDENT PUBLICITY

The Coordinator of Student Publicity coordinates all publicity on individual students.

5. DIRECTOR OF CAREER SERVICES CENTER

The Director of Career Services Center reports to the Assistant Vice President for Enrollment Services and has the following responsibilities:

-supervising a cooperative education program that offers qualified students an opportunity to alternate or to schedule concurrently periods of employment with periods of study at the University
-participating in the cooperative education committee to formulate policy developing of cooperative education
-disseminating pertinent information about the program
-selecting, training, and supervising staff
-acting as a catalyst for institutional and student response to changing conditions
-planning and administering the Center budgets
-visiting plants/agencies employing University students to determine proficiency in work assignments
-developing and maintaining a career library to assist students in becoming more knowledgeable about career opportunities
-keeping employers informed about graduation and the number of students by discipline who are degree candidates
-informing students of employers who will be recruiting for positions for which students will be interviewing
-maintaining files on students registered with placement and reproduces records as needed by recruiters
-counseling students as they begin their career search and assists in developing proper interviewing techniques
-working with alumni seeking change of position
-upgrading and maintaining administrative computer programs

13. REGISTRAR

The Registrar reports to the Senior Vice President for Academic Affairs and is responsible for monitoring the release of specific student data and for maintaining the integrity of all student records, i.e., ensuring the accuracy, confidentiality and security of these records. The University Registrar supervises the organization and maintenance of all student academic records systems including the following: readmission of former students, registration, transcripts, the coordination of student academic data with the Computer Center, and the management of budgetary matters and personnel for the Offices of the Registrar and Veteran Affairs. The University Registrar is the certifying official for enrollment and degree verification and is an ex-officio member of the Admissions and Records Committee and serves on other University committees by appointment.

a. ASSOCIATE REGISTRARS

The Associate Registrars report to the University Registrar and assist in the supervision and coordination of all aspects of the Registrar's Office such as graduation, academic records functions, and general office supervision, including student assistants. The Associate Registrars also assist in the management of budget and interacts with the deans, faculty, staff and students concerning the implementation of University policies and procedures. In the absence of the Registrar, the Associate Registrars assume responsibility for the office.

C. DEAN OF STUDENT SERVICES

The Dean of Student Services reports to the President and is responsible for the operation, coordination, and supervision of student housing, counseling and testing services, University Center, and student programs and events, minority affairs, student organizations and activities, and intramural and recreational sports. The Dean's Office oversees traffic and parking regulations, develops retention programs, administers disciplinary procedures, and coordinates several campus-wide honoraries.

1. COORDINATOR OF STUDENT ACTIVITIES AND ORGANIZATIONS

The Coordinator of Student Activities and Organizations is responsible for developing and implementing university guidelines for over 120 student organizations. Duties include registering each organization and publishing an annual directory; direct supervision of the twenty-plus Green sororities and fraternities and their social and philanthropic events as well as keeping a campus-wide activities calendar. Additional responsibilities include coordinating an annual student leadership development conference, supervising College Bowl scholars competition, drug and alcohol awareness programming and serving as liaison to campus honoraries.

2. COORDINATOR OF MINORITY SERVICES

The Coordinator of Minority Services provides programs and services for minorities in conjunction with Student Activities Office; develops and implements retention programs; serves as a liaison with the community and provides advice and counsel to students.

3. DIRECTOR OF HOUSING

The Department of Housing offers a wide range of housing options to meet the needs of a diversified student body. These options include traditional residence halls, apartment-style buildings, suite-style buildings, and a limited number of efficiency apartments and private rooms. Family and graduate housing is also available in Hillsdale, a University-owned subdivision.

4. DIRECTOR OF THE UNIVERSITY CENTER

The Director of the University Center is responsible for the operation and maintenance of the facility and coordination of the various activities of the Center and is responsible for approving all posters and flyers used to advertise events on campus.

5. PROGRAMMING SPECIALIST--SPECIAL EVENTS AND PROGRAMS

The Special Events and Programs Office is involved with educational activities outside the classroom, implementing activities that serve the cultural, educational, social, and recreational interests of students.

6. DIRECTOR OF COUNSELING AND TESTING SERVICES

Counseling/testing services are staffed by professional counselors who are available to assist students, faculty, and staff with personal, academic, and vocational concerns. Psychotherapy is provided by qualified psychologists and counselors. Referrals are made to various agencies. Testing services provided include standardized tests such as ACT, GRE, and MCAT, as well as individualized intelligence, personality, and interest tests; professional tests such as the CLU, CFP, CDP and achievement tests (CLEP).

7. COORDINATOR OF INTRAMURAL AND RECREATIONAL SPORTS

The Coordinator of Intramural and Recreational Sports is responsible for three types of recreation programs on campus: an intramural program composed of 282 teams; an open recreation program with a yearly participation figure of over 41,000 for all recreational facilities (gym, weight room, tennis courts, swimming pool); and coordination of fitness activities such as aerobics.

D. VICE PRESIDENT FOR UNIVERSITY SERVICES AND PLANNING

The Vice President for University Services and Planning reports to the President and is responsible for the management and direction of the following University offices: Office of Development and Alumni Affairs, University Computer Services Center, Office of Institutional Research and Planning, Office of Publications, Office of Sponsored Programs and Office of Governmental Relations.

1. DIRECTOR OF UNIVERSITY COMPUTER SERVICES CENTER

The Director of the University Computer Services Center reports to the Vice President of University Services and Planning and is responsible for the overall direction and coordination of all university computing activities, including the University Medical Center and the interactive computer laboratory in the College of Medicine. The Director assesses computing needs for all academic and administrative applications and the design and development of such applications, directs and determines the techniques used for system analysts and programmers for successful interpretation of data processing applications and provides for the training and education necessary for all computing services employees. The Director is responsible for computer services staff.

2. DIRECTOR OF DEVELOPMENT AND ALUMNI AFFAIRS

The Director of Development and Alumni Affairs reports to the Vice President for University Services and Planning and is responsible for all University development and fund-raising, including private gifts, corporate and foundation support, coordination of special advisory board efforts, and other special resource development projects. The Director is responsible for coordinating all programs and information relating to alumni of the University, including fund-raising and public relations.

3. DIRECTOR OF GOVERNMENTAL RELATIONS

The Director of Governmental Relations reports to the Vice President for University Services and Planning and is responsible for reporting legislative

matters as they relate to the University. The Director attends sessions of the Legislature to advocate the interests of the University and responds to matters concerning county and city government that affect the University.

4. MANAGER OF THE OFFICE OF PUBLICATIONS

The Manager of the Office of Publications reports to the Vice President for University Services and Planning and is responsible for the organization and supervision of all activities within the Publications Department to provide the printing needs of all University staff, faculty, and student organizations.

5. DIRECTOR OF INSTITUTIONAL RESEARCH AND PLANNING

The Director of Institutional Reseearch and Planning reports to the Vice President for University Services and Planning and is responsible for the collection, verification, maintenance, and reporting to state and federal government, state, federal and private agencies on all types of university data. The Director makes space studies and accounts for all building and grounds space owned, occupied, and used by the University. The Director also coordinates the design and implementation of research activities in support of statistical studies and special reports. In addition, the Director coordinates all university planning efforts as related to institutional models for cost finding, financial projections, student enrollment projections, and other related tools as may be appropriate for the support of a coordinated planning effort throughout the institution.

6. DIRECTOR OF THE OFFICE OF SPONSORED PROGRAMS

The Director of the Office of Sponsored Programs reports to the Vice President for University Services and Planning and is responsible for the supervision of development and marketing of research and sponsored program projects. The Director also provides services to all colleges, divisions, and departments for the basic functions of information dissemination on potential sponsored programs, maintenance of liaison with external agency staff, proposal development and documentation, and departmental administration.

E. VICE PRESIDENT FOR MEDICAL AFFAIRS

The Vice President for Medical Affairs reports to the President and is the principle academic officer for the educational programs in the College of Medicine. In this capacity, the Vice President has administrative responsibility and authority for the academic programs and for the faculty and staff in the medical units of the University. In addition, since the University Medical Center is a component of the University, the Vice President for Medical Affairs has administrative responsibility for that institution and works with the hospital administrator

1. DEAN OF THE COLLEGE OF MEDICINE

The Dean of the College of Medicine reports to the Vice President for Medical Affairs and has the following responsibilities:

-serves as the primary administrator of the College
-administers the academic programs of the College
-works with the associate deans, the curriculum committee, and the appropriate faculty to develop the undergraduate medical curriculum
-works with the Vice President for Medical Affairs and various departmental chairs in developing and administering the College budget
-works with the committee for the development and administration of academic rules and regulations of the College and the University
-works in a cooperative fashion with local, state, and national medical organization in all phases of medical education
-performs other duties and functions as assigned

a. ASSOCIATE DEAN FOR MEDICAL ACADEMIC AFFAIRS

The Associate Dean for Medical Academic Affairs reports to the Dean of the College of Medicine concerning the academic and student affairs of the College and has the following responsibiltiies:

-work with the curriculum committee in the development and administration of the undergraduate medical education
-serve as the chair of the committee on admissions and work with this committee in the development of the total admission process
-administer the Office of Student Affairs in association with the Dean
-administer the Office of Student Records
-accept special assignments from the Dean of the College

b. ASSOCIATE DEAN FOR BASIC MEDICAL SCIENCES

The Associate Dean for Basic Medical Sciences reports to the Dean of the College of Medicine concerning affairs of the College and has the following responsibilities:

-works with the chairs of the Basic Medical Science Departments for recruitment of faculty and development of research programs
-supervises and administers common resources of the College of Medicine (audio visual, electron microscopy, computer services, radiation safety, etc.)
-develops and administers doctoral programs for Basic Medical Sciences
-supervises the research grants office
-accept sspecial assignments from the Dean of the College

c. ASSOCIATE DEAN FOR PLANNING AND DEVELOPMENT

The Associate Dean for Planning and Development reports to the Dean of the College of Medicine concerning the affairs of the College and to the Vice President for Medical Affairs concerning the affairs of the Medical Center and has the following responsibilities:

-serve as chair of the planning committee of the College of Medicine
-review and coordinate all renovation and construction within the College
-assess the needs of the College of Medicine for education and research facilities and develop long range planning for the College of Medicine and the Medical Center

d. ASSISTANT DEAN FOR CONTINUING MEDICAL EDUCATION

The Assistant Dean for Continuing Medical Education reports to the Dean of the College of Medicine concerning the continuing medical education activitiesof the College and has the following responsibiltiies:

-acquire and maintain status as an accredited institution as granted by the Accreditation Council for Continuing Medical Education (ACCME)
-accommodate the needs of the regional physicians to obtain professional refreshment through educational experiences of high quality
-advertise, coordinate, cooperate with and assist the intramural efforts of the various departments of the College applicable to continuing medical education
-advertise and assist in the planning and production of extramural programs in continuing medical education
-co-sponsor, when appropriate, the educational efforts of local, regional, and national organizations, especially when held within the geographic catchment area of the University of South Alabama College of Medicine
-coordinate the provision of speakers from the College to enhance the continuing medical education efforts of other area hospitals and institutions
-coordinate activities and cooperate with other continuing medical education providers in the State of Alabama

e. DEPARTMENTAL CHAIRS, COLLEGE OF MEDICINE

The Basic Sciences departmental chairs report to the Dean through the Associate Dean for Basic Medical Sciences and are responsible for developing curriculum in cooperation with the curriculum committee of the College. They serve as senior administrative officers for their departments and work with the Dean's Office on budget, faculty, and research development.

f. STANDING COMMITTEES, COLLEGE OF MEDICINE

-The Executive Committee is composed of chairs of the College departments, associate and assistant deans, biomedical librarian, Director of the Vivarium, Director of Learning Resources, chair of the advisory committee of the Medical Society of Mobile County, and the President of the Medical Center staff. This Committee serves in an advisory capacity to the Dean of the College.

-The Student Admissions Committee considers and recommends admission policies which are approved by the Board of Trustees. The Committee on Admissions has the total and absolute authority to select those applicants who best fulfill the stated qualifications.

-The Curriculum Committee is charged with development and supervision of the undergraduate medical educational programs.

-The Committee for the Protection of Human Subjects formulates policies and reviews all research involving the use of human subjects.

-The Faculty Appointment, Promotion and Evaluation Committee is charged with the development of policies and standards for appointment and promotion. All appointments and promotions at the level of Associate Professor or above require the recommendation of the Committee.

-The Student Evaluation and Promotions Committee is charged with the overview of the progress of all students and recommends their promotion and/or graduation to the Dean of the College.

-The Planning Committee is responsible for long-range planning for both the College and the Medical Center.

-The Continuing Medical Education Committee is responsible for the development and conduct of continuing medical education programs as well as the quality of such programs.

F. ADMINISTRATOR-UNIVERSITY MEDICAL CENTER

The Administrator of the University of South Alabama Medical Center reports to the President and the Vice President for Medical Affairs. The Administrator is delegated the responsibility of administering the University's 400-bed general hospital to ensure quality care to the patients it serves, working with other components of the health sciences in achieving the educational goals of the hospital and clinics. Additional responsibilities are related to the hospital's organized medical staff and responsiveness to the needs of the individual physicans and patients.

G. VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS

The Vice President for Finance and Business Affairs provides general supervision and recommends policies for business and financial affairs. The Vice President reports to the President and has responsibility for internal auditing, investments, environmental safety, auxillary enterprises, risk management, campus security, landscaping, plant operations, and the U.S.A. Springhill facility.

H. TREASURER AND CONTROLLER

The Treasurer and Controller is responsible for all institutional books of account, Accounting, Fiscal Reporting, Budgetary Controls, Purchasing, Bursar, Accounts Payable, Payroll, Personnel and Financial Aid Accounting.

I. DIRECTOR OF PUBLIC RELATIONS

The Director of Public Relations is responsible for all press/news releases from the University and is the University liaison with all media.

H. VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS

The Vice President for Finance and Business Affairs provides general supervision and recommends policies for business and financial affairs. The Vice President reports to the President and has responsibility for internal auditing, investments, environmental safety, auxillary enterprises, risk management, campus security, landscaping, plant operations, and the U.S.A. Springhill facility.

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J. DIRECTOR OF PUBLIC RELATIONS

The Director of Public Relations is responsible for all press/news releases from the University and is the University liaison with all media.

V. Departmental Chairs and Departmental Governance

A. Role and Responsibility of the Departmental Chair

The departmental chair is both a faculty member and an administrator. The basic orientation is toward the role of a faculty member, but the chair also functions as an administrator and performs as an integral member of the administration. The departmental chair is responsible for the general direction and supervision of the department, reporting to the dean of the respective college.

The departmental chair is responsible for:

- planning, recruiting, and recommending the appointment of faculty members
- evaluating annually, and as directed, the performance of departmental faculty and making recommendations with respect to salaries, promotions, tenure, and retention
- planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed
- recommending departmental class schedules, quarterly and annually
- planning and recommending departmental space needs
- developing and supervising a departmental protocol for advising students
- recommending annual budget requests , and after appropriations, supervising expenditures
- serving as custodian of all instructional property assigned to the department, including receipt, assignment, and eventual disposition
- performing other duties as assigned by the dean, including special projects

B. Departmental Governance

1. The Position of the Chair

The departmental chair is the chief administrator of the department and shall be responsible for the academic, personnel, financial, an administrative needs of the department. The departmental chair has two primary responsibilities: administrator of the department and academic leader of that faculty in the development of the department's programs. The faculty should have a deep interest in the administrative decisions that condition the department's capacity for implementing its policies. Consequently, continuing interaction must occur between the chair and the faculty in a climate of mutual respect and in recognition of their respective roles as outlined in this policy.

By virtue of the position, the chair is able to initiate actions and establish procedures, and should regard it as a specific responsibility to see that the faculty has adequate opportunity to discuss all matters, even those primarily administrative, that bear upon the department's development and direction. Two considerations suggest the wisdom of this policy quite apart from the dictates of regulations. First, a sensible leader seeks all the counsel available, as a supplement to and check upon individual judgement. Second, the faculty provides the best concentration of expertise one can find on matters of departmental concern. Thus, the chair is well advised to take full advantage of consultation before making decisions. Moreover, faculty members should be kept informed of matters affecting the department, and a chair must not underestimate the effort necessary to maintain appropriate communications.

The chair's method of administering the department should include appropriate techniques for securing the advice of the faculty and for keeping them informed, not only of formal administrative decisions, but of broad directions and developments in the formative stage. In short, faculty members should participate in the affairs of the department, and the chair must encourage the faculty to become an integral part of departmental planning.

2. Some suggestions for departmental chairs

Since departments vary greatly in size and complexity, methods appropriate for one may be inappropriate for another. Each chair will be expected, however, to submit to the dean of the college an acceptable arrangement to assure appropriate consultation with the faculty.

In matters for which the faculty has primary responsibility, e.g., curricula, standards of instruction, and requirements for degrees, action will be required by the faculty as a whole or by a representative committee of the faculty. In transmitting recommendations on such matters, the chair must certify that the action has been approved by the faculty or by such a committee. In matters for which the chair has primary responsibility, e.g., recommendations for appointments and reappointments, promotions, leaves, salary increases, budgetary allocations, and the general administration of the department, appropriate consultation with the faculty is expected before a decision is reached.

Advisory committees may be helpful, particularly in the larger departments. The formality of this advisory machinery may be left to the discretion of the chair as well as the makeup or method of selection of such committees. However, the chair should take care to involve most, if not all, of the faculty in departmental decision-making activities and should not depend exclusively upon a few especially compatible colleagues. Two points should be remembered: 1) The chair is expected to seek advice; 2) final decisions at the departmental level on these matters are those of the chair and must be considered as final departmental decisions.

Departmental faculties should have ample opportunity to meet as a body to discuss departmental business. Departmental meetings should be scheduled regularly, at least bi-monthly, unless the faculty (not the chair) feels the informal contacts of daily operations make such formal sessions superfluous. Informal contacts would presumably suffice only in small departments.

In addition to regularly scheduled meetings, a departmental meeting should be called whenever at least one-third of the faculty requests a meeting. Opportunity should be given at any such meeting for the discussion of new and old business without limitation, except as faculty members themselves might rule to limit discussion. The chair should not restrict the agenda of a meeting or abruptly terminate a meeting unless a majority of the faculty agree to such arrangements. Minutes of departmental meetings should be preprared and distributed to the departmental faculty, the dean of the college, the associate dean of the college, and the Vice President for Academic Affairs. A copy should be retained on file in the department.

Students are deeply concerned with the functioning of departmental programs, and the perspective they bring can add a valuable component to departmental planning. The chair should devise standard procedures for allowing students to express their opinions, preferably by appointing some to standing committees or special advisory groups. Whatever the means, the student voice should be heard.

3. Further Elaboration

a. Academic Responsibilities

The departmental chair will involve the faculty in determining educational policy within the broader outlines of those policies already established within the college and the University. Such departmental policy would include the establishing of curricula and departmental majors, developing the department's faculty, establishing standards of instruction, evaluating instruction within the department, and determining requirements for graduation.

Thus, the departmental chair should encourage excellence in teaching; engage the faculty in the evaluation of teaching; establish appropriate arrangements for the supervision and approval of graduate theses/dissertations and for the advising and guidance of both undergraduate and graduate students within the department; encourage the organization and operation of appropriate student seminars, convocations, student groups, and clubs within the department; participate in teachng and research; maintain appropriate relationships with the technical, scientific, and scholarly organizations with the discipline; and effect an appropriate library collection. Those departmental operations that concern primarily the formulation of educational policy, including curriculum requirements, are the primary responsibility of the faculty. The faculty must act to effect changes.

b. Personnel Responsibilities

The departmental chair must assist the dean and the faculty in recruiting a capable faculty by making appropriate recommendations to the dean; ensuring that appropriate departmental members are recommended for membership to the faculty of the Graduate School; making all other pertinent recommendations about personnel to the college dean; encouraging research, writing, and other creative endeavors of departmental members; organizing and supervising the operation of appropriate faculty members and convocations; and assisting, on occasion, in selecting a replacement chair.

c. Financial Responsibilities

The departmental chair must be involved with budget preparation and with administering the departmental budget, making recommendations to the dean relative to promotions, salaries, tenure, faculty evaluations, leaves of absence, etc. for departmental faculty members.

d. Administrative Responsibilities

The departmental chair, as the chief administrative officer of the department, shall be responsible for the programs of the department; supervision of the department's staff members, initiating and securing textbook lists for classroom use; preparation of class schedules and teaching assignments; maintaining a liaison with other departmental chairs, officers of the Graduate School and of the University; supervision and

management of the physical facilities assigned to the department; making appropriate arrangements for advising student majors of the department; cooperating with and assisting the dean in evaluating and promoting development of the department programs of instruction; development and maintenance of contracts with research organizations and foundations on and off campus and with appropriate business, professional, and public groups; serving as liaison between the department and other academic units of the University. The chair will serve, when assigned, as a member of college or university committees.

e. Conclusion

It must be noted that the spirit of mutual respect, cooperation, and shared responsibilities to which this document speaks is much more important than its mere "letter." Moreover, this statement must not be construed to mean that the prerogatives of either the chair or the faculty are in any way diminished or augmented.

f. Appointment of Chairs

Chairs should be appointed after consultation with, and normally in conformity with the judgement of, the members of the department. The chair's appointment will be recommended by the dean of the involved college to the Vice President for Academic Affairs who, if in agreement, will recommend the appointment to the President of the University. The chair will be appointed in writing by the President.

g. Evaluation of Chairs

Each chair is evaluated annually by the college dean. In some colleges, the chair may be appointed for three, four, or five-year terms. Chairs may be reappointed to similar terms thereafter upon recommendation by the college dean to the Vice President for Academic Affairs, after consultation with the departmental faculty. Reappointments will be made by letter from the President.

C. Access of Department Chairs to the Vice President for Academic Affairs

It is always necessary, in order to maintain and further good order, to establish rules and procedures for the access of one administrative officer or person with another, especially with regard to official business. The statement below will be the policy concerning the access of departmental chairs of all colleges with the Office of the Vice President for Academic Affairs.

The chairs are all heads of departments in colleges, which colleges are represented by a dean. Except in unusual circumstances, official business with the Vice President for Academic Affairs should be carried on with the college dean, not with individual chairs unilaterally presenting departmental problems and/or questions.

Ordinarily, a chair who wants to make an appointment with the Vice President for Academic Affairs on official business must inform the college dean and secure the latter's approval. The dean may accompany the chair or may decline to accompany the chair to the meeting, but must approve its purpose and be informed of its outcome.

If the chair wishes to make an appointment with the Vice President for Academic Affairs concerning a subject that is innately personal in nature, or is of a special delicacy or sensitivity, and there are apparent reasons why the chair would not wish to divulge these matters to the dean initially, these reasons should be sent to the Vice President for Academic Affairs confidentially. Acceptable reasons for such a meeting are, by definition, not matters of official business of the chair acting in that role.

The purpose of this procedure is not to restrict access but to establish and maintain appropriate and effective communication lines, simultaneously preserving and enhancing the proper authority of both college dean and chair.

VI. Faculty-Administration Relations System

A. JOINT POLICY COMMITTEE

To facilitate the development and refinement of academic policies, the Office of Academic Affairs has established a Joint Policy Committee, composed of four voting members from the Vice President's Council and four voting members from the Faculty Senate, as well as one non-voting member from the Faculty Senate (see below). The Vice President's Council names four members to also names five members by the following method:

1. The Chair of the Policy and Planning Committee of the Faculty Senate will serve a one-year term.
2. The Chair of the Senate Policy and Planning Committee from the previous year will serve as an ex-officio, non-voting member of the Joint Policy Committee.
3. Three members are elected by the Senate to three-year terms with staggered termination dates.

The Chair of the Joint Policy Committee is elected annually by the Committee, with the understanding that the eligibility for the position will alternate annually between the Senate members and the Council members.

The following guidelines have been established for the development of academic policies at the University of South Alabama:

1. Although proposals for academic policies may originate anywhere in the academic structure, academic policy statements will be issued by the Vice President for Academic Affairs.
2. Proposed academic policy statements, wherever originated, shall first be directed to the Vice President for Academic Affairs. The Vice President for Academic Affairs, after appropriate review, shall forward the proposed policy to the Joint Policy Committee.
3. Proposed academic policy statements shall be considered in the Joint Policy Committee, which may recommend approval, rejection, or modifications.
4. Proposed policy statements recommended favorably by the Joint Policy Committee, either as submitted or in modified form, shall be referred to both the Vice President's Council and the Faculty Senate for consideration. Both bodies are expected to pursue appropriate and ample consultation with departmental chairs and faculty and return this response to the Joint Policy\ Committee.
5. The Joint Policy Committee shall attempt to reconcile any differences. The reconciled version shall be returned to both the Vice President's Council and the Faculty Senate for concurrence.
6. Should reconciliation prove impossible, the proposal in its several versions shall be returned to the Vice President for Academic Affairs.
7. The final version of academic policy statements recommended favorably by both Council and Senate shall be forwarded to the Vice President for Academic Affairs for approval and promulgation, or for further transmission to the President and the Board of Trustees.

VI. Faculty-Administration Relations System

A. PLANNING COMMITTEES/JOINT PLANNING COUNCIL

The University has established a planning process involving the University Planning Committee and the Medical Planning Committee reporting to the Joint Planning Council.

The charge to the Planning Committee(s) is:

- -to promote broad participation in the planning process through coordination of and communication with college and departmental groups
- -to make recommendations to the Joint Planning Council on the institution's mission and goals
- -to review college and departmental plans for consistency with the institution's mission, goals, and planning assumptions
- -to recommend specific short-term and long-term objectives for consideration by the Joint Planning Council
- -to perform detailed, ad hoc studies of current planning issues and problems
- -to evaluate planning processes and make recommendation to the Joint Planning Council

The charge to the Joint Planning Council is:

- -to make recommendations on the institution's overall mission and goals to the President for his recommendation to the Board of Trustees
- -to set basic planning assumptions
- -to establish and promulgate the University planning calendar
- -to recommend institutional objectives and priorities for the general university and medical affairs planning committees
- -to evaluate achievement of the institution's goals and objectives
- -to review recommendations of the Planning Committees and to formulate recommendations on objectives and priorities for approval by the President for his use and recommendation to the Board of Trustees
- -to serve in coordinating planning information and recommendations to the Budget Council, the Space and Facilities Committee, the Vice President's Council(s), and other University committees for consideration and recommendation to the President

B. FACULTY SENATE CONSTITUTION

PREAMBLE

The Faculty Senate shall be organized so that the faculty may work cooperatively with the chief administrative officer and the other administrative officers of the University for the general welfare of the University. The Senate's formulation provides a means for the faculty to deal with faculty issues that have university-wide application and with more localized issues which have exhausted their usual channels.

ARTICLE I: STRUCTURE

Section l: Authority

The faculty recognizes the authority of the Board of Trustees as the governing body of the University of South Alabama. Any responsibilities and duties assumed by the Faculty Senate must be delegated by the Board of Trustees.

A faculty representative designated by the Senate shall attend meetings of the Board of Trustees.

The Faculty Senate is the primary representative body of the faculty.

A faculty representative designated by the Senate shall be a member of all councils that advise the President, and ad hoc search or screening committees appointed to assist the chief administrative officer and other officers of the University in the selection of administrative officers whose authority and responsibility have an impact university-wide.

Any resolution passed by the Faculty Senate shall be communicated in writing directly to the chief administrative officer of the University.

Any decision by the chief administrative officer of the University to reject a Senate resolution, or failure to respond in writing within thirty working days to a resolution submitted by the Faculty Senate, may be appealed to the Board of Trustees, and presented to the Board by the Chair of the the Faculty Senate, upon request by ballot of a three-quarters majority of the Faculty Senate, 60 percent of the Senators responding.

Section 2: Membership and Election Procedures

Each member of the Faculty Senate shall be a faculty member. The term faculty member applies to anyone who has the rank of Lecturer, Instructor, Assistant, Associate or Full Professor, and who normally teaches six or more credit or contact hours per quarter, or who performs equivalent instructional duties. This is to include Librarians, and all those below the rank of Assistant Dean or Assistant Director. Only faculty members may vote in Senatorial elections.

Each college or division or free-standing department shall have one member elected at large. In addition, each college or division with fifteen members or less shall have one representative for the first fifteen members or less. For those colleges or divisions having more than fifteen members, there shall be one representative for each fifteen members. Fractions of 8/15 or greater entitle the college or division to an additional representative (For example, 38 members: 38/15 = 2 + 8/15 = 3 representatives, plus one elected at large = 4 representatives.)

A faculty member may be counted in only one college or division for purposes of Senate representation. The colleges and divisions shall furnish the Secretary of the Senate with a list of their faculty members prior to the end of Winter Quarter and a list of elected representatives prior to the Senate meeting scheduled for the third Wednesday of May.

The term of Senate membership shall be three years, terminating before the Senate meeting scheduled for the third Wednesday of May of the third year.

Elected members shall not succeed themselves, except that an elected member completing a term of not more than one year for an absent senator shall be eligible for re-election. Elections shall be conducted so as to ensure that one-third of the members' terms expire each year.

Every elected member shall be subject to recall. Upon petition signed by one-fourth of the number of members of the unit from which the member was elected, a recall election shall be held. A majority of votes cast for recall shall cause the recall of the member, creating a vacancy. A vacancy caused by the resignation or recall of a Senator shall be filled promptly by a vote of the appropriate college or division.

Section 3: Officers

The officers are the Chair, Vice Chair, and Secretary. They shall be elected by ballot at the Senate meeting scheduled for the third Wednesday of May by simple majority from the Senate membership, to take office immediately. Nominations shall be made from the floor.

The Chair shall serve for a one-year term. The Chair shall (1) preside at all meetings; (2) call special meetings of the Senate as defined in Article II, Section 1, Paragraph 2, when necessary or useful; (3) when invited, attend other meetings relating to the work of the Faculty Senate; (4) take action as necessary to expedite the operation of the Faculty Senate. All rulings or actions of the Chair are subject to the approval of the Faculty Senate.

The Chair may appoint a Parliamentarian who shall be selected upon the basis of knowledge of parliamentary procedure and need not be a member of the Senate.

The Vice Chair shall perform all duties of the Chair in the absence or incapacity of the Chair and shall assist the Chair in carrying out the business of the Senate.

The Secretary shall be eligible for re-election to not more than one additional consecutive term. The duties of the Secretary as directed by the Chair shall be to (l) assist the Chair in the construction and distribution of an agenda; (2) issue calls for all meetings; (3) receive reports, motions, or resolutions to be presented at Senate meetings; (4) record and maintain accurate minutes of all meetings including attendance; (5) distribute copies of the minutes of all meetings to all faculty and deposit copies in the University Library for general perusal; (6) conduct necessary correspondence; (7) keep and distribute an accurate list of the membership of the Senate; (8) perform other duties as may be appropriate, including maintaining the archives of the Senate.

Section 4: Committees

A. University Committees: The Chair of the Faculty Senate shall be an ex-officio member of all University committees and of all committees with an impact university-wide, including, but not only, committees whose work involves planning, budgetary matters, curriculum, policy, and development.

B. Standing Senate Committees: Standing Senate committees are established to represent the viewpoints of the faculty and to aid the Board of Trustees and the chief administrative officer of the University in their appropriate areas of concern. The Chair of the Faculty Senate shall be an ex-officio member of all Senate committees.

Standing Senate Committee chairs shall be nominated and elected from the Senate floor. These elected chairs shall meet with the Senate Chair to determine the membership of each committee appointed by the Senate.

Each college or division shall have the option to be represented on each Standing Senate Committee.

All recommendations or actions of the Standing Senate Committees are subject to the approval of the Faculty Senate. The Chair of the Faculty Senate shall coordinate the activities of the Standing Senate Committees.

l. Faculty Salaries and Benefits Committee
This Committee represents the faculty in matters related to salaries and fringe benefits.

2. Faculty, Staff and Administration Evaluation Committee
This Committee shall assist in the development and implementation of evaluation procedures. It shall further represent the faculty in matters relating to promotion and tenure.

3. University Planning and Development Committee
This Committee represents the faculty in matters related to planning at the university level. Its activities include but are not limited to participation in the planning for academic programs and University facilities. It fulfills the function and performs the service of acting as a communication channel between the faculty and the administration in these matters.

4. University Policy and Faculty Handbook Committee
This Committee represents the faculty concerning all academic policies of a general nature. It functions as a communication channel between faculty and administration through the Joint Policy Committee. It shall further assist the administration in constructing the Faculty Handbook.

Grievances or problems of individuals or groups may be referred to the appropriate Standing Senate Committee for consideration. This Standing Committee, at its discretion, may recommend the establishment of an ad hoc committee to pursue resolution.

C. Executive Committee: The Executive Committee shall consist of the Chair, Vice Chair, and Secretary, as well as the chair of each Standing Senate Committee, and is to be presided over by the Senate Chair.

The Executive Committee shall meet at the call of the Senate Chair in order to advise and assist in the administration of Senate business.

D. Ad Hoc Committees: Members of the general faculty, as well as other specially qualified persons from within the University community may be requested to serve as members of ad hoc committees. Motions establishing ad hoc committees shall include:

1. The name of the committee and its charge;
2. Its size and composition;
3. Whether it shall be elected or appointed, and by what methods;
4. Date by which the committee is expected to present a progress and/or final report.

Section 5: Budget and Maintenance

Clerical help shall be made available to the Faculty Senate. An adequate office and and an adequate budget shall be provided by the University in order to support the Senate in its service to the University.

ARTICLE II: FUNCTION

Section 1: Scheduling of Meetings

Regular meetings for the Senate shall be held on the third Wednesday of October, January, April, May, and July at 3:00 p.m.

Special meetings of the Senate may be initiated by a request of the chief administrative officer or of the Board of Trustees directed to the Chair of the Senate; by a majority vote of the Executive Committee; by a written request directed to the Senate Chair from ten or more Senate members. The written request shall state explicitly the matter proposed for Senate consideration, which shall then become the first order of business at a special meeting of the Senate. All Faculty Senate meetings shall be open.

Section 2: Quorum

A Senate quorum shall consist of fifty-one percent of the total membership. A simple majority of those present is sufficient to pass a motion or approve an item of business.

Section 3: Order of Business

Except for the order of business stated below, meetings of the Senate shall be conducted according to the latest edition of Roberts Rules of Order, Revised.

1. Call to Order
2. Roll Call by the Secretary
3. Completion of Pending Business
4. Reports from Senate Committees
5. Communications from the University President or his representative
6. New Business
7. Adjournment

Section 4: Agenda Items

Agenda items for Senate consideration are to be submitted in writing to the Secretary of the Senate at least seven (7) days before they are to be introduced. Additional agenda items may be introduced from the floor with the consent of the Senate.

Section 5: Voting

Except in elections, voting in the Senate shall ordinarily be by hand, voice, or roll call, with the Secretary recording the yeas, nays and abstentions by Senators. At the request of a simple majority of those present, however, a vote shall be taken by secret ballot.

Absentee votes on stated agenda items may be submitted in writing to the Secretary prior to the meeting.

ARTICLE III: AMENDMENTS

Amendments to this Constitution may be proposed by three-fifths vote of the Senate. The amendment does not become official until it has been approved by a majority of the University faculty and by the Board of Trustees of the University of South Alabama.

BYLAWS

In order to facilitate its work, the Senate shall operate in accordance with the following interpretations of its Constitution.

I. Number of Representatives a College or Division May Have

A. The specifications in Article I, Section 2, paragraph 1 concerning eligibility to serve on the Senate shall also determine who are to be reckoned as the members of a college or division for the purpose of ascertaining the number of representatives a college or division may have.

B. The first sentence of paragraph 2 of Article I, Section 2 shall be understood to mean that each college or division, except those with 15 members or less, shall have one member elected at large.

II. Eligibility to Vote for Senators

The specifications in Article I, Section 2, paragraph 1 concerning who is eligible to serve on the Senate shall also determine who is eligible to vote in elections for Senators.

III. Procedures Concerning Election of Senators

A. In the Spring of each year the Secretary will obtain from each college or division a list of the full-time faculty for the coming academic year. Projected loads for each faculty member will also be requested so that the number of Senators a college or division is entitled to may be established.

B. Pursuant to the Constitution, Article I, Section 2, representation for the coming academic year will be determined from the census. Each college or division will be notified of the number of representatives it needs to elect, if any, and will be asked to hold any necessary elections by May 1.

IV. Procedures Concerning Election of Officers and Establishment of Committee Memberships

A. During the week after May 1, when all new Senators have been elected, the past Secretary of the Senate shall circulate a list of Senate membership for the forthcoming year to each Senator on the list. The past Secretary shall also ask each such Senator to provide:

1. names of two committees on which he/she would be interested in serving; (These may be either Senate Commitees or committees on which the Senate has membership.)
2. any nominations he/she might wish to make for the Senate's elective offices; (As mandated by the Constitution, nominations may also be made from the floor when elections are held.)

3. the resulting nominations for the Senate's elective offices should be summarized by the past Secretary and distributed to the entire Senate membership for study during the second week in May. (As mandated in Article I of the Constitution, election of officers shall take place on the third Wednesday in May.)

B. Prior to the next regular meeting, those elected shall meet to appoint the members of the Senate committees, as well as committees on which the Senate has membership (such as Joint Policy Committee, University Planning Committee, Space and Facilities Committee). Appointments should be made so as to provide a measure of continuity in the yearly membership of each committee.

V. Resignations and Replacements

A Senator who wishes to resign should instead request a leave of absence for the duration of his/her term. A replacement shall then be elected to serve for the duration of his/her term. This procedure will help maintain a 1/3 year rotation of Senate membership and is in keeping with Article I, Section 2, paragraph 5.

VI. Attendance

Any member of the Faculty Senate who misses without a valid excuse two Senate meetings (constitutionally mandated or called) during the academic year shall no longer be regarded as a member of the Faculty Senate. The Secretary of the Faculty Senate shall undertake steps to seek the selection of a replacement by the appropriate college, division, or electing body. Any member liable for dismissal may appeal to the Executive Committee of the Faculty Senate.

VII. Additional Responsibilities of the Executive Committee

1. The Chair of the Senate, or the Chair's designee, shall attend meetings of the Board of Trustees and the Budget Council.

2. Subject to review by the Senate, the Executive Committee shall recommend to the appropriate administrative officer appropriate Senate involvement in searches for administrators having university-wide responsibilities.

3. Faculty concern with the University budget shall be charged to the Executive Committee.

VIII. Year-End Reports

Members of the Executive Committee shall provide written year-end reports on their areas of responsibility. Chairs of ad hoc committees and the principal Senate representatives to University committees shall also provide year-end reports. All such reports shall be submitted to the Senate.

C. UNIVERSITY STANDING COMMITTEES

The Southern Association of Colleges and Schools includes Faculty Committees in the Criteria for Accreditation. The Criteria states:

> Faculties will normally conduct much of their business through such structures as committees, councils, and senates, operating within the broad policies determined by the administration and governing boards.

In addition to University Councils, college and department committees, the President of the University of South Alabama appoints University Standing Committees at the beginning of each academic year (September 1). Appointees are faculty and students who are recommended by the dean of the various academic units to the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs and forwarded to the President. Service on committees is part of a faculty member's responsibility.

Standing committees jurisdiction extends to all subject matter fairly implied by their names. As recommending bodies, the committee proposals and recommendations are the basis for policy decisions. Each Committee is obligated to submit a formal report to the President at the end of the academic year which summarizes the committee's activities. Copies of these annual reports should also be forwarded to appropriate administrative officers of the University.

Chairs of Standing Committees are elected at the first meeting of each year--no later than October 1. The chair schedules regular meetings thereafter to review and discuss matters on the respective subjects and make recommendations for change/improvement when appropriate to the President, with copies to appropriate administrative officers. Copies of University Standing Committee rosters are distributed campus-wide when the election of the respective chairs has been completed.

The University Standing Committees are listed below with the respective charge established by the Board of Trustees:

Academic Computing Committee: recommends and advises on the computer services to the academic units and serves as a liaison between faculty, students, and computer center personnel. The primary purpose of this committee is to provide a regular review of the current services and those planned which would impact teaching and research in all academic areas. The committee meets regularly to provide information relative to new program planning and research projects.

Admissions and Records Committee: recommends policy concerning student admission standards, recommendations concerning the structure and content of student records, and assists the Director of Admissions in resolving borderline admission problems on rare occasions. The committee meets as required.

Bookstore Committee: acts as a liaison between Bookstore personnel and the faculty, staff, and students relative to services, policies, procedures for ordering textbooks, hearing concerns of users and other related matters. The committee meets regularly to assure better communication between the Bookstore and its users.

Continuing Education and Special Programs Committee: acts as a liaison with the School of Continuing Education and Special Programs to foster a strong program of continuing education and special programs at the University. The Committee recommends policy, considers new programming, monitors quality and originality of programs proposed. The Committee meets regularly and minutes of meetings are distributed accordingly.

Coop/Placement Committee: participates with the Director of the Career Placement Services in formulating new policies, programs, and changes to existing policies and procedures, advises and recommends changes for implementation to the Assistant Vice President for Enrollment Services. The Committee meets regularly and annually reviews the administration and operation of the Coop/Placement program and submits an annual report to the Senior Vice President for Academic Affairs.

Drug Free Workplace Committee: recommends policies, procedures, and guidelines for a Drug-Free Awareness Program in order to assure full compliance with the Drug-Free Workplace Act of 1988.

Library Committee: formulates policies governing the use of library materials, explores methods of promoting library use, formulates policies relative to development of resources for teaching and reserach, and recommends allocations of library funds to departments for acquisition of books and library materials. Policy recommendations are made to the Vice President for Academic Affairs and approved by the President. The Committee meets regularly. The Director of University Libraries and the Director of the Biomedical Library serve as ex-officio members of the Committee.

Safety Committee: promotes an atmosphere of safety consciousness on the part of all employees and conducts regularly scheduled inspection tours of the campus units followed by reports and recommendations to appropriate administrative officers. The Commitee meets regularly.

Scholarship and Financial Aid Committee: recommends policy to be followed by the Financial Aid Office in the administration of financial aid funds and scholarship funds, serves as an appeals board for students who wish to appeal denials of financial assistance, advises on matters brought to them by the Financial Aid Director. The Committee meets on call and minutes are distributed to appropriate units of the University.

University Academic Standards Committee, appointed each Fall Quarter by the Senior Vice President for Academic Affairs, is composed of five faculty members and two non-voting, upper division students. The Committee charge is cited in the Student Academic Conduct Policy.

Writing Committee: recommends and monitors "W" courses, schedules, and conducts an annual Writing Seminar for faculty.

Each college or division establishes committees as needed.

PART TWO: The Faculty

The University of South Alabama ascribes to the Statements of the American Association of University Professors (as noted throughout the Faculty Handbook and as listed below) except where differences occur, University policy supersedes.

- **1940 Statement of Principles on Tenure**
- **1940 Statement of Principles on Academic Freedom and Tenure**
- **1964 Standards of Notice of Non-Reappointment**
- **1958 Statement of Procedural Standards for Faculty Dismissal Proceedings**
- **Statement of Government of College of Universities**
  - **The Role of the Faculty in Budgetary and Salary Matters**
  - **Faculty Participation in the Selection, Evaluations, and Retention of Administrators**
  - **The Role of Faculty in the Governance of College Athletics**

I. Definition of Faculty

(no statement)

II. Definition of Academic Ranks and Titles

A. The Ranked Faculty

Instructor

The rank of Instructor is open to persons who have not met the degree, graduate study, and/or experience requirements for appointment or promotion to a professorial rank.

Assistant Professor

The rank of Assistant Professor is open only to a faculty member considered terminally qualified in his/her field. Exceptions can be made if they are of a positive nature, but such exceptions need not be included in University policy. Where a master's degree is considered terminal, at least three years of full-time teaching experience at the Instructor level is required before eligibility for this rank is established; otherwise the length of time at the Instructor level will depend upon attainment of the necessary basic qualifications for promotion to Assistant Professor.

Associate Professor

The rank of Associate Professor is open only to one holding an earned doctoral degree or other terminal degree in the field in which he/she is teaching, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements.

Professor

The rank of Professor is open only to one holding an earned doctoral degree or other terminal degree in the field in which he/she is teaching, or in a closely related field. In exceptional cases, a full professorship may be granted for clearly distinguished achievements to one who has not met the prescribed degree requirements.

B. The Unranked Faculty

Lecturer

The titles "Professorial Lecturer" and "Lecturer" may be used for appointments at any salary and experience level. Service in either capacity does not qualify a person for tenure.

C. The Extraordinary Faculty

Emeritus Status

a. Appointing authority is the Board of Trustees through the President of the University
b. Origination of recommendation is from the department to the dean to the Vice President for Academic Affairs
c. There is no reimbursement.
d. Eligibility, prerequisites, and/or limitations
   1. The status is open to all full-time faculty at all ranks and titles and to all academic administrators.
   2. A minimum of ten years' service at the University of South Alabama is necessary to establish eligibility for consideration.
   3. The subject must have accepted retirement and retired officially from the University of South Alabama on a specific date.
   4. The following qualifications are examples of desirable characteristics that must be considered by the recommending department:

      Academic

      -widespread or prestigious recognition as a scholar in his/her discipline
      -accepted and well-known excellence in teaching
      -notable contributions to student academic welfare, i.e., in the area of academic counseling, academic organizations, etc.

      Extra Academic

      -recognized public service of definite institutional benefit
      -positive character in conduct over an extended period representing a consistently benign and inspiring influence
   5. Benefits and/or privileges shall include:
      -continued library privileges
      -continued Bookstore faculty discount
      -continued use of the University as agent for grant applications
      -continued eligibility for faculty parking privileges
      -continued eligibility for University housing
   6. Tenure and/or duration of appointment is for life.

Adjunct Status

a. Appointing authority is the Board of Trustees through the President of the University
b. Origination of recommendation is from the department to the dean to the the Vice President for Academic Affairs
c. Reimbursement is as specified by letter of appointment
d. Eligibility, prerequisites and/or limitations:

Adjunct status in any rank may be awarded to part-time faculty as well as to those designees who are not paid by the University and who have a primary affiliation with some other institution or in some other profession.

d. Eligibility, prerequisites and/or limitations: Visiting status can be awarded at any professorial rank. The designee must have a current academic affiliation with another organization.
e. Benefits and/or privileges are as specified by the letter of appointment.
f. Duration of appointment is as specified by the letter of appointment

Distinguished Professor Status

a. Appointing authority is the Board of Trustees through the President of the University
b. Origination of recommendation:
Candidates for this appointment will be nominated and recommended by the dean of the college to the Senior Vice President for Academic Affairs for recommendation to the President.
c. Reimbursement is as specified by letter of appointment
d. Eligibility, prerequisites and/or limitations:
   1. The status of Distinguished Professor will be an honorary designation.
   2. The basic criteria for eligibility shall be a sustained scholarly productivity over a period of at least five years immediately preceding this appointment and that this productivity represent the output of original scholarship, and the scholarhship shall be in the scholarly field of the eligible person.
   3. The status of Distinguished Professor shall be open only to those having attained the rank of full professor.
e. Benefits and/or privileges:
The administration shall give special recognition to this honor with suitable documents and ceremonies, but no pecuniary consideration shall be given.
f. Duration of appointment shall be for a specific year of appointment, renewed as desired by the University.

Research Professor Status (no statement)

Joint Appointments

An individual faculty member may be appointed to two or more academic units within the University. The terms and conditions of such appointments are normally specified at the time of original appointment in the letter(s) of appointment signed by the President. However, a joint appointment may be arranged with mutual consent subsequent to the original appointment and confirmed by new letter(s) of joint appointment. Such faculty may be awarded all rights and privileges of full-time faculty in each academic unit. Definition of teaching, research, service expectations, rights and privileges of the individual are specified in the letter(s) of appointment. Responsibility for evaluation and consideration of salary, promotion, and tenure are also specified in the letter(s) of appointment. Usually, because of the weight duties amd salary responsibilities, one academic unit is designated the primary department of appointment for the individual faculty member, and the other department(s) as the secondary department(s).

D. Professional Librarians

Professional librarians at the University of South Alabama shall have faculty status equivalent in all respects, including eligibility for tenure, to that status enjoyed by those in the departments of instruction, but professional librarians shall not hold professorial rank per se. Although faculty status for professional librarians carries all the rights and privileges of of the instructrional faculty, three aspects of faculty status must not be misunderstood. Although the ranks of professional librarians and their suggested instructional counterparts may be established, the rank structure of professional librarians and the rank structure for members of the faculty whose primary function is instruction and research shall be denominated differently (see below). Second, although carrying different designations, no differences are intended, nor shall any be made. Third, the ranks of professional librarians differ from that of the instructional staff because of the basic difference in function. Consequently, the criteria for promotion shall be different (see below).

The library ranks and their suggested instructional counterparts are as follows:

Library Rank	Counterpart Rank
Instructor Librarian	Instructor
Assistant Librarian	Assistant Professor
Associate Librarian	Associate Professor
Senior Librarian	Professor

Rank at the time of appointment will be determined by educational credentials and professional experience. Only those with terminal degrees are eligible for library rank in accordance with the policy of the Association of College and Research Libraries, the Master's Degree in Library Science from an institution accredited by the American Library Association is considered the appropriate terminal degree for librarians employed in the academic setting. Tenure determinations will be made for professional librarians in accordance with the policies in effect for the instructional ranks on an exactly equivalent basis. Promotion in rank will occur on the basis of performance and merit as determined by the stated criteria for promotion, both general and specific, included below.

Instructor Librarian

This rank constitutes the beginning level of professional librarianship and performance of professional duties. It may include the following assignments: reference, cataloging and classification work, or performance of circulation, serials, media, or government documents tasks requiring the application of professional knowledge. Professional work performed is reviewed by a supervisor for adequacy and compliance with instructions. Some professional functions are performed independently but within a limited scope. Typical of such positions are performance of some of the following tasks: reference and research assistance, orientation of patrons through instruction in using indexing tools and locating materials, descriptive cataloguing of material involving few problems in establishment of entries, revising work performed by clerical workers, subject cataloging with revision of material in a limited subject-matter field with no deviations from approved guidelines, computer-based library services, performance of circulation, serials, and acquisition tasks involving supervision of clerical workers, with primary responsibility for professional functions. Administrative responsibility is not required at this level.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited institution is required. Persons holding this rank may be promoted only after a minimum probationary period of three years and satisfactory performance. Appointments at this rank require expectation of successful overall performance and the potential for a promising career in librarianship.

Assistant Librarian

This rank includes all positions that involve application of professional knowledge, responsibility for performance of others, and independent professional judgment. The person in this position assists in policy-making decisions and performs independently; a supervisor is available for consultation when necessary. This is the minimum rank for department heads. Typical of such positions are the following tasks: supervision of duties performed by lower-ranking professional librarians and paraprofessional employees, unrevised descriptive cataloging of material including scientific, serial, and foreign publications, subject cataloging of difficult materials, initial responsibility for materials selection or processing in a centralized acquisitions organization; performance of circulation, reference, media, acquisitions, or serials tasks of a supervisory or administrative nature.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited institution and at least three years of professional library experience. Persons holding this rank perform professional duties with competence and considerable autonomy and serve their profession, the University, and the community. Promotion to this rank requires evidence of significant professional contributions to the Library or the institution.

Associate Librarian

This rank independently performs complex professional duties and supervises the activities of others. Typical of such positions are the following: significant management responsibilities; supervising and coordinating complex cataloging or classification tasks; performance of complex bibliographic, technical, or reference duties, or supervision of less complex work performed by professional or clerical personnel; responsibility for a portion of the library budget; depth of knowledge of bibliographic tools; authority in book selection and collection building; and independent performance of difficult professional duties requiring specialized knowledge or experience.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited institution, at least seven years of professional library experience or four years of USA service at the rank of Assistant Librarian, and appropriate administrative and supervisory experience. This rank requires considerable subject expertise or depth in areas of librarianship or related areas of automation and technology with evidence of strong research potential. An additional graduate degree lends evidence of subject knowledge, although other evidence may be acceptable. The person in this rank participates actively in professional contributions to the Libraries and the institution, as well as attainment of a high level of bibliographic activities, in research, or in other professional endeavors.

Senior Librarian

This rank includes the highest levels of professional responsibility. Typically, this rank has responsibility for staffing and assigning duties; for recommending establishment of or changes in policy; and for establishing procedures within the parameters of library regulations.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited institution; a least twelve years of professional library experience or five years of University of South Alabama experience at the Associate Librarian rank; demonstrated administrative and supervisory ability; and a subject specialization where appropriate, evidenced by a graduate degree in the subject field or the equivalent in training or experience. Promotion to this rank requires outstanding achievements in bibliographical activities, in research, or in other professional endeavors.

E. Clinical Appointments (See Non-Tenure Track Policy)

Clinical appointments for faculty in the College of Allied Health Professions will be designated by ranks of Instructor, Assistant Professor, Associate Professor, and Professor of Clinical (name of discipline). Any such appointment carrying the prefix "clinical" is non-tenure-track. Appointments are made official in writing with the terms specified in writing.

Clinical appointments may be made when the faculty member teaches in a medically or health-related discipline and is not involved in research as a major component of his/her time.

Clinical appointments are made in two circumstances:

-To those individuals who volunteer their services in clinical practicum teaching; volunteer or part-time clinical faculty will carry the title of Adjunct Clinical Instructors.
-To those individuals who are salaried full-time or part-time faculty of the University and who meet the eligibility requirements. In such cases clinical faculty will be afforded all of the privileges awarded to faculty in probationary services in tenure-track appointments.

Clinical apointments are non-tenure-track and are made on an annual basis. Notification of non-reappointment for salaried clinical faculty will be twelve months in advance of the termination date unless otherwise specified in the appointment letter. Such notification will be given in writing. Non-reappointment is not considered as dismissal.

Procedures relative to appointment, promotion, non-reappointment, and dismissal of clinical appointments are as follows:

-recommendation by the departmental chair to the dean of the college
-upon concurrence by the dean, recommendation to the Vice President for Academic Affairs
-upon concurrence by the Vice President, recommendation to the President of the University

-Dismissal entails procedures which are normally followed by the University and which comply with AAUP standards. Dismissal is defined as termination of employment prior to expiration of the term appointment.
-Performance evaluations and other matters relating to consideration for promotion, reappointment, and salary increases will be based on individual performance relative to the responsibilities as a clinical appointee.

Conversion Procedures:

a. Special Procedures for Conversion from Tenure-Track Appointments to Clinical Track Appointments

An individual appointed in a tenure-track position may elect to convert to non-tenure-track clinical appointment when eligibility conditions described above are met. In such circumstances, the following conditions must be complied with:

-The conversion to clinical status must be a voluntary decision of the individual.
-The individual requesting the change in appointment status must notify the department chair and dean of the college in writing. The request may made at any time.
-Origination of recommendation and procedures relative to the change in appointment follow the personnel procedures described above.
-The individual requesting the change in appointment status must resign the faculty appointment, prior to appointment to the non-tenure-track position.
-A letter of appointment to the non-tenure-track position will specify the beginning date of appointment and will specify the conditions of the appointment.
-A letter of resignation from the tenure-track appointment signed by the faculty member should accompany the faculty member's letter requesting conversion to non-tenure-track status. The resignation letter must be addressed t o the President of the University.

b. Conversion from Clinical Appointment to Tenure-Track Appointment

An individual may request at any time a change in status of appointment from clinical to tenure-track status. Under such circumstances the following conditions apply:

-Procedures relative to request, origination of recommendation, letter of appointment are identical to those desribed in "a" above.
-Decisions to recommend and appoint the faculty member in a tenure-track position may be based on financial resources available to the department and the department chair's evaluation and judgment of the individual's potential success in meeting those standards necessary to achieve tenure.
-Origination of recommendation and procedures relative to the change in appointment follow the personnel procedures described above. However, a denial of a request for a different type of appointment is not appealable.
-Probationary periods required in tenure-track ranks will apply to individuals who convert from clinical status to tenure-track status. A maximum of three years' credit may be applied toward the probationary period for time spent in previous tenure-track status and clinical status. If credit to be applied toward the probationary period is granted fo previous tenure-track status and clinical status, the amount of time will be designated in the appointment letter.

F. Administrative Officers and Academic Rank

1. Appointment of Administrative Officers to the Ranked Faculty

   Administrative officers may hold rank in the academic departments.

2. Academic Administrative Officers of the University: Rank, Promotion, and Tenure Procedures

   (no statement)

3. Evaluation of Academic Administrators

Periodic and overt review is a means of insuring more effective and credible administrative and educational leadership. The administrator evaluated will have an opportunity to compare the perceptions of his/her suborindates, individually and collectively, with his/her perceptions of goals and aspirations, as well as perceived ability to effect these desired results. The results should provide the basis for evolving a more credible and effective administration.

Therefore, effective with the 1979-80 academic year, periodic and overt evaluation of academic administrators - deans, directors, departmental chairs - is official academic policy at the University of South Alabama.

The policy that administrators serve at the pleasure of the President and the Board of Trustees is one that cannot in any way be altered or abrogated by any stipend or annual increment that may be granted to the position.

Review of any administrator may occur at any time. This policy statement may not be construed to be applicable to any review or related matters that may be currently in progress.

Many delicate and critical elements exist in the general evaluation of an administrator, such as the instrument(s) to be used and its design, its purpose, how the evaluation instrument is to be administered, by whom, when the evaluation occurs (timing), the confidentiality of results, and how the results will be used. The Vice President for Academic Affairs will attempt the realization of both the spirit and purpose of administrative review.

The Vice President for Academic Affairs will administer the evaluation of deans. All chairpersons of the dean's college will be sent a copy of the evaluative instrument. The evaluative instrument is to be executed and returned, either signed or unsigned, to the Office of the Vice President for Academic Affairs in a sealed envelope. If a departmental chair is being evaluated, the instrument will be returned to the office of the appropriate dean as per instructions.

Any tabulated summaries, including the relevant written comments, for the dean will be given to the dean personally by the Vice President for Academic Affairs. Once the dean has had time to analyze and digest the results, the Vice President for Academic Affairs will ask the dean to schedule a meeting for the purpose of giving evaluation of the results. The Vice President for Academic Affairs shall share observations with the dean. If, for example, they identify problem areas, the Vice

Vice President for Academic Affairs will recommend, in due course, that a strategy for the amelioration of the problems be provided. Special notice of the dean's strengths wil be provided as well, since the central purpose of the review is to produce more credible and effective administration and educational leadership.

Subsequent to the meeting with the Senior Vice President for Academic Affairs, the Senior Vice President for Academic Affairs will make an appropriate report to the President. The dean being reviewed may, if desired, make a report and a response to the respective faculty.

In similar fashion, deans will use the results from the review of departmental chairs. Each dean will report and share the findings of the departmental reviews, including recommendations, with the Senior Vice President for Academic Affairs. The Senior Vice President for Academic Affairs will make the appropriate reports and recommendations to the President.

The Senior Vice President for Academic Affairs will submit to an evaluation by those under the purview of Academic Affairs. Each year a request to the deans, divisional/ department heads to conduct an evaluation will be made. Although one does not commit the President, at five year intervals, a request will be made to the President to conduct a formal review of the Senior Vice President for Academic Affairs.

4. Reversion of Administrators to Faculty Status

The following reversion policy applies to full-time administrators who hold faculty rank and tenure. The policy applies to both administrators who choose to revert to faculty status and to administrators who are removed from administrative positions for administrative reasons. Administrators who are removed from a position for cause are not automatically entitled to the following privileges.

Section 1. Salary Conditions

A. Nine-Month Salary - An administrator's salary consists of a base portion, a summer portion, and a stipend. The base salary is comparable to the nine-month salary for faculty in a particular rank and department. The summer portion is 33% of the base. The stipend is an amount necessary to make the salary appropriate to the position. Annual raises are proportionately applied to all three portions of the total salary.

Upon reversion an administrator becomes a faculty member and the base portion of the salary becomes the nine-month salary paid in twelve equal installments. The stipend stays with the position.

B. Summer Salary - An administrator who has held a full-time administrative appointment for five years and who reverts to a nine-month position is entitled to one summer's assignment at full pay (25% of base salary) the summer immediately following reversion. An administrator who has held a full-time administrative appointment for ten years is entitled to two consecutive summer assignments at full pay.

C. Twelve-Month Salary - An administrator's salary in a department/college with twelve-month faculty appointments will receive a salary of the base portion and a stipend. The base salary is comparable to the twelve-month salary for faculty in a particular rank and department. The stipend is an amount necessary to make the salary appropriate to the position. Annual raises are proportionately applied to both portions.

Upon reversion an administrator becomes a faculty member and the base salary portion becomes a twelve-month salary paid in twelve equal installments and the stipend stays with the position.

Section II. Study Leave

An administrator who has held a full-time administrative appointment for five years is entitled to the equivalent of one quarter of academic leave with full pay to prepare for return to full-time classroom and scholarly activity. An administrator who has held a full-time administrative appointment for ten years is entitled to the equivalent of two consecutive quarters of academic leave with full pay. Study leave would normally be taken during the year after reversion.

Section III. Vacation and Sick Leave

Vacation not taken at the time of, or before the time of, reversion is lost.

III. Policy and Procedures on Recruitment and Appointment

Recruitment

The University of South Alabama is an Affirmative Action/Equal Opportunity Educational Institution. The pre-employment file must include all transcripts from institutions of higher learning, a completed University Biographical Data form, three letters of reference, and any other required EEOC, Affirmative Action Compliance statements.

The Guidelines for Faculty and Administative Searches have been established and are presented to each search committee upon appointment. These guidelinesare to be followed from the beginning of a search to the final appointment of an applicant for an academic position to assure compliance with EEOC, Affirmative Action, ADA, Southern Association for Colleges and Schools and Consent Decree mandates.

There is only one official personnel file maintained by the University, and that file is housed in the Office of the President of the University.

Appointment of Summer School Faculty

No one will receive a summer school assignment for more than two consecutive summers unless it is in the best interest of the University to do so. For example, circumstances may necessitate that a person teach more than two consecutive summer school sessions, or a person may possess a particular expertise and be the only person available for teaching. However, in all instances, summer school assignments will be made in the best interest of the University. Therefore, the dean of the particular college, along with the departmental chair of a particular department, will make the determination about the summer school assignments, operating always under the guidelines outlined herein. Moreover, each department, given the range of complexities and differences in mission, will, within its policy framework, develop and refine a policy for the selection of faculty for the summer session. Such policy must be approved by the dean of the college.

IV. Policies and Procedures for Promotion

A. Introduction and General Criteria

The overall quality of the University and its programs depends, quite clearly and directly on the quality of the faculty. The faculty's achievements in scholarship, research, honors, professional reputation, and teaching excellence are all measures of faculty strength, although different types of institutions may value these measures differently. For universities, however, the level of scholarship attained by the faculty is the most meaningful criterion, judged in the light of national standards. On this basis, few institutions in the country can claim true excellence, but certainly the University of South Alabama aspires to that goal. Just as certainly it cannot accept a level of scholarship that is anything less than adequate, i.e., a performance considered respectable by national standards. Because promotion in rank is recognition of the achievements by which the University is measured, then, promotion decisions have the most serious long-term implications for the quality of the faculty, and, therefore, of the University.

Therefore, given the relationship described above, it shall be University policy to base all promotion decisions solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties, including one's ability to participate harmoniously in a healthy learning environment. In making promotion decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the departmental chair, academic deans/directors, vice presidents, and a final decision made by the President and the Board of Trustees.

Promotion in academic rank constitutes a recognition of an individual's professionalism and professional achievement. The pertinent attributes of professionalism are identified in the "AAUP Statement on Professional Ethics." The degree of professional achievement is evaluated in three broad areas: teaching effectiveness, professional development, and professional service to the department, the college, the University, and, where appropriate, the community. While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes.

The area of professional development includes scholarship in all its manifestations--service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, research, publications, exhibitions, performances, professional awards, grants and fellowships, presentations to professional organizations and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities and university-related community and clinical services rendered in a professional capacity.

Participation in university management by persons who are also faculty members--either through holding administrative positions at the University or through committee work of a purely administrative nature--may not be the sole basis for promotion in academic rank.

Promotions are always based on merit and achievement, rather than upon length of service only. Promotions will not be denied solely on the basis of budgetary limitations; as a practical matter, however, budgetary limitations may not always permit an immediate salary increase commensurate with the new rank at the time the promotion is granted.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold any particular rank.

Candidates recommended for promotion must meet the following minimum qualifications as well as the highest standards of the discipline according to the general criteria found above. Additionally, candidates must display evidence of substantial professional development or achievement since attaining their present rank.

Full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An "academic year" is nine months (September-June) normally covering Fall, Winter, and Spring Quarters.

B. Criteria by Rank

Assistant Professor

The rank of assistant professor is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from Instructor to Assistant Professor:

a. The candidate must have the appropriate terminal degree.
b.* Where a Master's degree is considered terminal, at least three years of full-time academic service at the Instructor level are required before eligibility for promotion is established. The time-in-rank requirements refer to continuous service only at the University of South Alabama. For prior teaching or other professional experience, including prior experience at the University of South Alabama prior to the current appointment, to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, prior experience, including previous experience at the University of South Alabama under another appointment, cannot be used to establish eligibility to be considered for promotion.
c. The candidate must display evidence of effective teaching and advising and of scholarly or creative activity.

*A person with a Master's degree who is given a tenure-track appointment in a discipline in which the Master's degree is the terminal degree is appointed as an Instructor and is promotable after three full years of service. An application for promotion to Assistant Professo would be submitted to the department after two years of service. If the Instructor is promoted, credit for three full years of service would be granted toward tenure. However, the probationary period for promotion to Associate Professor would remain the same (six years at the Assistant Professor level). An Instructor with a Master's degree who is not promoted normally will not serve more than six years of full-time service. Such an Instructor would be given notice of the final year of service after five years.

Associate Professor

The rank of associate professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from Assistant Professor to Associate Professor:

a. The candidate must have at least six years' full-time professorial experience as an Assistant Professor. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.
b. The candidate must display evidence of professional development of sufficient quality to indicate the continuation of a significant scholarly or creative career.
c. The candidate must display evidence of effective teaching and student advising.
d. The candidate must have begun to show competent work in university-related services at one or more levels.

Professor

The rank of professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or in a closely related field. In exceptional cases, a full professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from Associate Professor to Professor:

a. The candidate must have at least three years' full-time academic experience as an Associate Professor. Time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.
b. The candidate must display evidence of effective teaching and student advising.
c. The candidate must display evidence of outstanding scholarly (or equivalent creative) work, including, for instance, one or more significant book-length works or a number of substantial articles.
d. The candidate must display evidence of significant and sustained university-related service.

Exceptions: While all criteria and formal requirements must normally be met for promotion to the ranks indicated, it is conceivable that, in rare instances, truly outstanding performance will carry sufficient weight to make exceptions appropriate. In such instances, a compelling case for promotion must be made, including specific, detailed information that will allow reviewing officials to make an informed evaluation of the recommendation. Such cases will constitute rare exceptions to the normal policy.

PROMOTION PROCEDURES

Promotion recommendations will be submitted to the Vice President for Academic Affairs each year, normally by March 1. (A list of eligible faculty is forwarded to the college dean by the Vice President for Academic Affairs.) The recommendations originate at the departmental level and proceed upward through normal administrative channels. Final promotion decisions are made by the President, subject to approval by the Board of Trustees.

Departmental Procedures

The chair is responsible for the organization and conduct of the department's activities with regard to promotion. Candidates for promotion are identified by the chair's nomination or, lacking that, self nomination should a person not nominated feel qualified. The chair will insure that all candidates have an opportunity to submit relevant information and materials for appropriate review.

For purposes of dealing with the recommendations for promotion, the appropriate faculty consultative body consists of a committee composed of all those members of the department senior in rank to the candidate. Some academic units may find it difficult or impossible to constitute such a committee, given the above exclusions. In that event, the chair appoints an appropriate committee, following the spirit of the review process. All involved faculty must have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy.

Once these procedures have been completed, the chair shall submit a recommendation in writing, including justification for the recommended action, to the dean (or director) of the academic unit. Along with the recommendation, the chair will report to the dean the results of the faculty consultation that has been conducted.

Along with the chair's recommendation, the separate departmental committee's recommendation shall be forwarded to the dean of the college by the departmental chair.

Collegiate Procedures

The dean (or director) of each college, school, and division will appoint each year a Promotion Evaluation and Review Committee (PERC). Membership on this Committee shall be limited to tenured associate and full professors. Additionally, chairs of departments having candidates for promotion will not serve as members. (Some academic units may find it difficult or impossible to constitute such a committee, following the spirit of the review process.) The Committee's charge shall be to review the departmental promotion recommendations submitted to the dean's office and to evaluate the candidates so that it can make its own recommendations to the dean. The Committee may establish the procedures it wishes to follow in carrying out its charge, subject to the dean's approval. These procedures must include, however, adequate provision for the candidates to submit relevant information and materials in support of their candidacies and must be grounded in the promotion criteria stipulated above. The Committee recommendations submitted to the dean should contain a rationale for the Committee's action and a report of the Committee's vote on each recommendation. If an academic unit finds this Committee procedure unworkable, it may substitute another consultative method, upon the approval of the Vice President for Academic Affairs.

When the recommendations of the departmental chair, departmental committee, and college committee have been forwarded, the dean shall review the file and make a separate recommendation. The recommendations of the department chair, the departmental committee, the college committee (PERC) and the dean shall be forwarded to the Vice President for Academic Affairs.

Vice Presidential Procedures

After receiving the college submissions, the Vice President for Academic Affairs shall proceed to formulate his/her recommendations, based on the supplied information, and submit those recommendations (departmental chair, departmental committee, college committee, and the dean of the college) to the President.

Presidential Action

The President takes final action on the recommendations for promotion, subject to the approval of the Board of Trustees.

Notification

Once the President and the Board of Trustees have acted, letters of promotion are issued by the President. Upon the issuance of such letters, the Vice President for Academic Affairs shall report to the appropriate dean the results of the Board action on promotions for further transmission to the chairs and faculty and submission of appropriate personnel action forms.

V. POLICIES AND PROCEDURES ON TENURE

Tenure Policy

The following Tenure Policy applies to appointments made on or after September 1, 1987.

Tenure acquisition requires specific procedures and approvals. It is never automatic, regardless of the number of years of service. Tenure is granted only by the Board of Trustees.

If approved, tenure is granted to faculty members in the ranks designated below on September 1st following the completion of a period of probationary service as a full-time member of the faculty of the University of South Alabama. The tenure decision may not be delayed beyond the applicable probationary period indicated by rank.

When this tenure policy differs from the 1940 Statement of Principles on Tenure, this policy will supersede the 1940 Statement.

Requirements for Eligibility

1. Rank Requirements

Tenure is granted only to faculty members holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Senior Librarian.

2. Time of Service Requirements

The period of required full-time probationary service is defined in the table below:

RANK	YEARS OF FULL-TIME PROBATIONARY SERVICE REQUIRED BEFORE BEING ELIGIBLE FOR TENURE
Professor, Senior Librarian	2
Associate Professor, Associate Librarian	3
Assistant Professor, Assistant Librarian	6

A tenure-track faculty member who has not achieved at least the rank of Assistant Professor or Assistant Librarian normally shall not serve on the faculty more than six years. Years of service as a faculty member on fractional appointment(s) cannot be accumulated to be counted toward tenure. Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as full-time employment as a faculty member for the entire academic year. Academic service includes both administrative and academic activities while holding faculty rank. Time on leave from the University of South Alabama normally may not be counted toward the required probationary period.

Faculty at the rank of Assistant Professor, Assistant Librarian, or above may be granted credit up to a maximum of three years toward tenure for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward tenure, the number of years credit will be stated in the letter of appointment, and the same number of years credit must also be granted toward promotion.

In exceptional cases, at the time of appointment, tenure may be granted to persons who are tenured at another university at the rank of Professor. For appointments with tenure, reviews and recommendations shall occur prior to appointment at the departmental level, the collegiate level and the University level.

TENURE PROCEDURES

The review process for awarding tenure is conducted during the faculty member's final year of probationary service. The process begins in the department and includes administrative and peer recommendations at both the departmental and the collegiate levels.

Departmental Procedures

The departmental tenure committee shall be notified by the departmental chair to consider a faculty member who is in the final year of probationary service. The departmental tenure committee is normally composed of all tenured faculty members in the department except the chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy.

The departmental committee shall submit a written report to the departmental chair. The chair shall submit a written report to the dean along with the departmental committee's report and the faculty member's supporting documents.

Collegiate Procedures

Each year, the dean (or director) of each college, school, and division shall appoint a collegiate tenure committee of at least seven (7) members. Membership on this committee shall be limited to tenured associate and full professors. In addition, chairs of departments having candidates for tenure and the dean of the college will not serve as members. (Given the above exclusions, some academic units may find it difficult or impossible to constitute such a committee. In that event, the dean will appoint an appropriate committee, following the spirit of the review process.) The committee's charge shall be to review the departmental tenure recommendations submitted to the dean's office and to evaluate the faculty members who are eligible for tenure consideration so that it can make its own recommendations to the dean. Subject to the dean's approval, the committee may establish the procedures it wishes to follow in carrying out its charge. These procedures are to provide an adequate opportunity for faculty members who are in their final probationary year to submit relevant information and materials in support of their candidacies.

When the recommendations of the departmental chair, departmental committee, and collegiate committee have been forwarded to the dean, the dean shall review the file and make a separate recommendation. Recommendations of the departmental chair, the departmental committee, the collegiate committee, and the dean shall be forwarded to the Vice President for Academic Affairs along with the supporting documentation.

Vice Presidential Procedures

After receiving the collegiate recommendations and all related materials and information, the Vice President for Academic Affairs shall proceed to formulate his/her recommendations, based on the supplied information, and submit those recommendations to the President along with the recommendations of the departmental chair, the departmental committee, the collegiate committee, and the dean of the college.

Presidential Action

The President takes final action on the recommendations for tenure, subject to the approval of the Board of Trustees.

Notification

When the President and the Board of Trustees have acted, letters of tenure are issued by the President's Office. Upon issuance of such letters, the Vice President for Academic Affairs shall report to the appropriate deans the approval of tenure by the Board of Trustees for further transmission to the chairs and faculty.

Non-Reappointment

Decisions not to grant tenure result in letters of non-reappointment forwarded to the affected faculty members prior to the September lst that they would have been eligible to receive tenure. In cases of non-reappointment, the period of untenured service is extended one year only beyond the probationary period. No reasons, oral or written, need be given for non-reappointment of untenured faculty.

An Instructor with a terminal Master's degree who is not promoted normally will not serve more than six years. Such an Instructor would be given notice of the final year of service after five years.

Faculty members given a letter of non-reappointment will receive no salary increases for the terminal year. Furthermore, once the letter of non-reappointment has been given, the annual affirmative action plan evaluation will not be required.

VI. NON-TENURE-TRACK POSITIONS--POLICY AND PROCEDURES

Designation of an approved non-tenure-track faculty position requires written justification by the dean and must be approved by the Vice President for Academic Affairs. Non-tenure-track faculty positions may be approved in any of the following instances:

1. when the position satisfies a current need but may not be needed in the future;
2. when a program requires positions to satisfy a current need but the program may not be needed in the future;
3. when the position is funded with 3-ledger and/or 5-ledger funds, i.e., grants and other temporary funding sources;
4. when the duties of the position exclude either teaching or research as a major responsibility;
5. when the position does not require a terminal degree.

NON-TENURE-TRACK POSITIONS--CONDITIONS

1. With the exception of explicit term contracts, appointments to non-tenure-track faculty positions are made on an annual basis and are not automatic. The decision to reappoint, non-reappoint, or non-renew may be based upon an annual performance evaluation of the incumbent, on program needs, or on the financial position of the University. Non-renewal or non-reappointment notification dates and procedures will be the same as those for tenure-track positions.
2. Non-tenure-track appointees are eligible for participation in faculty governance activities, including Faculty Senate privileges, committee memberships, and departmental deliberations.
3. Non-tenure-track appointees are eligible to participate in other faculty development.
4. Non-tenure-track appointees are eligible for benefits comparable to tenure-track appointees.
5. Ordinarily annual performance evaluations will be conducted for non-tenure-track faculty positions. [One-year faculty will be evaluated; non-reappointed faculty may or may not be evaluated at the discretion of the dean.]
6. Upper limits for the number of non-tenure-track positions may be established by the various colleges.

NON-TENURE-TRACK POSITIONS--PROMOTION

Criteria and minimum time-in-rank before being eligible for promotion, and requirements for promotion in rank for non-tenure-track faculty positions are identical to those for tenure-track faculty positions. Non-tenure-track instructors who acquire the terminal degree may be promoted but the position will remain non-tenure-track.

NON-TENURE-TRACK POSITIONS --DESIGNATION OF RANKS AND TITLES

Non-tenure-track faculty appointments are ranked as follows:

Instructor
Assistant Professor
Associate Professor
Professor

The definitions of academic ranks, titles, and criteria for faculty appointments are found elsewhere in this Handbook.

CHANGE OF APPOINTMENT STATUS

Procedures and conditions governing change from non-tenure-track faculty appointment status to tenure-track faculty appointment status are as follows:

1. Persons holding non-tenure-track appointments will not be eligible for consideration for tenure-track faculty rank, except as successful applicants responding to a normal, advertised search along with other candidates under affirmative action procedures. Change from non-tenure-track status to tenure-track status is not automatic.
2. Appointment to a tenure-track position will be treated as a new appointment and the appointee must submit in writing his/her resignation from the non-tenure-track appointment. Origination of recommendation and procedures relative to the change in appointment will follow procedures identical to those for appointment of new faculty.
3. Probationary periods for both tenure and promotion required for tenure-track ranks will apply to individuals who change from non-tenure-track status to tenure-track status. A maximum of three year's credit may be applied toward the probationary period for time spent in previous non-tenure-track status. If credit for prior service is to be applied toward the probationary period(s), the amount of time must be designated in the letter of appointment.

Faculty in tenure-track positions are not eligible for non-tenure-track appointments.

VII. POLICIES AND PROCEDURES RELATING TO SEVERANCE

Non-Reappointment

The precise terms and conditions of each appointment are to be stated in writing and are to be in the possession of the appointee and the University. At the University of South Alabama, appointments are made on an annual basis through the probationary period or until tenure has been granted. Non-reappointment of an individual during this period is not considered a dismissal.

The Standards for Notice

Written notice of non-reappointment or of intention not to recommend reappointment should be given the faculty member according to the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year. If a one-year appointment terminates during an academic year, notice should be given at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year. If an initial two-year appointment terminates during an academic year, notice should be given at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

The following procedures within the University have been adopted relative to appointment, non-reappointment, dismissal, tenure, promotion, etc.

1. A recommendation will be made by the departmental chair to the dean of the college or director of the division
2. Upon concurrence by the dean of the college or the director of the division, a recommendation will be made to the appropriate vice president.
3. Upon concurrence by the vice president, a recommendation will be made to the President of the University.

When this Non-Reappointment Policy differs from the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, the 1964 Standards of Notice of Non-Reappointment and the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, this policy will supersede the subject Statement and Standards.

Except as noted above, the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, the 1964 Standards for Notice of Non-Reappointment and the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings establish a norm in the first instance and serve as a guide in the last two instances (1958 and 1964 Standards). It is possible, however, to deviate from these statements and standards provided the deviations are a matter of record and are understood by all personnel at the time of employment.

Resignation

Faculty members are expected to give reasonable notice before terminating employment.

Termination/Dismissal

Obviously, a dismissal entails much more complicated procedures than does non-reappointment. All academic deans should become completely familiar with the statements contained in the AAUP Bulletin: Winter, 1963, Spring, 1964, Summer, 1967.

Termination for cause of continuous apointment, or the dismissal for cause of a teacher, previous to the expiration of term appointment, should, if possible, be considered by both faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment upon the case. The teacher should be permitted to have an advisor of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his/her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

Termination of continuous appointment because of financial exigency should be demonstrably bona fide.

The AAUP's 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings as printed below has been endorsed by the University of South Alabama. Where the University policy differs with AAUP Policy, the University policy supersedes and prevails.

THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS
1958 Statement on Procedural Standards in Faculty Dismissal Proceedings

Introductory Comments

Any approach toward settling the difficulties which have beset dismissal proceedings on many American campuses must look beyond procedure into setting and cause. A dismissal proceeding is a symptom of failure; no amount of use of removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely if ever need occur.

Just as the board of control or other governing body is the legal and fiscal corporation of the college, the faculty are the academic entity. Historically, the academic corporation is the older. Faculties were formed in the Middle Ages, with managerial affairs either self-arranged or handled in course by the parent church. Modern college faculties, on the other hand, are part of a complex and extensive structure requiring legal incorporation, with stewards and managers specifically appointed to discharge certain functions.

Nonetheless, the faculty of a modern college constitutes an entity as real as that of the faculties of medieval times, in terms of collective purpose and function. A necessary precondition of a strong faculty is that it have first-hand concern with its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear on the American college scene that a close positive relationship exists between the excellence of colleges, the strength of their faculties, and the extent of faculty responsibility in determining faculty membership. Such a condition is in no wise inconsistent with full faculty awareness of institutional factors with which governing boards must be primarily concerned.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and not by an unhealthful setting. When it does come, however, the college should be prepared for it, so that both the institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgement favorable to a colleague.

One persistent source of difficulty is the definition of adequate cause for the dismissal of a faculty member. Despite the 1940 Statement of Principles on Academic Freedom and Tenure and subsequent attempts to build upon it, considerable ambiguity and misunderstanding persist throughout higher education, especially in the respective conceptions of governing boards, administrative officers, and faculties concerning this matter. The present statement assumes that individual institutions will have formulated their own definitions of adequate cause for dismissal, bearing in mind the 1940 Statement and Standards which have developed in the experience of academic institutions.

This statement deals with procedural standards. Those recommended are not intended to establish a norm in the same manner as the 1940 Statement of Principles on Academic Freedom and Tenure, but are presented rather as a guide to be used according to the nature and traditions of particular institutions in giving effect to both faculty tenure rights and the obligations of faculty members in the academic community.

Procedural Recommendations:

1. Preliminary proceedings concerning the fitness of a faculty member.
   When reason arises to question the fitness of a college or university faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him/her in personal confidence. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, a standing or ad hoc committee elected by the faculty and charged with the function of rendering confidential advice in such situations should informally inquire into the situation, to effect an adjustment if possible, and, if none is effected, to determine whether in its view formal proceedings to consider his/her dismissal should be instituted. If the committee recommends that such proceedings should be begun, or if the president of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his/her conviction that a proceeding should be undertaken, action

should be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal should then be jointly formulated by the president and the faculty committee; if there is disagreement, the president or his/her representative should formulate the statement.

2. Commencement of formal proceedings.

The formal proceedings should be commenced by a communication addressed to the faculty member by the president of the institution, informing the faculty member of the statement formulated, and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his/her faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his/her defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him/her. The faculty member should state in reply whether he/she wishes a hearing and, if so, should answer in writing not less than one week before the date set for the hearing, the statements in the president's letter.

3. Suspension of the faculty member.

Suspension of the faculty member during the proceeding involving him/her is justified only if immediate harm to himself/herself or others is threatened by his/her continuance. Unless legal considerations forbid, any such suspension should be with pay.

4. Hearing Committee.

The committee of faculty members to conduct the hearing and render a decision should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the president's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own chair.

5. Committee proceeding.

The committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee should consider the case on the basis of the obtainable information and decide whether he/she should be removed; otherwise the hearing should go forward. The committee, in consultation with the president and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the president's letter to the faculty member should be received.

The president should have the option of attendance during the hearing. He/she may designate an appropriate representative to assist in developing the case; but the committee should determine the order of proof, should normally conduct the questioning of the witnesses, and, if necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the president. The faculty members should have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his/her counsel and the representative designated by the president should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him/her. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his/her statements, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

6. Consideration by hearing committee.

The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his/her counsel and the representative designated by the president to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The president and faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the president's office.

7. Consideration by governing body.

The president should transmit to the governing body the full report of the hearing committee, stating its action. On the assumption that the governing board has accepted the principle of the faculty hearing committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the hearing committee should either be sustained or the proceeding be returned to the committee with the objections specified. In such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

8. Publicity.

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officer should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the hearing committee's original action, if this has not previously been made known.

Types of Discipline

(no statement)

VIII. FACULTY DUTIES AND RESPONSIBILITIES

A. Professional Ethics

The University subscribes to the AAUP Statement on Professional Ethics, as printed below:

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. His/her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it. To this end, he/she devotes his/her energies to developing and improving scholarly competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty. Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

2. As a teacher, the professor encourages the free pursuit of learning in his/her students. He/she holds before them the best scholarly standards of his/her discipline. He/she demonstrates respect for the student as an individual, and adheres to his/her proper role as intellectual guide and counselor. He/she makes every reasonable effort to foster honest academic conduct and to assure that his/her evaluation of the students reflects their true merits. He/she respects the confidential nature of the relationship between professor and student. He/she avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them. He/she protects their academic freedom.

3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas he/she shows due respect for the opinion of others. He/she acknowledges his/her academic debts and strives to be objective in his/her professional judgment of colleagues. He/she accepts his/her share of faculty responsibilities for the governance of his/her institution.

4. As a member of his/her institution, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision. He/she determines the amount and character of the work he/she does outside his/ her institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his/her service, he/she recognizes the effect of his/her decision upon the program of the institution and gives due notice of his/her intentions.

5. As a member of his/her community, the professor has the rights and obligations of any citizen. He/she measures the urgency of these obligations of any citizen. He/she measures the urgency of these obligations in the light of his/her responsibilities to his/her subject, to his/her students, to his/her profession, and to his/her institution.

When he/she speaks or acts as a private person, he/she avoids creating the impression that he/she speaks or acts for his/her college or university. As a citizen engaged in a profession that depends upon freedom for it health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

6. The Academic Freedom and Ethics Committee on Professional Policies Council is responsible for discussing privately and confidentially with a faculty member the ethics of his/her behavior when the Committee concludes that the above ethical standards are being transgressed. Faculty and administrators may confidentially invite the attention of the Committee to the practices of a particular faculty member.

B. Teaching

1. Teaching Load
The normal teaching load for full-time faculty is 12 credit hours per quarter (or the equivalent as defined by the academic unit). Any deviation from the normal teaching load must be approved by the dean of the respective college.
2. Faculty Absences
The University does not employ substitute instructors. Faculty members must arrange class coverage with the chair of the department and/or the dean of the college in case of illness or emergency.

C. Student Advising

1. Definitions
Faculty members will be asked to serve as advisors, so they are urged to make themselves familiar with current University requirements, policies, and procedures used during the academic year and especially during registration periods. Advisors should enforce course prerequisites.

Each student in the University will be assigned a faculty advisor as a matter of record. Selection of faculty advisors and assignment of students to advisors will be left to the judgment of the individual colleges. Faculty advising will be limited to guidance through the curriculum and miscellaneous professional counseling. Although faculty advising should not extend to personal counseling, each faculty member is expected to be knowledgeable to direct students to where they can be helped with personal problems (financial, psychological, etc.).

Faculty members are expected to become familiar with current University requirements, policies, and procedures with respect to advising.

2. Faculty Availability
   a. Hours on Campus (no statement)
   b. Office Hours

      Faculty members will post and keep office hours each quarter and, as a minimum, indicate six hours a week they are available for conferences with interested students. With respect to evening students, each professor should make suitable and adequate arrangements to carry out the advising functions.

D. Service to the Institution (no statement)

E. Faculty Workload

1. Academic Work Year (no statement)

2. Teaching Load (See TEACHING)

3. Non-Teaching Load

Faculty members are expected to perform necessary duties during registration periods each quarter. Assignments will be made by departmental heads and deans. Each faculty member is expected to attend all commencement exercises in full academic regalia unless specifically excused by the respective academic dean.

4. Reduction of Teaching Load (no statement)

5. Responsibilities of Organizational Advisors

The Office of the Dean of Student Services prepares a list of responsibilities for faculty advisors of University student organizations.

F. Professional Growth and Development

1. Research (see Research Section)

2. Participation in Professional Organizations (no statement)

G. Research Support

1. Reduced Teaching Load (no statement)

2. Financial Support
   a. Grants-in-Aid

The University encourages research performed or guided by the faculty by budgeting funds for research grants to faculty members each year. These funds are managed and their use monitored by a faculty Research Committee that serves as an advisory group to the Dean of the Graduate School and Director of Research who is an ex-officio member. Upon the Dean's request, and occasionally on committee initiative, the committee has made recommendations on policy matters having to do with research. However, its principal concern is to administer the University program of grant support to faculty research facilities.

Departmental chairs and deans concerned should be consulted in advance on all research commitments of any magnitude, and kept informed of research progress, achievements, and future plans. Encouragement will be given to projects considered consistent with the policies and plans of the department(s) of the college(s) in which the research will be conducted. The work would normally be expected to relate to the faculty member's usual university duties and contribute to the effectiveness of regular academic work.

In addition, the University provides special support for development and preparation of research proposals that require funding on a larger scale than University resources can provide. Such proposals are drawn up by individuals or by ad hoc committees or task forces set up as required in various fields. Funding and supporting services are made available through the Research and Public Service Council or otherwise.

Procedures for preparation, review, and operation of research projects have been established by the University Research and Public Service Council. To encourage a wide range of well-conceived and well-planned research projects by all qualified faculty, the Council accords individual evaluation to all applications. Proposals must include clear statements of objectives, techniques, and data to be used and evidence that the project will contribute to knowledge and that the investigator is fully qualified to undertake it. Compliance is required with Council instructions and regulations, which are accepted by researchers as part of the terms of the grants. Funds may be expended as approved by the Council for special equipment and materials, books, photographs, microfilms, reproductions, and manuscripts, statistical tabulations, computer time, research assistants, technical and stenographic services, communication costs, limited travel expense pertinent to data collections, expense of publication, and other purposes designated by researchers and approved by the Council as necessary for completion of a specified project.

The Council meets at least once a quarter, and oftener as necessary, for screening and approval, modification, or rejection of applications for research support and other business. Applicants are limited to full-time faculty; no support is given to preparation of dissertations.

Applications for funds for creative arts and applied research as well as pure research are considered.

Minutes of all meetings are kept and distributed to all faculty members and administrative officers. Files of minutes, projects in progress, correspondence, and reports on and findings of completed projects are maintained in the office of the chair. Individual project files are considered proprietary and, as such, are open only to the Chair of the University Research Committee and the pertinent researchers. Reports on, and findings of, completed projects growing out of the grants by the Research Committee are kept on file at the University Library.

The Committee frequently assists in planning and revising proposals. In its review of proposals, it considers the feasibility, quality of planning, and originality of work proposed, and the qualifications of the investigator to carry it out. The Committee monitors the quality, punctuality, and conformance to approved plans of work in progress, together with monthly reports of each project's financial status prepared by the University Business Office. The Committee Chair must authorize all expenditures of funds (subject to the approval of the Vice President for Academic Affairs) allocated for research projects it has approved.

3. Other Support

a. Information on Outside Funding Support

Numerous U.S. governmental agencies, many private foundations, and other organizations provide grant or contract funding to support research activities that meet their criteria. These change from time to time as policies and interests of granting agencies shift. Investigators seeking funding may determine trends in this respect by consulting appropriate sources.

b. Internal Approvals Required for Grant Proposals

Clearance by University officers is required for proposals requesting funds from sources outside the University. Such proposals should be discussed at an early stage with departmental chairs and deans concerned, and, in final form, need approval and signature of University officers in the following order: departmental chair, academic dean, controller, Dean of the Graduate School/Director of Research, Vice President for University Services and Planning, Vice President for Business Affairs, and Director of Sponsored Programs. If clearance by the University Attorney or others is needed, this will be specified by one of the appropriate institutional officers.

c. Office Facilities and Secretarial Assistance

All faculty members will be provided adequate office space.

The faculty has access to trained secretaries on the staff, but no formula exists in allocating secretarial help to the various departments. No set procedure is followed in allocating secretarial and/or clerical student assistants.

d. In-Kind Support

Besides funds, the University gives support to research projects through access to available library facilities, laboratories, technical and support personnel, and computer services; by help in arranging outside cooperation; and by efforts to arrange contract research. These matters are handled on an ad hoc basis at present, through the college deans, as opportunities occur.

H. Community Service (no statement)

I. Political Activity (no statement)

J. Outside Employment and/or Business Interests (no statement)

K. Adherence to University Regulations and Procedures (no statement)

IX. Faculty Rights and Privileges

A. Academic Freedom and Tenure

The University supports the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, as printed below. If University policy differs with AAUP policy, the University policy supersedes and prevails.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: 1) freedom of teaching and research and of extramural activities; 2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

a. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
b. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
c. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her

institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigency.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
2. Beginning with tenure-track appointment to full-time instructor or higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the provision that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his/her new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximu of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
3. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
4. Termination for cause of continuous appointment, or the dismissal for cause of a teacher, previous to the expiration of term appointment, should, if possible, be considered by both faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment upon his/her case. He/she should be permitted to have with him/her an advisor of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.
5. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

X. GRIEVANCE PROCEDURES FOR FACULTY

PURPOSE AND SCOPE

The purpose of these Procedures is to provide an equitable procedure for investigating alleged grievances of individual members of the faculty of the University as presented by the aggrieved individual faculty member. A grievance proceeding should be initiated only in situations involving possible serious injustice to a faculty member of the University. A grievance hearing is in no sense a trial. Attempts to resolve the areas of discontent by informal discussion shall precede, continue through, and preferably, be a reason for terminating a grievance proceeding.

DEFINITION AND GROUNDS

A "grievance proceeding" is a proceeding initiated by one or more members of the faculty of the University who claim(s) to have been directly wronged. Such a wrong is concerned normally with appointment, termination, tenure, promotion, academic freedom, reassignment, or similar actions of substantial effect. Nonreappointment decisions prior to the tenure-decision year are not grievable. In such instances, only matters of procedure are grievable and reasons for nonreappointment, even during or after the tenure decision year, are not matters which are grievable. In the event the Grievance Committee as defined determines an alleged grievance originates from actions not clearly defined above, the Notice of Grievance shall be referred to the Chair of the Faculty Senate to be treated as stated below. Upon exhaustion of the procedure therein described and if the grievance has not been resolved, the Notice of Grievance shall be treated as a normal grievance and returned to the Grievance Committee for action. All such actions seek correction of an asserted wrong. Such an asserted wrong may grow out of allegations of an improperly authorized action, of a substantial departure from duly established procedures, or because substantial evidence favorable to the grievant was allegedly not given appropriate weight or was neglected. A grievance proceeding is to be distinguished from a disciplinary action proceeding, which latter does not give rise to correction of the effects of wrongdoings, but instead looks to a dismissal or the imposition of some other sanction upon the wrongdoer.

Normally, only final decisions are subject to review by a grievance proceeding; grievance proceedings may not be brought to review recommendations of faculty committees or recommendations of administrators. A final decision may be the subject of only one grievance proceeding by any grievant.

In the event of an asserted wrong not clearly defined in these procedures should be raised, the Faculty Senate shall, after all appropriate administrative solutions have been sought, consider the asserted wrong and determine if it should be the subject of a grievance proceeding and return its determination to the Grievance Committee.

INFORMAL SOLUTION

No grievance proceeding should be initiated unless, in an attempt to resolve the problem, the grievant has made every reasonable effort to resolve the problem on an informal and internal basis. This normally entails discussions with the grievant's departmental chair, the dean of the college or division, and the appropriate vice president. This informal process is here understood to exclude legal representation.

INITIATION

A grievance proceeding shall be initiated by a written Notice of Grievance. Such notice shall:

1. Contain a concise statement of the allegations giving rise to the grievance
2. State the relief sought
3. List the persons with whom discussions were had on the problem in an attempt to resolve it on an informal basis

The grievant shall send the Notice of Grievance simultaneously to:

The President of the University
The Chair of the Faculty Senate
The appropriate departmental chair
The appropriate dean
The Vice President for Academic Affairs, the Vice President for Medical Affairs, or appropriate other officer
Any other persons named in the Notice of Grievance

The alleged wrong must have occurred within six (6) months of the date of the Notice of Grievance. The six-month period shall not include the Summer Quarter for nine-month faculty or authorized leaves of absence. If an exception to this provision is to be sought, before filing the Notice, the grievant should send the Notice with a request for an exception to the chair of the Faculty Senate. The Chair will convene a subcommittee of the Grievance Committee Pool to consider the request for the exception. The subcommittee of the Grievance Committee Pool will communicate its decision to the grievant in writing within three (3) weeks. If the request is approved, the grievant should append such approval to the Notice of Grievance and proceed to file it as directed by these Procedures. If the request is not approved, there shall be no further proceedings under these Procedures.

ESTABLISHMENT OF THE GRIEVANCE COMMITTEE POOL

The Chair of the Faculty Senate, the Vice President for Academic Affairs and the Vice President for Medical Affairs shall together, the spring of each year nominate a pool of fifteeen (15) faculty members to serve as potential grievance committee members during the succeeding twelve (12) months from 1 June through 31 May. Initially, one-third of this number shall be appointed for a one-year term, one-third for two-year terms, and one-third for three-year terms. There after, all appointments will be for three years, with five (5) new appointees being named each year. Any necessary interim replacements will be for the unexpired term of the person being replaced. After the pool has been formed, it will be convened by the Chair of the Faculty Senate, in consultation with the Vice President for Academic Affairs and the Vice President for Medical Affairs, for familiarization of these procedures. During any one calendar year, no member of the pool shall be asked to serve on more than two (2) grievance committees nor shall the member be asked to serve on two (2) committees simultaneously. In the event the pool is exhausted and the necessity of a grievance committee should arise, the Chair of the Faculty Senate, the Vice President for Academic Affairs, and the Vice President for Medical Affairs shall nominate to the pool

an additional five (5) members for that appointment year. Only those members of the faculty who hold tenure and the rank of Professor or Associate Professor or equivalent rank and who hold full-time appointments on the faculty of the University shall be eligible to be appointed to the Grievance Committee Pool. Officers of Administration, Academic Deans, and General Administration. Staff shall not be eligible for service on the Grievance Committee Pool.

A standing subcommittee of the grievance committee pool shall be appointed with one member being appointed by the Chair of the Faculty Senate, one member selected and appointed by the Vice President for Academic Affairs and one member selected and appointed by the Vice President for Medical Affairs.

SELECTION OF THE GRIEVANCE COMMITTEE

Once a Notice of Grievance has been filed as per these procedures, the President shall appoint within thirty (30) days a Grievance Committee made up of three (3) members of the faculty of the University selected from the Grievance Committee Pool. The copies of all letters of appointment to a Grievance Committee will be provided to the chair of the Faculty Senate, the grievant, the appropriate departmental chair, the appropriate dean, the Vice President for Academic Affairs, the Vice President for Medical Affairs, and appropriate other officers or persons named in the Notice of Grievance.

The grievant and those persons listed in these Procedures shall have a right to challenge any person appointed to membership on the Committee because the Committee member is related to the grievant or to any person directly involved in the action or decision which is the subject of the grievance or to any person who made recommendations as to such actions or decisions, or because of past association with such person which would prejudice the Committee member's judgement. To exercise the right to challenge, the challenging party must send a written notice to the President of the University within fourteen (14) days of appointment, with copies sent to those named. A ruling by the President excluding any individuals named in these procedures shall determine whether the facts present grounds for disqualification and his decision shall be final. The ruling by the President shall be issued within fourteen (14) days of the receipt of the challenge notice.

The appointment mechanism provided for in these procedures shall be continued until such time as a Grievance Committee is constituted. In the event of a successful challenge, the President shall appoint, within ten (10) days of notice of such successful challenge, replacement faculty members equal in numbers to those successfully challenged.

Once the Grievance Committee is constituted, the Chair of the Faculty Senate shall appoint one of the members as Chair. The Committee Chair shall convene the Committee within fourteen (14) days. Upon first convening, the Committee shall acquaint itself with these Procedures.

INITIAL DETERMINATION

The Grievance Committee shall determine on the basis of the Notice of Grievance and any written statement of the cause submitted pursuant to these Procedures whether there are sufficient facts alleged to make it appear that grounds for a grievance proceeding exist, and that a hearing should be held.

If the initial determination is affirmative, the Notice of Initial Determination shall state the date, time, and place when and where the hearing on the grievance shall occur. Once set, it may be extended only by the Chair of Grievance Committee for reasons that, in the Chair's opinion, are compelling.

If the initial determination is negative, the Notice of Initial Determination shall state the reasons for that negative decision, and there shall be no further proceedings under these Procedures.

The Notice of Initial Determination shall be distributed to the grievant and those listed in these Procedures.

GRIEVANCE COMMITTEE PROCEDURAL RULES

Unless overruled by a majority of the Grievance Committee, rulings of the Chair shall be final on all questions except those pertaining to the initial determination and the substance of the findings and recommendations of the Committee which are sent to the President. All other provisions of these Procedures pertaining to the authority of the Chair shall be subject to this Section.

The Chair may establish such other rules, within the general guidelines of these Procedures, as deemed necessary.

The Chair of the Grievance Committee shall arrange for the official tape recordings of the hearing. No other recording or transcription of the hearing shall be permitted unless specifically authorized by the Committee Chair. Upon request of either party, the Chair shall arrange for the parties to be given, as soon as possible after each session of the hearing, a copy of the official tape recording. The University will assume costs associated with the tape recordings.

Two (2) members of the Grievance Committee, one of whom must be the Chair, shall constitute a quorum for transcription of the business of the Committee. No member who is absent during any part of the hearing may participate in the preparation of findings and recommendations of the Committee without first listening to the official tape recording of the portion of the hearing conducted in the Committee member's absence.

At the hearing the grievant shall present evidence, following which other evidence shall be received, as specified in these Procedures. The grievant shall have the burden of persuasion.

Where more than one grievant complaining of a wrong arising out of the same set of facts has a hearing pending, the hearings may be consolidated with the approval of all such grievants and of the Grievance Committee first appointed to hold such hearings. The consolidated hearing shall be conducted by that Grievance Committee.

The Chair of the Grievance Committee shall:

1. Call witnesses before the Committee as requested by the grievant, the person grieved, and members of the Grievance Committee.
2. Maintain an orderly hearing and permit no person to be subjected to abusive treatment. The Chair may eject or exclude anyone whose conduct is disorderly.

The grievant and the person grieved shall be permitted to:

1. Examine all evidence presented to the Grievance Committee.
2. Present evidence available to them and question witnesses. In addition, witnesses unable to attend, in the opinion of the Grievance Committee, may submit written or taped statements to the Grievance Committee. Such inability shall be found only in cases of serious illness or death of the witness or a family member, or physical absence from the area due to pre-existing plans which cannot be changed. The Chair of the Grievance Committee may request the Chair of the Faculty Senate to assist in the appearance of witnesses at the hearing.
3. Present an oral or written argument, or both, prior to the conclusion of the hearing.

The grievant and the person grieved shall be permitted to be represented by any tenured faculty member of the University the subject individual may select and who is willing to serve, except that attorneys admitted to practice law before any state or federal court are excluded from the category of these individuals who may represent the grievant or the person grieved.

Any rights conferred on the parties at the hearings by these Procedures may be exercised by their respective representatives.

At the hearing, the members of the Grievance Committee may ask questions of any witness, of the grievant, or of those persons listed in these Procedures.

At the hearing the following persons should be present: the Grievance Committee members, the grievant, the person grieved and their respective representatives and the current witness.

Hearings shall be open, unless the grievant or others request that the hearing be closed. Such reasons should be set forth to the Chair of the Grievance Committee who will make the determination and the Chair's decision shall be final. The usual basis for hearings that are not open is because the subject-matter is determined to be one of a sensitive and confidential nature. However, other reasons may be deemed to be valid and appropriate by the Chair of the Committee.

Any correspondence, notices, evidence which is exchanged, shall be distributed to the grievant and those listed in these Procedures.

FINDINGS AND RECOMMENDATIONS

Following the conclusion of the hearing, the Grievance Committee shall meet in executive session, with all other persons excluded. In this session, the Committee shall prepare its findings of fact and recommendations to the President for settlement or solution of the grievance. Executive sessions of the Grievance Committee shall not be taped.

The Grievance Commitee shall make its written report as promptly as possible, but not later than thirty (30) days after the last hearing date, to the Chair of the Faculty Senate and to the President, with copies to the grievant and to those persons listed in these Procedures. The official recording of the hearing and the Committee's file on the proceedings shall be forwarded to the President at this time.

In its deliberation, the Grievance Committee shall consider no evidence other than written, oral, or taped testimony at the hearing.

PRESIDENTIAL ACTION

Upon receipt of the report of the Grievance Commitee, the President of the University shall review the findings and recommendations of the Grievance Committee and decide upon the action to be taken on the Committee's recommendation.

The President shall send the Notice of Decision promptly to the grievant, to the persons named in these Procedures, and to the Grievance Committee, unless the President returns the matter to the Grievance Committee for clarification or further proceedings as appropriate. In either case, this action shall occur not later than thirty (30) days after receipt of the report.

The decisions of the President in each case are final.

TIMELINESS

It is expected that all procedures will take place in a timely fashion, and that all parties involved shall strive to adhere to the time limits established in these Procedures. However, mitigating circumstances may delay a particular action beyond its deadlines, and such a delay should not be construed as a procedural violation, as long as the involved parties are acting in good faith. In any event, it is expected that a final resolution will be reached within twelve (12) months from the date of the Notice of Grievance.

The term "days" used throughout these grievance procedures for faculty is defined as university working days or those days that are regularly scheduled for faculty members to be working at the University.

PART THREE: ACADEMIC ORGANIZATIONAL POLICIES AND PROCEDURES

I. Grading

A. Grading System

Students are graded on the basis of the following guidelines:

A	4 grade points per quarter hour	Excellent
B	3 grade points per quarter hour	Good
C	2 grade points per quarter hour	Satisfactory
D	1 grade point per quarter hour	Minimum Passing
F	Failure, no grade points	
S	Satisfactory, no grade points	
U	Unsatisfactory, no grade points	

The following symbols are substitutes for grades. They are not grades.

I	Incomplete (see below)
X	Absence from final examinations (see below)
WD	Withdrawal in good standing
P	Course in progress (see below)
AU	Audit
N	No grade or invalid grade (assigned only by the Registrar)

Use of symbols "I," "X," amd "P"

Because of a large and steadily growing increase in the use of the symbols "I," "X," and, to a lesser extent, "P," and the increasing incidence and severity of problems arising therefrom, the policies and procedures (Spring 1981) follow:

a. The symbol "I" (Incomplete) is assigned when, for reasons beyond the student's control, the student is unable to fulfill all the normal course requirements. The situation warranting an "I" must be a medical condition, an equipment problem, or other mitigating circumstance that is patently demonstrable to be beyond the student's control. This symbol is not used to provide time for completion of extra work beyond the normal course requirements for improving the student's grade, nor is it assigned to permit the student to avoid probation, suspension, or dismissal.

   The symbol "X" (Absence from Final Examination) is assigned only in cases where illness or an unforeseen emergency precludes the student's appearance at the scheduled examination. All records of the symbol "I" or "X" must be cleared by the mid-term of the next quarter; if they are not, grades of "F" will be recorded by the Registrar.

b. The following statement appears at the bottom of each grade sheet just above the blank for the instructor's signature:

NOTE: The symbols "I," "X," and "P" become final grades of "F" unless cleared by the official deadlines. This statement signifies to the instructor that these symbols, when

not replaced by a grade prior to the appropriate deadline, will AUTOMATICALLY become grades of "F" with no further authorization. The signature testifies to that understanding and is the Registrar's authorization to proceed as and when necessary.

c. Should a student receiving an "I," "X," or "P" not complete the required work in time to meet the deadline, the grade of "F" automatically recorded should be allowed to stand; should the student complete the work in time to meet the deadline, but the instructor not report the grade in time to prevent an automatic "F," the instructor must process a grade change form in accordance with Policy Statement #16A to correct the error thus caused.
d. As at present, extensions of the time available to students to complete the required work may be authorized only by the dean's office of the college or school in which the concerned course is taught.

B. Reporting of Grades

Final course grades are due within forty-eight hours after the final examination has been given for each class.

C. Grade Changes

The faculty are responsible for assigning grades to enrolled students at the end of each quarter. Once a grade has been assigned, it constitutes an official academic record of the University and may be changed only through official University action. (Please note that this statement concerns grades only; it does not concern the symbols that substitute for grades.) The action necessary to change a grade will be grounded in the following policy stipulations:

1. Only the faculty may assign grades.
2. The accuracy and integrity of the University's official academic records are ultimately the responsibility of the Office of Academic Affairs.
3. The only legitimate grounds for changing an assigned grade is the presence of error in the original evaluation, computation, or recording of the grade, as determined by the faculty member. Grades may not be changed for any other reason.
4. Should error be discovered, the faculty member concerned has the responsibility to request to change the officially recorded grade.
5. Only the dean of the college has the authority to direct the Registrar to change an officially recorded grade. The delegation of this authority to the dean's level does not impede or restrict the right of the faculty to request and be granted approval to change a grade when it has been erroneously entered into the official academic records of the University.

The procedure to be followed in the event a grade change is necessary is as follows:

1. The faculty member will obtain an official grade change form from the Records Office. The form will be provided in duplicate on computer sheets. The heading information on the form must be filled out by the Records Office, not by the faculty member.
2. The faculty member will fill out the body of the form, stating the desired grade correction and the reason therefore, and affix signature.

3. The form will be routed through the faculty member's chair for an information signature to the dean's (or director's) office for approval signature.
4. Once the form has been approved, the faculty member will return both computer sheet copies to the Records Office.

D. Final Grade Grievance (See Part VI)

II. Classroom Policy

Each instructor is required to furnish students in each credit class, in writing, the following information at the beginning of each quarter:

-Instructional material to be used with a brief syllabus;
-Office hours of the instructor or class hours and by appointment;
-Class attendance policy;
-Number of exams to be given during the quarter;
-Policy on make-up examinations;
-Outside assignments, if any;
-Penalty, if any, for late work;
-How final grade is determined.

Since all classes do not progress at the same rate, the instructor may wish to modify the above requirements or their timing as circumstances dictate. For example, the instructor may wish to change the number and frequency of exams, or the number and sequence of assignments. However, the students must be given adequate notification. Moreover, there may be non-typical classes for which these requirements are not strictly applicable in each instance and may need modification. If such modification is needed, it must be in writing and conform to the spirit of this policy statement.

It is believed that many problems with student complaints will be alleviated if the students are advised of the "ground rules" in each academic (credit) course. Further, it is believed that students are entitled to know the classroom policies of their instructors.

III. Examination Policy

A. Final Examination Policy

University regulations require that a final examination in each course be given during the regularly scheduled final examination period at the specific time indicated in the final examination schedule. The examination will take place in the instructional space assigned to the particular class. Any deviation from the scheduled time and place for the final examination must have the prior approval of the appropriate dean's office.

The character of certain courses, however, sometimes justifies exceptions to this requirement. Consequently, it shall be the responsibility of each department to ascertain which of its courses, if any, do not require a final examination and propose a list of such courses to the appropriate dean's office for approval. Once the list has been approved, those courses will carry a continued exemption from the final exam requirement.

The normal expectation of the University is that final examinations will take written form and be course comprehensive in nature. At the same time, the University recognizes that situations may arise in which a faculty member may find some pedagogic reasons for employing alternate examining methods.

IV. Utilization of University's Teaching Resources

A. Definition of a Class

A "class" at the University of South Alabama is composed of the properly assigned faculty and those students who are properly registered for it. The instructor has no authority to turn over a class to another person, nor has the instructor any authority to permit any non-registered person to sit in the class or otherwise participate. The faculty cannot act individually to make teaching assignments or reassignments, they cannot act in the capacity of registrar, and they cannot give away instruction that is part of their assigned teaching load. The State's resources cannot be alienated and the teaching assignment of an appointed faculty member is a resource of the State.

1. Minimum Class Size

   The minimum routinely permissable class sizes are ten (10) students for freshman and sophomore courses, seven students for junior and senior courses, and five students for graduate courses. It will be the responsibility of the dean to show justification to the Office of Academic Affairs for any courses that are continued with enrollments of fewer than those specified.

2. Visitation by Colleagues

   It should be emphasized that class visitation by professional colleagues does not constitute unauthorized presence in the classroom. Professional colleagues (other faculty or, in the case of non-faculty, any person who is invited to participate actively in the instructional process, e.g., a lay expert's lecture) may be present for such periods as the instructor may desire and engage in any activities not disruptive to the instructional process. The presence or participation of professional colleagues, as they are invited by the instructor, contributes to the general well-being of the University by enhancing the instructional process, when the visitor acts as temporary instructor, or in increasing knowledge and skills for subsequent use elsewhere, when the visitor acts as student. The University welcomes and encourages the visitation and participation of professional colleagues.

B. Other Class Procedures

Normally, all classes will meet at the time and place scheduled, and the instructor is expected to meet all assigned classes, which will begin and end at the time scheduled. However, if an instructor must be absent for any reason, e.g., for reasons of health or attendance at professional meetings, it is the responsibility of the instructor and the department chair to ensure that appropriate arrangements to continue the scheduled class(es) are made.

The instructor is responsible for maintaining a record of class attendance for each student, ensuring that only duly-registered students attend and reporting excessive absences to the dean.

The authority to permanently change either the time or the place of a scheduled class lies with the Vice President for Academic Affairs, which authority may be delegated to the dean and the chair. If delegated, the department chair and the dean should effect change only when such a change is efficacious or necessary to carry out the specific mission of the class.

The University does not employ substitute instructors. Faculty members must arrange class coverage with the chair of the department and/or dean in case of illness or emergency.

V. Textbook Procurement

At the outset, it is important to understand that the selection of textbooks and the procurement of textbooks are two separate and distinct processes. The faculty, within the context of the academic departments, has the responsibility for textbook selection, and the Bookstore has the responsibility for textbook procurement. This policy statement addresses only the problems of textbook procurement. The following procedures should help alleviate those problems:

1. A primary source of difficulty for the Bookstore in the past has been trying to deal with individual faculty members on an ad hoc basis without any coherent communication channels. This difficulty can be overcome by identifying a single person in each academic department who will have the repsonsibility for coordinating textbook orders and serving as a consistent point of contact with the Bookstore. Normally, this person will be the department chair, although the chair may designate some other faculty member to serve in this capacity. The Bookstore will assume that their contact point is the chair unless they are given the name of another person in the department for this purpose.
2. Reciprocally, the Bookstore will notify all academic departments of the responsible individuals to be contacted in the Bookstore.
3. Once adopted, textbooks will be used for at least two years. Should a new edition appear before the two-year period expires and the old edition becomes unavailable, the new edition may be adopted. The department must insure that the Bookstore is notified at least a quarter in advance if a text is to be changed or its use discontinued.
4. The timetable for textbook procurement will be as follows:
   a. The Bookstore will request book orders from the departments when the second printout of the forthcoming quarter's schedule is produced by the Computer Center.
   b. The departments will respond to these requests as promptly as possible, supplying properly signed and authorized request forms.
   c. The Bookstore will order the texts from the publishers when the Schedule Committee finally approves the schedule for the forthcoming quarter. Textbooks may not be changed after this time.
   d. All newly published texts should be procured only from the publisher during the first quarter that they are available. In subsequent terms, however, textbooks may be secured from other sources.
   e. The Manager of the Bookstore will send to each department a status report on the texts ordered at least two weeks prior to the beginning of classes and again immediately after registration.
5. Both the Bookstore and the students should be informed if a particular text is optional or recommended rather than required.

VI. Faculty Voting Privileges

In all matters presented to the University faculty for approval, only full-time faculty members at all ranks are accorded voting privileges. Voting privileges within the mseveral colleges, divisions, and departments are determined by the involved academic unit.

VII. Advanced Placement

The University participates in the Advanced Placement Program of the College Entrance Examination Board and gives advanced placement to qualified students. Decisions regarding credit are made after consultation with the chair of the department concerned and the academic dean.

The University procedures for granting academic credit for non-collegiate instruction are:

1. That the University of South Alabama grant academic credit for approved non-collegiate instruction;
2. That the awarding of credit be processed by the Admissions Office for new students and by the Registrar's Office for students already enrolled at the University;
3. That the Admissions Office and Registrar's Office be guided by The National Guide to Educational Credit for Training Programs, produced by the American Council on Education in evaluating non-collegiate instruction for elective credit;
4. That the appropriate college(s) decide if the awarded credits will be applied to the respective programs;
5. That no more than 48 hours of credit be awarded for CLEP, Military Service School Training and non-collegiate instruction collectively.

VIII. Library Use

The University of South Alabama Libraries consist of the University Library and the Biomedical Library. The collections and services are designed to support specific clientele. The University Library's primary clientele includes the Colleges of Arts and Sciences, Business and Management Studies, Education, Engineering, and the Division of Computer and Information Sciences. The Biomedical Library has facilities ini the University Library building and at the USA Medical Center. The Biomedical Library's primary clientele includes the College of Allied Health Professions, Medicine and Nursing. University faculty members have access to the collections of both libraries.

Circulation of Materials

All faculty members must present a current University identification card before borrowing materials.

Books circulated to faculty will be due on the last day of the fall or spring academic term. At this time, all books must be brought to the Library and returned or renewed. Faculty members with overdue books will be blocked from further borrowing.

Each academic term faculty or staff members may authorize a student assistant, staff member, or other agent to charge-out or renew materials for him/her by sending written authorization signed by him/her to the appropriate Circulation Department. (This authorization will be kept on file at the Circulation Desk.) The faculty member's ID card must be presented for each transaction.

For further information see the University of South Alabama Libraries Circulation Policy 1987.

Reserve Materials

Faculty members may place materials on reserve each academic term. For further information, contact the Reserve Department of the appropriate library.

Interlibrary Loan (ILL)

The Libraries will attempt to borrow materials not in their collections from other libraries via ILL. The material will be circulated under the regulations set forth by the lending libraries. For further information, contact the appropriate ILL Department.

Online Services

The Libraries will perform computerized searches of various literature databases. Contact the University Library Online Services Coordinator or the Biomedical Library Information Services Librarians for further information.

Library Orientation/Bibliographic Instruction

The Libraries offer orientation/bibliographic instruction upon request. Contact the Head of Bibliographic Instruction, University Library, The Public Services Coordinator, Campus Biomedical Library, or the Public Services Coordinator, USA Medical Center for further information.

Instructional Media Center (IMC)

Audiovisual equipment and materials may be borrowed from the IMC of the University Library for limited periods of time based on availability and circulation patterns. Arrangements should be made in advance by contacting the IMC.

IX. Policy on Non-Credit Courses

The School of Continuing Education and Special Programs is the administrative unit charged with administering non-credit programs at the University of South Alabama. A non-credit course is defined as a learning activity that meets the criteria established by the Southern Association of Colleges and Schools for the awarding of Individual CEU's (Standard Nine, page 33-12/14/77)

Proposed courses must meet the above criteria and must be approved in advance by the Office of the Dean of Continuing Education. The Vice President for Academic Affairs will be informed of all non-credit courses prior to their being offered. Appropriate records of all non-credit courses, including individual CEU records of students, will be maintained by the Office of the Dean of Continuing Education.

Non-credit activities that do not meet the individual CEU criteria will be accounted for only in terms of institutional CEU's, as defined by the Southern Association of Colleges and Schools. It will be the responsibility of the colleges and divisions of the University to report institutional CEU activities to the Office of the Dean of the School of Continuing Education and Special Programs on a quarterly basis.

X. Policy and Procedures Governing Off-Campus Instruction for Credit

A. The requests to offer off-campus courses or programs for credit will follow the normal channels (department chair, dean, Dean of Continuing Education and Special Programs, Vice President for Academic Affairs). Since all off-campus courses or programs must be approved by Alabama Commission on Higher Education (ACHE) , course and program proposals must be submitted to ACHE sixty (60) days prior to the proposed implementation.

B. For students enrolled for regular University credit courses there are a number of special fees assessed. Some of these fees (e.g., the athletic fee, the student activity fee, etc.) may be inappropriate for a short-term student. Under these circumstances, a waiver of these fees may be requested. It is noted in this regard that special conference fees, in addition to the registration fee and tuition, may be required for a given course.

With regard to other University fees for special courses held on the main campus a decision concerning these fees be evaluated on a case-by-case basis.

C. Guidelines for off-campus courses are given in detail and are available in the college dean's office or in the Continuing Education Office.

D. Courses taught at the Bay Minette and/or Fairhope campus of the University Baldwin County Branch are <u>not</u> off-campus courses.

PART FOUR: LEAVE AND FRINGE BENEFIT POLICIES

I. Leaves

A. Leaves of Absence Without Pay

Leaves of absence without pay are granted for a period of one year or less and may be extended for an additional period. All leaves and extensions of leaves must be cleared with the appropriate departmental chair and dean and approved by the Senior Vice President for Academic Affairs and by the President.

B. Military Leave

Leave without pay will be granted for the duration of the military-service obligation if a permanent faculty member is involuntarily called into military service. The faculty member will resign (and it is so understood) from the University should the faculty member elect to remain in the service after the initial obligation has been fulfilled.

C. Faculty Service and Development Award

Full-time, tenured academic employees of all ranks, who have completed six or more years of service at the University of South Alabama without having received leave with pay, may petition for a Faculty Service and Development Award for study and research, the object of which is to enable them to increase their professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each award will be stated, and a report of the accomplishments under each award granted will be made promptly upon return from leave.

The stipend paid for the Award will be full pay for one quarter leave; or three-fourths salary for two quarters leave; or half salary for three quarters leave. The University will not be obligated for travel or other expenses incurred by the recipient. Such fringe benefits as the recipient was receiving at the time of the Award will continue in full force for the duration of the leave.

The appropriate academic officer (Chief Academic Officer of the College of Medicine or Academic Affairs) will, after receiving requests from the appropriate academic dean or other administrative head, make recommendations for leave to the President. A member of the academic staff who has received a Faculty Service and Development Award will be required to return to University duties for at least a year before accepting employment elsewhere, or to make equivalent restitution of leave pay to the University.

The Faculty Service and Development Award will be promulgated and/or rescinded by the President where financial or academic situations make such action appropriate.

The Award is not available for the purpose of completing terminal degree requirements. FSDA leave will be counted toward time-in-rank for promotion eligibility.

D. Family Medical Leave (FMLA) - Refer to Staff Handbook.

E. Professional Leave

Permission to be absent from campus or other approved work site for one-half day or more to engage in professional activity during regular periods of contacted employment.

II. Fringe Benefits

A. Group Health Program

The University offers a comprehensive health program available to faculty and their families. The specific plan available will be discussed at the time of employment orientation.

B. Group Term Life Insurance

Term Life Insurance in an amount dependent upon the faculty member's annual salary is provided for each faculty member. Coverage in the amount of $1,000 is provided for spouse and dependent children. Accidental Death and Dismemberment benefits are payable in an equal amount. The total cost of the basic coverage is paid by the University. Optional coverage is available at group rates.

C. Long Term Disability

After a 90-day period of disability, 50% of employee's base monthly salary will be paid for permanent or temporary total disability up to a maximum benefit of $5,000 a month. An additional 8% of salary is contributed to the retirement annuity for each month of disability. The base plan is paid in full by the University. Optional coverage is available to protect an additional 10% or 20% of base salary.

D. Retirement Program (Participation Required)

Faculty members become vested in the Teachers' Retirement System of Alabama with ten (10) years of service and may begin drawing benefits at age 60. Faculty members with 25 years of service may receive benefits at any age. Teachers' Retirement System provides $15,000 of term life insurance coverage for full-time active members. The faculty member contributes 5% of annual salary and the University contributes 7.57% of member's salary. Faculty member contributions are sheltered from federal income tax until retirement benefits are received or the separated member withdraws his/her contributions from the system.

Purchase of Military Service - The Teachers' Retirement System of Alabama provides the opportunity for University employees to purchase up to four (4) years of prior active military service to be used as creditable service toward retirement, provided the purchase is made within twelve (12) months of the employee's date of enrollment in the Teachers' Retirement System. This is normally the date the employee was employed in a permanent position with the University.

Purchase of Out-of-State Service - An employee must have a minimum of ten (10) years of service under the Teachers' Retirement System/Employees' Retirement System of Alabama (excluding military credit) to be eligible to purchase out-of-state service credit. An employee cannot receive credit for out-of-state service if the employee has credit or is entitled to any benefits for the same period of service under any other retirement or pension plan which is funded from public funds. This would include, but not be limited to, TIAA-CREF if the out-of-state institution contributed to the employee's plan.

A maximum of five (5) years of out-of-state service may be purchased. Service must be purchased in one (1) year increments. Partial years, however, can be purchased if they represent the total or balance of out-of-state service.

The total of 5% employee contribution and the state contribution to the Teachers' Retirement System (13.73% after 10/1/79) shall be applied to the current salary of the employee to determine the member cost for each of out-of-state service to be purchased.

E. Social Security (Participation Required)

Social Security provides protection in the form of retirement benefits, disability income, survivor income and Medicare insurance. The employee contributes the amount required by the Social Security Program, and the University contributes a matching amount.

F. Tax-Sheltered Annuities

Faculty members may reduce their taxable income by contributions to an approved tax sheltered annuity program. Under certain eligibility conditions, faculty members may participate in the TIAA-CREF/University Matching Program. For more information, refer to TIAA-CREF Rules and Regulations available in the Office of Personnel Relations.

G. Tuition Reimbursement

Faculty members, upon completion of six (6) months of employment prior to registration, may apply for tuition and fee reimbursement for successful completion of up to five (5) credit hours per quarter. Faculty member pays total cost at time of registration and is reimbursed upon successful completion of coursework and an approved request for reimbursement. All full-time, permanent University employees are considered by the University to be residents of the State of Alabama effective with the date of full-time employment thereby no out-of-state tuition is charged. Tuition reimbursements are to be filed within the fiscal year the coursework is completed (10/1-9/30).

Faculty member's spouse and/or dependents are eligible for reimbursement of 50% of tuition only (no fees) with no hour maximum upon satisfactory completion of coursework and an approved request for reimbursement.

H. Computer Center

Faculty members may arrange for use of computer services by contacting the Director of the Computer Center.

J. Housing

The University has temporary housing for faculty members in Hillsdale Heights, a subdivision owned by the University. The University also has rental housing available at Brookley Center. For information contact the Director of Housing or the Brookley Housing Office.

K. Food Service

The University operates a cafeteria in the University Center, snack bar called the Jaguar Room, a faculty/staff dining room called the Terrace, a Soda Shoppe Snack Bar in the Residence Hall, and a small snack bar in the basement of the Administration Building. Vending machines are located in various buildings on campus. A complete cafeteria is also located at Brookley Center.

PART FIVE: BUSINESS AND FINANCIAL AFFAIRS POLICIES AND PROCEDURES OF INTEREST TO FACULTY

I. Travel Regulations

Faculty traveling either in-state or out-of-state on official University business will be reimbursed for actual and necessary expenses. For out-of-state travel, expenses for meals and lodging will be reimbursed with proper receipts. In-state travel is restricted to a fixed amount per day for overnight travel plus actual costs of transportation. Expenses not allowed for reimbursement include: valet services, laundry, alcoholic beverages, passports, visas, etc. (not all inclusive).

Requests for authorization to travel should be submitted on official forms prior to travel. Foreign travel must be approved by the appropriate administrators and the President. Upon completion of the travel, all receipts should be filed with the travel expense form to request reimbursement. Official airline ticket stubs and boarding pass must be attached to the expense report.

For further information on University travel regulations and reimbursements, see "Travel and Entertainment Regulations."

II. Entertainment Regulations

Since many business and professional discussions, negotiations, and transactions take place during periods of entertainment, the University recognizes that business entertainment is important to its operation. By definition, business entertainment involves those expenses incurred in extending reasonable hospitality to University guests. The intent of these regulations is to place this activity in proper focus and to indicate guidelines for control purposes. Therefore, the following conditions must be met before entertainment expenses may be authorized.

1. The principal character or purpose of the entertainment occasion must be University business. Direct benefit to the University should result from entertainment expenditures.
2. Entertainment expenditures must be reasonable and documented on a basis that will show the following information (wherever practicable):

    a. Identification of the person/group being entertained, and of the University personnel who officially represented the University; if a small group is being entertained, the names of all persons attending should be shown; for the larger groups, only the name/names of the honored guest(s) should be indicated along with the number of persons attending. In all cases official University representatives should be listed.
    b. A brief statement as to the reason or the purpose of the entertainment and/or benefit to be gained by the University;
    c. The place of entertainment;
    d. Itemized receipts or invoices for entertainment are required.

Entertainment may be authorized for the following categories if funds are available:

Prospective Faculty and Staff - The University is recruiting in a highly competitive market for top faculty and staff. The University policy is to invite prospective faculty (or staff) to visit the campus as approved through administrative channels. Both prospect and spouse may be invited with prior approval, if deemed advantageous (travel, lodging, and food expenses are reimbursed). Entertainment, on a reasonable basis, associated with a recruitment visit is recognized as a proper expenditure.

Official Guests of the University (or any of its divisions) - Entertainment of guests is appropriate and is usually undertaken by administrative officials, deans, department heads, or designated faculty members, or by other individuals designated by administrative officials. However, the University will not reimburse guests for travel and related expenses except those traveling to the University on specific invitation previously approved.

Groups Attending Conferences, Workshops, Meetings, and Seminars - Many conferences and workshops conducted by the University are supported by registration fees. In these instances all expenses will be covered including those for entertainment since no funding is required from University funds.

No entertainment expenses shall be incurred that are contrary to State statutes and applicable regulations. Expenditures for alcoholic beverages, civic and other club dues, and lobbying efforts are specifically prohibited. This does not preclude extending courtesies to legislators when they are on campus as guests of the institution. However, under no circumstances shall courtesy expenditures be made for legislators in Montgomery when the Legislature is in session.

III. Purchasing Procedures (A summary follows; for specific information, refer to the Purchasing Manual, "How to Buy Anything.")

The Purchasing Department is responsible for procuring all supplies, equipment, and services for the University. All purchases must be covered by a purchase order. There are three types of purchase orders: a regular purchase order , a limited purchase order, and a prepaid purchase order. Limited purchase orders may be obtained from the Purchasing Department and used by individual departments for small purchases of $200 or less. To obtain either the regular purchase order or the prepaid purchase order, it is necessary to send a requisition to the Purchasing Department, properly completed and signed. Upon receipt of the requisition, the Purchasing Department prepares and mails the appropriate purchase order.

The Purchasing Department is also responsible for enforcing the State Bid Law. This law requires all items of $2,000 or more to be put out for public bid. It also provides that contracts for purchase of property or personal services shall be let for periods not greater than one year.

Departments are encouraged to use the University Bookstore whenever possible rather than outside services for the purchase of supplies and other inventory items.

IV. Campus Solicitation

The University campus offices are open to book sales and publishing representatives. Other solicitations must have prior approval of the appropriate University official.

PART SIX: POLICIES AND PROCEDURES AFFECTING STUDENTS

I. Withdrawing from Courses

Student will not be permitted to withdraw from courses after the official withdrawal date, except in those rare instances in which mitigating circumstances are patently demonstrable to be beyond the control of the student or the withdrawal is clearly in the best interests of the University.

Authority to withdraw students after the official date will reside in the dean's or director's office of the academic unit in which the student is enrolled. Should this procedure involve a course being taught in another academic unit, the authorizing dean, before rendering a decision, is expected to consult with the counterpart in the other unit to provide an opportunity for further consultation with the appropriate faculty. Once a late withdrawal has been properly approved, the symbol "WD" will be entered for all courses affected.

Course withdrawals will routinely follow the same academic procedure whether the student is withdrawing from a single course or is withdrawing completely from the University; the student needs to see his/her course instructor(s) and his/her academic advisor. In the event of a procedural problem or if the official withdrawal date has passed, the student will also need to consult his/her academic dean. Students withdrawing completely from the University must additionally be cleared by the Library, the Financial Aid Office, the Bursar's Office, and the Registrar's Office.

II. Undergraduate Final Course Grade Grievance Policy

PURPOSE

The purpose of the Undergraduate Final Course Grade Grievance Policy is to provide a safeguard against an unfair final course grade.

The following academic grievance process is recommended to provide a mechanism for exchange of information between student and instructor, and to effect reconciliation without creating a climate of injury.

The intent is not to embarrass student or instructor, not to assess penalty or inflict retribution, but to provide a buffered forum for a peaceful and honest discussion of differences of opinion.

ADMINISTRATIVE GUIDELINES

A standing Final Course Grade Grievance Committee will exist within all University departments. It will consist of five full-time faculty (one of whom is designated as alternate) and two non-voting student members. The Committee will be constituted early in the Fall Quarter of each year.

Each department will elect four regular members and an alternate (to serve in the event a charge is brought against a regular member) from the department's full-time faculty. Faculty members must serve if elected.

Two major students from the department will be appointed one year on an ad hoc basis by the department chair. In departments with fewer than five full-time faculty members, each eligible faculty member will serve on the committee. The dean of the college will appoint other members from a related department to fill any vacancies.

The department chair will convene the Committee early in the Fall Quarter to elect a chair and a vice chair, who will preside in the absence of the chair. The chair will be non-voting. Four faculty members shall constitute a quorum. At the time of election, the department chair will explain the grievance procedure and answer any Committee questions concerning it.

The task of the Committee will be limited to the consideration of charges of exceptional, biased, or prejudiced action against a single student in the awarding of the final course grade. The Committee may not challenge an instructor's grading system, as long as that system has been published in writing to the class at the beginning of the quarter.

The departmental Final Course Grade Grievance Committee shall limit its concern strictly to the specific grounds of complaint enumerated and explained in the student's statement. It is incumbent upon the student to provide evidence to support his/her case.

Every student has the right to have a request for consideration of his/her case reviewed by the departmental Final Course Grade Grievance Committee. After reviewing only the student's written request for such a review, the Final Course Grade Grievance Committee will determine whether the grievance, if subsequently substantiated, would be of significant consequence to the student. If so, the grievance warrants a formal hearing, and the Committee will proceed to conduct it. For the purposes of this preliminary review only, and specifically on the decision as to whether a formal hearing is warranted, the two student members of the Committee will have full voting privileges.

The decision of the Committee will be final.

GRIEVANCE PROCEDURE

If a student believes that a final course grade is unfair, these procedures will be followed:
-The student shall consult as soon as possible with the instructor to seek explanation.
-If the disagreement remains unresolved, the student shall submit a written complaint to the chair of the department in which the course is taught. The complaint must be made within the first four weeks of the following quarter, except Summer. A copy of the complaint will be forwarded to the instructor.

The department chair will act as negotiator in attempting to resolve the dispute between the student and the instructor. The chair shall:
-Act with all deliberate speed;
-Consult with both parties concerned, either jointly or individually, or both;
-Maintain a position of disinterest, fairness, and objectivity so that neither party may rightly accuse the chair of bias;
-Hold all statements, both written and oral, in strict confidence (should a hearing be necessary, the chair shall forward the instructor's formal statements to the Committee, the case or any statement relating to it except with the parties involved);
-Excuse himself/herself as negotiator in the grade grievance should he/she be named as the instructor involved, in which case, the Committee chair shall act as negotiator;
-If necessary, aid both student and instructor in preparation of formal statements to be presented to the Committee.

If the matter still remains unresolved, each side will submit to the department chair a formal written statement representing his/her viewpoint. The student will file a "Final Grade Grievance Form," which will include the student's request that the grade be changed and the specific reason(s) that the student believes justifies the change of grade. Only this form will

be supplied to the Committee for the purpose of its preliminary review. Once the need for a hearing has been established, the statements from both student and instructor will be supplied to the individuals involved and to the Committee at least two days in advance of the hearing.

The Preliminary Review

Once a grievance has been filed, the Committee will review the Final Grade Grievance Form filled out by the student. Based on this information alone, the Committee will determine whether or not the grievance is frivolous; if not, it will proceed to a hearing.

The Hearing

All hearings will be conducted with both the student and instructor present. Either party may call a witness or witnesses as deemed appropriate by the Committee chair. Committee members may ask questions but are cautioned against asking any questions or making any statements which might be interpreted as clearly prejudiced.

The Deliberation

At the conclusion of the hearings, the Committee shall meet alone and deliberate on the case. The chair shall make every effort to bring forward a consensus recommendation. If the Committee finds that the final course grade is unjust or in error, the Committee may change the grade and determine to what it shall be changed.

The Chair shall forward the Committee's decision to the student and instructor concerned, the department chair, and the dean of the college. The decision shall be sent out within a week of the Committee's reaching a decision.

If the Committee changes the grade, the department chair shall initiate a change-of-grade form. The dean will not forward the change-of-grade request to the Registrar until the time allowed for an appeal of the Committee's recommendation has expired.

APPEAL

If either the instructor or the student wishes to challenge the procedure involved in the Committee's recommendation, he/she may appeal to the appropriate dean for a procedural review.

A written appeal describing the procedural objections must be filed with the dean within one week of the issuance of the Committee's written recommendations.

If the dean determines that the procedures followed were invalid, the dean will direct that a rehearing be held.

If the initial grade grievance was filed by an undergraduate student, the appropriate dean is the dean of the college or school in which the course is taught.

OTHER ACADEMIC COMPLAINTS

All other complaints about primarily academic matters will be handled through routine administrative channels -- faculty member, departmental chair, dean.

III. Graduate Final Course Grade Grievance Policy conforms to the same Procedures as the Undergraduate Policy. (Copies are available from the college dean's office or from the Office of the Graduate Dean.)

IV. Class Attendance of Students

Students are responsible for attending the classes in which they are officially enrolled. The quality of work will ordinarily suffer from excessive absences. At the beginning of classes, instructors must define their policy on absences, and all cases of illness and emergency shall be promptly reported and verified to the instructor. For absences of two or more consecutive class meetings due to illness, death in the family, or family emergency, the Dean of Student Services should contact the Instructor. Absence notices will be sent to each instructor notifying him/her of the reason for the approximate length of absence. This notification does not constitute an excused absence.

No person under any circumstances is permitted to attend a class unless the instructor has that person's name on an official class listing, either for audit or for credit. The instructor is responsible for enforcing this policy.

V. Student Academic Conduct Policy
(Adopted 1988; Revised 2/94)

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and competence in academic work. This responsibility can be met only through earnest and continuing effort on the part of all students and faculty.

Any dishonesty related to academic work or records constitutes academic misconduct including, but not limited to, activities such as giving or receiving unauthorized aid in tests and examinations, improperly obtaining a copy of an examination, plagiarism, misrepresentation of information, altering transcripts or university records. Academic misconduct is incompatible with the standards of the academic community. Such acts are viewed as moral and intellectual offenses and are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from the loss of credit for a particular assignment to dismissal from the University. Faculty, students, and staff are responsible for acquainting themselves with, adhering to, and promoting policies governing academic conduct.

All matters related to academic misconduct are the responsibility of the academic units involved and the Office of the Senior Vice President for Academic Affairs. These matters will be resolved through procedures defined herein for both graduate and undergraduate students.

A. DEFINITIONS

The term "student" is used in this Policy to refer to one or more student(s) as appropriate to the case. The term "class day" refers to a weekday (Monday through Friday) excluding holidays, during which the offices of the University are open and the classes of the full term are in session, excluding final examination periods. The term "college" refers to colleges, schools, and academic divisions of the University.

FINAL COURSE GRADE GRIEVANCE FORM

I, _____, hereby contest the final grade of _____ received
Full Name of Student Classification

in _____ in the _____, 19____
Subject Number Section Quarter

from _____. The grade of _____ should be changed to
Full Name of Instructor

_____.

Reasons for grievance (use separate sheet if necessary and attach copies of any supporting document(s):

_____
Signature of Student

_____
Action Taken

_____ Grievance upheld, recommended grade of_____

_____ Grievance Rejected

_____ _____
Date Signature of Grievance Committee Chairperson

B. COMMITTEES

1. Departmental Academic Standards Committees

Each department shall have a Departmental Undergraduate Academic Standards Committee. Those departments offering graduate programs, or graduate coursework, shall also have a Departmental Graduate Academic Standards Commmittee.

The Undergraduate/Graduate Committee(s) shall conduct all hearings requested by undergraduate/graduate students in academic misconduct cases within the department. (The Departmental Undergraduate/Graduate Academic Standards Committee(s) shall also conduct undergraduate/graduate final course grade grievance hearings as outlined in the Final Course Grade Grievance Policy/Procedures.)

For the Undergraduate Academic Standards Committee, each department shall appoint four (4) full-time faculty members, plus one (1) full-time faculty member designated as an alternate, and two (2) non-voting, upper division student members. The Committee shall be constituted early in the Fall Quarter of each year. In departments with fewer than five full-time faculty members, each eligible faculty member shall serve on the Committee, and the dean of the college shall appoint other members from a related department to complete the Committee.

For the Graduate Academic Standards Committee, each department shall appoint four (4) graduate faculty memberts, plus one (1) graduate faculty member designated as an alternate, and two (2) non-voting, graduate student members. The Committee shall be constituted early in the Fall Quarter of each year. In departments with fewer than five (5) graduate faculty members, each eligible member shall serve on the Committee, and the dean of the college shall appoint other qualified graduate faculty members from a related department to complete the Committee.

2. College Academic Standards Committee

Each college shall have a Collegiate Undergraduate Academic Standards Committee. Those colleges offering graduate programs, or graduate coursework, shall also have a Collegiate Graduate Academic Standards Committee.

For the Undergraduate Committee, each college shall appoint four (4) full-time faculty members, plus one (1) full-time faculty member designated as an alternate, and two (2) non-voting, upper-division student members. The Committee shall be constituted early in the Fall Quarter of each year. In colleges with fewer than five (5) full-time faculty members, each eligible faculty member will serve on the Committee, and the dean of the college shall appoint other members from a related department to complete the Committee.

For the Graduate Committee, each college shall appoint four (4) graduate faculty members, plus one (1) graduate faculty member designated as an alternate, and two (2) non-voting, graduate student members. The Committee shall be constituted early in the Fall Quarter of each year. Should a college have fewer than five (5) graduate faculty members, each eligible faculty member will serve on the Committee, and the Senior Vice President for Academic Affairs shall appoint additional qualified members from other colleges to complete the Committee.

3. University Academic Standards Committee

The University Academic Standards Committee shall be composed of five (5) faculty members and one (1) alternate, at least four of whom are graduate faculty, and two (2) non-voting students, one graduate and one upper-division undergraduate. The Committee shall be appointed each Fall Quarter by the Senior Vice President for Academic Affairs.

4. Committee Authority

Committees may prescribe penalties, sustain penalties, reduce penalties including reduction to no penalty, or dismiss charges, as appropriate to the case. However, when acting on an appeal request, a committee may not increase the severity of the previously prescribed penalty.

C. PROCEDURES

In cases of alleged academic misconduct, the committee will make every effort to maintain confidentiality of all parties during the process. Information regarding the case is generally not communicated to non-involved parties, and communications regarding the matter are on a need-to-know basis. If, however, informational material relative to the case is subpoenaed through a court process, or is required to be divulged in some other type of investigation, then it would not be deemed to be a breach of confidentiality and the requested material would be void of its confidentiality.

This policy recognizes three levels of academic misconduct (see the following identification of levels 1, 2, 3). The college in which level 1 case is heard shall normally be the college in which the misconduct occurred, not necessarily the college of the student's major program. A level 2 case will normally be heard in the college of the student's major program. A level 3 case will normally be heard by the University Academic Standards Committee.

The committee chair will be elected by the committee. The chair shall maintain complete, confidential records of all proceedings, including minutes of all meetings held regarding the case. Student members of the committee serve in an advisory capacity to provide the committee with a student perspective.

Neither the student nor the faculty member involved shall have legal representation during the presentation of the case or during the appeal process. However, legal assistance in preparing a defense or statement for presentation to the committee is permissible.

The commitee will confirm their decision by vote. The chair of the committee will not vote except in case of a tie. After a decision is rendered, an appeal may be requested (see section under Appeal).

All penalties must be within the authority or purview of the involved unit. For example, an instructor may impose a penalty of failure in a course where cheating is involved, but the instructor may not dismiss the student from the program, a department chair may recommend dismissal from a departmental program, but not from the University, etc.

The three levels of misconduct consideration in this Policy are as follows:

1. Cases Limited to a Specific Class and/or Instructor

a. When an instructor discovers an act of academic misconduct, the student involved shall be informed verbally or in writing of the alleged violation.
b. If the instructor decides to impose a penalty, the instructor shall prepare a dated, written statement describing the alleged violation and the recommended penalty, along with a copy of the Student Academic Conduct Policy. The instructor shall either mail the statement, with attachment, by U.S. mail with Return Receipt Requested, or hand deliver the statement, with attachment, to the student and ask the student to sign for receipt of the statement. A copy

of the written statement will be submitted to the department chair.
c. The student normally has five (5) class days from receipt of the written notification to submit a written response to the instructor. Failure of the student to respond in a timely manner (not to exceed ten (10) class days from receipt of the notification) will be considered as either subversion of the process, or agreement with the misconduct charge and acceptance of the imposed penalty. This information will be communicated accordingly. If the student responds with denial of the charge, the department chair will be notified and a hearing shall be arranged.
d. Hearing - Upon receipt of the written denial of charges, the following procedure applies (in the event the department chair is the accuser, the college dean shall perform the functions ascribed below to the chair):

1) The department chair shall notify the Departmental Academic Standards Committee to begin a hearing within ten (10) class days of the notification.
2) The hearing shall be conducted in the presence of the involved student and faculty member. The student and faculty member shall have opportunities to present all relevant information and witnesses before the Committee.
3) At the conclusion of the hearing, the Committee shall convene to review the evidence and decide whether or not the charge of academic misconduct is sustained. If the charge is sustained, the Committee may sustain the instructor's recommended penalty or may replace it with a lesser penalty, including no penalty. If the charge is not sustained, the Committee shall dismiss the charge.
4) The Committee's decision shall be submitted in writing to the department chair not more than five (5) class days after the conclusion of the hearing. The department chair shall provide the student with written notification within five (5) class days of receipt of the Committee's decision.

2. Cases Involving an Academic Program/Academic Unit

If the alleged academic misconduct is beyond the scope of a specific class and/or instructor, or is of such a serious nature as to warrant review of continued participation in an academic program or college, the procedures shall be as described below.

Because of the possible severity of the penalty, all allegations of academic misconduct at this level are heard by the College Academic Standards Committee, and the penalty will be determined by that Committee if the allegations are sustained.

a. The instructor, department chair, or other involved party shall forward a written notification of the alleged violation(s) with evidence to the academic dean or equivalent administrator. A copy of the written notification will be given to the student.
b. The college dean shall notify the College Academic Standards Committee in writing of the allegations, transmit any evidence to the Committee, and instruct the Committee to begin the hearing process within ten (10) class days of the notification (in the event that the college dean is the accuser, the college assistant/associate dean or person appointed by the Senior Vice President for Academic Affairs shall perform the functions ascribed below to the dean).
c. The hearing shall be conducted in the presence of the involved student, faculty member, and/or administrator, and witnesses. The student and faculty/administrator(s) shall have opportunities to present all relevant information and witnesses.
d. At the conclusion of the hearing, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained. The Committee, in its best judgement, may sustain or dismiss the charges. In cases in which the Committee sustains the charges, the Committee may impose a penalty, including suspension from the academic program or dismissal from the college. The Committee may also find that the misconduct warrants a penalty

beyond the academic unit and refer the case to the University Academic Standards Committee for disposition. The Committee shall submit its decision to the dean in writing within five (5) class days of the conclusion of the hearing. The dean shall provide written notification of the Committee's decision to the student within five (5) class days of the receipt of notification from the Committee.

e. Appeal - If the student wishes to appeal the decision of the Committee, a written request for appeal must be filed with the Office of the Senior Vice President for Academic Affairs within five (5) class days of receipt of the written notification to the dean. The Senior Vice President shall notify the University Academic Standards Committee in writing to begin a review within ten (10) class days of receipt of notification. The review shall be based upon the record developed in the hearing process, and the Committee may interview case principals as it deems appropriate. At the conclusion of the review, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained or dismissed. In cases where the Committee sustains the charges, the Committee may sustain or reduce the previously imposed penalty. The Committee shall submit its decision to the Senior Vice President for Academic Affairs in writing within five (5) class days of receipt of the conclusion of the hearing. The Senior Vice President shall provide written notification of the Committee's decision to the student within five (5) class days of receipt of notification from the Committee. The decision of the University Academic Standards Committee shall be final.

3. Cases Involving Action Beyond an Academic Unit

If the academic misconduct warrants review of continued matriculation at the University, the procedure shall be as follows:

a. The department, academic unit, or other party shall submit a written notification and statement of allegations to the Senior Vice President for Academic Affairs. A copy of the notification/statement of allegations shall be sent to the student.

b. The Senior Vice President for Academic Affairs shall notify the University Academic Standards Committee in writing of the allegations, transmit any evidence to the Committee, and instruct the Committee to hold a review with ten (10) class days of the notification.

c. The hearing shall be conducted in the presence of the student, witnesses, and other involved parties. All parties shall have opportunities to present all relevant information and witnesses.

d. At the conclusion of the hearing, the Committee shall convene to review the evidence and determine whether or not the charge of academic misconduct is sustained or dismissed. For cases in which the Committee recommends a penalty, the penalty may range up to and including dismissal from the University. The Committee shall submit its decision in writing to the Senior Vice President for Academic Affairs within five (5) class days of the conclusion of the hearing. The Senior Vice President shall provide written notification of the Committee's decision to the student within five (5) class days after receipt of notification from the Committee.

e. Appeal - If the student wishes to appeal the decision of the Committee, a written request for appeal must be submitted to the Senior Vice President for Academic Affairs within five (5) class days of the decision notification. The Senior Vice President shall conduct the appeal review beginning within ten (10) class days of receipt of the request. The review shall be based upon the study of the record developed through the hearing process. The Senior Vice President may interview case principals and conduct other reviews as deemed appropriate. The Senior Vice President shall notify the student promptly in writing of his/her decision. The decision of the Senior Vice President for Academic Affiars shall be final.

VI. ADA/Section 504

Students with bona fide disabilities will be accommodated. The Student Services Specialist will certify a disability and advise faculty members of reasonable accommodations.

VII. PERSONNEL POLICY FOR STUDENT EMPLOYEES

(See Student Lowdown for entire policy issued 8/2/93)

The basic guidelines for student employees are:

1. As hourly employees, student assistants must be paid only for hours actually worked.
2. Student assistants are limited to a 20-hour week or 200 hours per quarter.
3. The hourly pay rate should not normally exceed minimum wage by more than $1.75 per hour.
4. Student assistants must be enrolled at least half-time.
5. Students assistants must meet Department of Labor and INS rules.
6. University policy and State laws regarding nepotism must be followed.
7. Any modification or deviation from these guidelines must be approved by the Assistant Vice President for Enrollment Services.
8. This policy must be reviewed with the student at the time of employment.
9. Student Assistants may work (maximum 40 hour/week) and not be enrolled for one quarter each academic year (Fall-Summer).
10. Student assistants who are working and not enrolled at the University are not eligible to utilize the Student Health Services and are not exempt from FICA.
11. Students enrolled less than full-time are subject to FICA taxes.

VIII. CAMPUS SECURITY ACT OF 1990

The University of South Albama complies with the Campus Security Act of 1990 and distributes information and statistics on campus crime on a regular basis. In addition, this information is available for review through the Campus Security Office. Incidents of crime should be reported immediately to the University Police or Hospital Security.

PART SEVEN: DEVELOPMENT AND EXTERNAL RELATIONS POLICIES AND PROCEDURES

I. Grants

Information on Outside Funding Sources

Numerous U.S. governmental agencies, many private foundations, and other organizations provide grant/contract funding to support research activities that meet their criteria. These change from time to time as policies and interests of granting agencies shift. Investigators seeking funding may determine trends in this respect by consulting appropriate sources. The Office of Sponsored Programs will assist in locating sources and with submission procedures.

University Approvals

Clearance by University officers is required for proposals requesting funds from sources outside the University. Such proposals should be discussed at an early stage with the department chair and dean concerned, and, in final form, need approval signatures of University officers in the following order: Director of Sponsored Programs, department chair, academic dean, Senior Vice President for Academic Affairs, Controller, Dean of the Graduate School/Associate Vice President for Research, and Vice President for University Services and Planning. If clearance by the University Attorney or others is needed, this will be specified by one of the appropriate institutional officers.

Equipment Assignment

Unless specified otherwise in the contractual agreement, all equipment and apparatus acquired through grants-in-aid by individuals or programs of the University are the property of the University and should be inventoried the same as other University properties. In the event that the individual user of any equipment or apparatus should sever relationships with the University, the property will be retained by the University unless there is no further need or the purpose involved is discontinued.

University Policy on Transfer of Equipment

Equipment purchased through the University, regardless of the origin of funds, is automatically the property of the University and, therefore, the State of Alabama. If the property cost exceeds one hundred dollars, it will automatically be entered onto the University property inventory which is monitored by State auditors. The property inventory assigns each item of equipment to a department and specifies its location by building and room number. Each item is assigned a specific University property number.

The disposition of University/State property is governed by a number of State laws and regulations which the University is obligated to follow. In brief, these regulations prohibit the University from giving State property to individuals. State property may be traded, under certain specified conditions, toward the purchase of new equipment. State property may also be sold under certain specified circumstances. These involve declaring the equipment surplus, publishing in the public media its availability, and if no other State agency has a need for the property, selling it to the highest bidder.

Under certain conditions, equipment purchased under federal grants and contracts may be relocated. The grant or contract under which the equipment was purchased must be active and transferable. The local department and co-investigators must agree to the equipment release. In all cases, property may only be transferred between academic institutions. Under no circumstances will property be released to commercial firms or government laboratories.

A faculty member who is leaving the University should not presume the transfer of equipment or supplies. The procedures outlined below must be followed:

1. A complete audit of assigned equipment should be initiated by the involved department chair and conducted in cooperation with the University property manager.
2. If an active grant is being transferred to an academic setting and if equipment purchased with funds from that grant are essential to the completion of the project, an itemized list of the equipment to be relocated should be submitted through the appropriate department chair. If the chair and active co-investigators approve the equipment release, the endorsed request should be submitted to the associate dean of the college.
3. After validation and confirmation of the equipment by review of the property numbers and origin of purchasing funds, the associate dean's office will contact the administration of receiving institution concerning their willingness to accept the equipment and have it added to their property lists.
4. Finally, a letter of authorization to relocate the specific items of equipment which have been through this procedure will be issued to the requesting faculty member.

It should be carefully noted that the unauthorized relocation of equipment may create serious legal and professional problems. The extent of these problems and their ultimate resolution will rest with the University and the State of Alabama.

II. Research Mission

The University of South Alabama is a comprehensive coeducational state-assisted institution that explicitly recognizes that the production of knowledge is central to the functioning of any university. The University of South Alabama encourages and supports basic and applied scholarship as well as instructional scholarship for the purposes of increasing knowledge, enhancing classroom instruction, and contributing to the personal and professional development of students, faculty, alumni, and the immediate and extended community served by the University. Scholarship is broadly defined to include all investigative efforts that lead to the origination, integration, application and transfer of knowledge pertinent to the various disciplines and expertise within the University community. A program of sustained scholarship is the responsibility of each faculty members. The University is responsible for using its resources and processes to encourage, support, and reward scholarship.

1. Basic scholarship includes both original and integrative research. Original research involves investigation that seeks to increase human knowledge and experience in the various disciplines and fields of expertise within the University. Integrative research seeks to combine and extend what is known in the various disciplines in new and useful ways by discovering linkages between known, causal, intervening, and outcome variables.
2. Applied scholarship includes research efforts seeking to find solutions to problems in society while simultaneously contributing to the improvement of practice within each discipline, and among disciplines in an interdisciplinary context. This will be accomplished by applying the results of original and integrative research to practical problems within and among the disciplines.
3. Instructional scholarship is research that enhances the educational value of instruction within and beyond the University through the integration of current basic and applied scholarship with classroom instruction. This may include, but is not limited to, peer-reviewed scholarly activities such as authoring textbooks.

Although the faculty, with the assistance of students and staff, is primarily responsible for the design and conduct of scholarship as a professional obligation, the University as a whole will endeavor to encourage scholarly activity on the part of the faculty and students. In addition, the University will strive to support scholarly activity by providing incentives, facilities, funding, and reassigned time to faculty, and to reward scholarly activity on the part of the faculty through the systematic consideration of such scholarship within the context of tenure, promotion, and merit pay decisions.

A. Policy on the Care and Use of Animals in Research and Teaching

The University of South Alabama recognizes the importance of animals in research and teaching and the responsibility of the University in assuring their proper care and treatment. The University is committed to minimizing pain and distress in all animals used in research and teaching. The following general principles form the animal care and use policy of the University of South Alabama:

1. All procedures in which animals are used must be for the purpose of advancing knowledge.
2. High standards for comfortable housing, sanitary conditions, food, water, and gentle handling are to be applied to all animals housed at the University.
3. All experiments, teaching laboratories, housing, and care of animals must be carried out in strict compliance with the Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals (revised, 1985), and university policies regarding the use of animals.
4. All studies involving the use of animals must receive prior review and approval of the University's Institutional Animal Care and Use Committee (IACUC). All investigators using animals must comply with the decisions of the IACUC.
5. Alternatives to the use of living animals must be considered before animals are used.
6. All animals must be housed in vivarial facilities which have been approved by the Director of the University Biological Resources. The IACUC must conduct semi-annual reviews.
7. Veterinary care is provided to all animals by the veterinary staff of the Department of Comparative Medicine. Ultimate authority regarding decisions on the use of anesthetics, analgesics, euthanasia, and treatment of sick animals resides with the attending veterinarian.
8. All animals must be acquired through the Department of Comparative Medicine. Vendors of animals purchased by the University must be licensed by the U. S. Department of Agriculture (USDA) and/or approved by the Director of University Biological Resources.
9. If an experiement requires the death of an animal, euthanasia must be carried out using a method approved by the IACUC. The IACUC has adopted the American Veterinary Medical Association's Policy on Euthanasia (1986).
10. All surgical and other procedures expected to cause more than momentary pain must be accompanied by appropriate anesthetics or analgesics unless there are mitigating circumstances approved by the IACUC or the attending veterinarian. Paralyzing drugs such as succinyl choline and tubocurarine are not permitted unless accompanied by general anesthesia.
11. Principal investigators are responsible for making certain that everyone working within their project is experienced and competent to carry out the procedures involving animals. Training will be provided as necessary through the Office of the Director of Biological Resources at the request of the Principal Investigator.
12. Any instances of perceived improper use or care of animals must be reported immediately to the Chair of the IACUC and/or the Director of University Biological Resources.
13. Students who do not wish to participate in teaching laboratories and demonstrations involving the use of animals are not required to do so. It is the responsibility of the student wishing not to participate to obtain from their instructor an approved alternate assignment which may be substituted.
14. All faculty, staff, and students of the University of South Alabama are required to comply with the policy stated above. Anyone who does not comply with the policy of the University regarding the care and use of animals will not be permitted to use animals.

III. Consulting

A faculty member will be permitted to serve as a consultant, with or without pay, the equivalent of one day per week during the academic year or thirty-six days per year. If the faculty member chooses to spread the thirty-six days per year over the calendar year, it would represent three days per month, but not to exceed thirty-six days during the calendar year.

A maximum of thirty-six working days per academic year is permitted for paid contract consultation. If a faculty member chooses full-time employment at the University for the Summer Quarter, the total of thirty-six days for consulting services applies to the calendar year. If a faculty member chooses to increase the number of days above thirty-six, arrangements can be made for part-time teaching during the Summer.

IV. Contract Overhead

All individual contracts with organizations, business firms, companies, and corporations by academic personnel that involve personnel time (on the campus, Brookley Center or other university facility) and University facilities, apparatus, equipment, chemicals, etc. must include in the contracts a fifteen percent additional charge of the amount paid to the personnel, the fifteen percent to be paid directly to the University.

V. Policy for Compensation Under Externally Funded Grants and Contracts

Normally, additional compensation will not be given for work under externally sponsored research, projects, or institutes in addition to current salary. For those faculty members on a twelve (12) month contract, the amount of time spent on research project activities can be identified and treated as reassigned time with the University assuming responsibility for the total salary, being reimbursed for that portion of the faculty member's time devoted to research, projects, or institute activities. For faculty members on nine (9) month contracts the same procedures will be followed for activities during the nine-month academic year. The rate of pay for full-time summer work, research projects, or institutes for the faculty member on nine-month contract will, in most cases, be the same as the regular summer salary at the University (25% of the nine-month salary). Exceptions to this policy are those provided by either the Bureau of Management and the Budget Circular A-21, or specific funding agency regulations. These guidelines specify that in instances where an individual does in fact work a full three months during the summer, rather than only the regular summer session, he/she may receive compensation for the three-month period at the same rate as the previous nine-month salary. Other exceptions are provided by specific guidelines of funding agencies that allow additional compensation under specific programs. **These exceptions must be approved, in advance, by the funding agency.**

When the University is awarded contracts or grants which provide for the use of consultants, University personnel may be used in such a capacity and be paid a consulting fee, if such a practice is **approved in writing, in advance,** by the funding agency. Consultation is defined as professional services undertaken for personal compensation beyond the payment of a nominal honorarium and/or reimbursement of expenses. However, it is expected that intra-university consultants will be employed only when: 1) they are considered to be expert in the field and the most available (time and place); 2) they are drawn from disciplines other than that represented by the institute or project; and, 3) their efforts will be beyond their normal/usual university commitments. Compensation for such consultation will be based on a rate not to exceed the current base rate for that person. No person with the administrative title of chair or above may receive consulting fees from an on-campus activity without prior approval of the Senior Vice President for Academic Affairs, the Vice President for Medical Affairs, or other appropriate

administrative officers. The Office of Sponsored Programs will insure that prior approval of all involved administrators is secured on cross-disciplinary activities.

This policy is not designed to limit short-term teaching and/or speaking engagements of one or two days for which reassignment from normal duties is not the norm.

VI. Public Statements by Faculty Members

(See AAUP Statement on Professional Ethics)

VII. Use of the University's Seal, Letterhead, and Logo

The University seal is the official identification of the University and is used only on formal official documents.

The graphic identity of the University is significant in the portrayal of the University's image. Care has been taken to design a visual representation that is clear and simple. The logo may be used on stationery and other official documents that represent the University to the public. Other logo designs are not permitted in place of the approved logo.

VII. External Requests for Research Assistance

The University of South Alabama is occasionally approached by public and private agencies and organizations for help in analyzing problems that confront them and in developing and comparing alternative solutions. While the University's capacity for this sort of activity is increasing, its primary obligation is still to its students, whose needs are also increasing in various directions. Also, it must maintain a balance in its research program between the kind of practically-oriented research most of these programs require and research in arts and sciences, creative artistic activity, and other aspects of research.

These factors, together with the specialized nature of many faculty research interests and problems of timing, impose limits on the resources the University can devote to helping other agencies with their problems and require that problems on which University help is given be carefully selected. Criteria for such selection include:

-Importance of the problem, not only to the agency concerned with it, but also as a prototype of similar situations to which methodology developed or adapted from the local one can be applied. This requires usually that findings be published or otherwise circulated as a contribution to knowledge.

-Feasibility of dealing with it. Not only must the University be able to divert analytic capability in an effective way to its study, but necessary data and methodology must also be readily available or susceptible to development within limits of time.

-Opportunities for experience it offers to both faculty and students, as well as others concerned, in planning, directing, and participating in such research.

-Development of good will for the University. If clear-cut, well-substantiated alternative solutions to a given problem can be developed, with a good balance sheet of pros and cons for each, and especially if this can be accomplished through a process of close cooperation among all those University personnel and others working on the problem, understanding of and support for the programs of the University can be materially enhanced.

-Funding available from outside the University. Whenever possible, the University's contribution to such activities should take the form of faculty and student time and the use of library, laboratory, and other facilities already at hand. Other inputs required of personnel, data, equipment, and others should be provided and/or funded by the agency in need of

University help. For sizeable projects actively managed or given administrative service support by the University, the latter should charge indirect costs to cover the costs of these contributions. Where a project requires diversion from other activities of substantial amounts of University resources, the University may need reimbursement to cover costs of arrangements to carry on other activities affected.

Requests for such help are usually first presented orally, often in a rather undeveloped form, to a senior University administrative officer or faculty member. In view of these considerations, their formal presentation to the University should not be prematurely encouraged. In the early stages they should be developed through informal discussion to a point where the foregoing factors can be fairly evaluated. At that stage, the University spokesperson involved, believing the request meets the above criteria, should outline the situation to the college dean and departmental chair concerned and the Senior Vice President for Academic Affairs, either orally or in writing. This group may request additional information, may refer the problem for further analysis by a task force or study group, may approve further development of the project, or may reject it.

In the latter case, the University spokesperson should explain the decision and its rationale as fully as necessary to others who helped initiate review of the problem, making it clear that the University cannot take further part in its analysis. This course should be taken unless it is clearly apparent either that the project is feasible, subject to further planning as required, or that additional data needed will probably confirm its feasibility.

If more data are needed, they should be obtained by university personnel either alone, if the project seems marginal to university interests, or in other cases in cooperation with the outside agency concerned, and presented to the university review group at a second meeting.

In every case, no University commitment, implied or explicit, should be made, and no attitude of either approval/disapproval be taken, until at least a preliminary appraisal of the idea has been made by the Senior Vice President for Academic Affairs. It must be clear that preliminary development of the problem is informal and its only purpose is to permit properly informed evaluation of it by the University officers responsible. No encouragement should be given obviously impractical ideas or in situations where the requesting agency is clearly unable to furnish desirable inputs to the project.

VIII. University Policy on Inventions, Discoveries, Patents, Copyrights

Patentable discoveries sometimes result from research performed under the auspices of the University of South Alabama or through the use of its facilities. The University recognizes the need for appropriate protection of rights for the inventor, the public, the sponsor, if one is involved, and the University itself. A Patent Review Committee is established as a body through which the University shall perform its responsibilities in connection with patentable ideas conceived at the University.

All faculty members, officials, employees, and students of the University, in consideration of their association with the University and of their privileges of using funds administered and facilities controlled by it, agree to handle all discoveries during such association in accordance with the terms of this policy.

The University's policy recognizes three bases on which the rights in patentable ideas rest: Investigations sponsored wholly by the University, that is, financed by University funds and carried out with its facilities on its time.

The inventor is required to acknowledge the University's ownership of patentable ideas developed under these conditions, and to assign the University or its designee all rights, title, and interest that might otherwise prevail. The Patent Review Committee shall receive the inventor's full disclosure and recommend to the University whether a patent should be sought. The obtaining of patent coverage and arrangements to have the patented item manufactured and marketed will be at the University's expense. In the event any patent so obtained produces a net return to the University in excess of the cost of obtaining such patent, the University will pay the inventor thirty percent of the yearly net income.

Investigations financed wholly or partially by industrial, philanthropic, governmental, or other organizations outside the University, or by an individual not employed by the University.

In this case, investigation or research shall be carried on under a contract or agreement stating the rights to and ownership of patents which may result from the investigation. Before work is started on a program covered by such an agreement or contract, the principal investigator shall advise his/her co-workers of their rights. In all cases not specifically covered by the express terms of the contract or agreement, the appropriate provisions of this policy shall prevail as far as possible.

Investigations performed by an employee of the University wholly or partly on the employee's own time and at the employee's own expense.

Investors are required to acknowledge the possibility that their rights may be shared by others and make full disclosure to the Patent Review Committee. The Committee shall determine the bases on which rights in the invention or discovery rest, following three criteria:

1. When a discovery or invention is made wholly at the expense of the individual without the use of the University's facilities, the results are the private property of the investigator, and the University has no vested interests. Should the investigator desire, however, he/she may voluntarily submit his/her results to the Patent Review Committee for its consideration. If, on the recommendation of the Committee, the University agrees to seek patent coverage, it will do so at University expense. The inventor will be expected to assign to the University or its designee full ownership of the patentable idea or discovery in exchange for ninety percent of the yearly net income accruing to the University.
2. When a discovery is made partly at the expense of the individual, with the use of University facilities, the procedure shall be generally the same as in preceding paragraphs of this policy, except that fifty percent of the yearly income accruing to the University shall be paid to the discoverer.
3. When a discovery is made by a member of the University community under circumstances not described by preceding paragraphs of this policy, the investigator shall disclose to the Patent Review Committee the particular conditions of his/her research. The Committee and the investigator shall make an agreement for the individual situation consistent with the general policies herein. In the event that parties do not reach an agreement, the dispute shall be referred to arbitration under the rules of the American Arbitration Association.

Investigations done as course work.

It is recognized that graduate students may produce patentable discoveries in conjunction with course work for which they have paid fees. In such instances, the following understandings prevail:

1. Course fees only partially defray the costs of education; many expenses are underwritten by the State of Alabama or other public or university sources.

2. Course work often requires considerable creative input from one or more university personnel. Nothing in these policies is to be construed to abrogate the rights or interests these persons may have in the discovery(ies).
3. Normally, a professor and the student will mutually agree to their respective rights. If they are unable to reach agreement, the Patent Review Committee, established elsewhere in these policies, will adjudicate rights of all interested parties.

With regard to any invention or discovery disclosed to the Patent Review Committee for evaluation, the University may choose to follow one of several alternatives. It may elect to apply, in its own name, for appropriate patent coverage; it may choose to enter into an agreement with an independent patent development agency; or it may choose to disclaim any interest whatsoever in the invention or discovery. In the latter event, the investigator who has disclosed the results to the Committee may then take such steps as desired at personal expense.

The Patent Review Committee shall be appointed by the President and shall meet as often as matters require review. Each departmental chair shall be responsible for assuring that disclosures of any discoveries or inventions be made by the inventor or discoverer to the Committee.

Except for writings that pertain directly to inventions and discoveries of a patentable nature and writing done under contract with a third party, all rights to copyrightable material shall be reserved by the author, and arrangements for publication and copyrighting shall be left to the individual writer. The University assigns to the dean of the college in which the writer is employed the responsibility for negotiating equitable terms covering writing done under contract and seeing that the University's responsibilities are fully carried out.

IX. University Software Policy

The reproduction and use of computer software on University equipment or by University employees or students in pursuit of University business or instruction shall be in accordance with copyright law as set forth in Title 17, U.S. Code and the manufacturer's condition of sale.

Specifically:
-No University employee or student shall reproduce or allow reproduction of software in violation of copyright law or the conditions of sale.
-No University employee or student shall accept or use software which is not known to be provided in accordance with copyright law or conditions of sale.
-It is the individual responsibility of each user to determine that his/her use of software is in accord with this policy.

The policy statement above summarizes the University regulations pertaining to microcomputer software use. This policy applies to:
-The use of copyrighted or licensed software by University departments and employees on University equipment.
-The use of software purchased with University funds on non-university equipment.
-The use of software for instructional purposes.

X. Procedures for Investigating and Reporting Scientific Misconduct

(Adopted 12/21/89)

The University of South Alabama fosters a research environment that discourages misconduct in scientific research and deals forthrightly with possible misconduct associated with its research activities. The University and its various colleges conducting basic, biomedical, and behavioral investigations have a university-wide procedure for dealing with charges of misconduct in science. These procedures are set forth herein and shall be followed in all matters related to scientific misconduct whether U.S. Public Health Service funding is involved or not. This policy applies to students, faculty, staff, and employees of the University of South Alabama. Issues of scientific misconduct arising from outside the University must be directed to the Office of the President of

the University. In the event of such allegations, the President shall immediately notify the Vice President and Dean of the involved college(s). This regulation does not deal with questions of Animal Welfare or the Protection of Human Subjects in research. Questions of misconduct in these areas should be directed to the University Committee responsible for those activities.

When allegations of misconduct arise within a college, the college dean shall investigate the charges by holding an initial inquiry. The inquiry shall be conducted by an ad hoc committee appointed by that dean. If two or more colleges are involved, the respective deans of those colleges shall convene a joint ad hoc committee to advise them. The college's independent inquiry of alleged misconduct shall be in compliance with the detailed procedures outlined herein. If no grounds for scientific misconduct are found by the inquiry, the dean, in consultation with the accused, shall act to protect the reputation of the accused as outlined herein.

If the ad hoc committee of the college finds cause for a formal investigation of the charges of wrongdoing as a result of the inquiry, all information will be provided by the dean to the University Committee on Scientific Misconduct. This Committee shall conduct a formal investigation to ensue as specified herein. In this event, the Dean will immediately consult and review the matter with the University Attorney and the vice president of the involved college. The dean(s) of the college(s) involved shall then notify the Public Health Service through the required channels set forth in Section 493 of the PHS Act, Sub-part A to 42 CFR Part 50 dealing with "Responsibilities of Awardee and Applicant Institutions for Dealing With and Report of Possible Misconduct in Science." If NIH funds are not involved and another sponsor is funding the research, the dean will notify the appropriate sponsor. The dean(s) of the college(s) where charges have arisen shall be responsible to the parent University Committee on Scientific Misconduct and the President of the University for overall compliance in following these procedures.

Two offices of PHS have been designated to deal with scientific misconduct and interact with the University Committee and administration on matters of scientific misconduct--the Office of Scientific Integrity (OSI) and the Office of Scientific Integrity Review (OSIR). The dean of the college involved and the vice president for the involved college, in consultation with the University Attorney, will work closely with the offices of the PHS in carrying out the inquiry and any following formal investigation.

The PHS Act requires annual filing of assurances concerning compliance with the PHS Act in order for the University of South Alabama to apply for, or receive, PHS funding of approved research activities. The Director of Sponsored Programs of the University has the responsibility for making certain that these annual assurances, duly authorized by the proper University officials, are filed for the University.

At the outset, the University of South Alabama and its colleges shall protect the rights and reputation of all parties involved in allegations of scientific misconduct, including the individual(s) who report perceived misconduct in good faith.

The University of South Alabama considers that all authors of multi-authored reports detailing scientific investigation shall be considered to share equally the responsibility for the veracity and authenticity of any report(s) or publications questioned as representing misconduct. The University expects all its scientists to maintain substantiating documents for all scientific publications and to make these available to the dean and any inquiry or investigating committees appointed by the University administration for examination.

The correct reporting procedure for allegations of scientific misconduct is through the department chairperson. The chairperson shall immediately notify the faculty member(s) against whom the

inquiry has been raised and the dean of the involved college. If the accuser feels substantial discomfort in first reporting to the chairperson of their department and feels they can substantiate this concern, then the dean of their college may be contacted directly to report the allegation of misconduct. In this case, the dean will notify the department chairperson.

The dean must initiate all inquiries. If the allegations appear to be substantive in the judgment of the dean, the dean shall conduct an initial inquiry. Substantive means that the allegation appears to have reasonable merit and that tangible evidence of wrongdoing is apparent. The dean of the college initiates an inquiry by appointing an ad hoc committee of inquiry, composed of members of the faculty and administration not involved in the alleged misconduct. In the event the dean concludes that charges are not substantive, the accusing party(ies) has the right to pursue the matter with the vice president administering the involved college if they feel the allegations have not been properly reviewed by the dean. However, this should only be done after notifying the dean in writing of the reasons for their dissatisfaction and after receiving a written response from the dean that the matter will not be pursued further by the dean's office. So called "Hearsay Evidence" alone is not adequate cause to warrant an inquiry. Ad hoc committee members selected for the inquiry should not have published any manuscripts or scientific reports or made any joint research support applications with the accused.

The accused shall be informed in writing by the dean of the complete allegations against them. The accused faculty member(s) also has a right to know the name of the accusing party(ies) and the names of the ad hoc inquiry committee at the outset.

The accusing party(ies) has a right to be protected by the chairperson and the University from harmful actions pending inquiry and possible formal investigation of the alleged misconduct.

The inquiry of possible misconduct shall proceed immediately and must be completed within sixty (60) days of its initiation unless circumstances clearly warrant a longer period in the dean's judgment. The comments of the dean concerning an extension beyond sixty (60) days shall become a matter of written record on this point.

Following the inquiry, a written report must be prepared by the ad hoc committee conducting the inquiry that lists the evidence of wrongdoing which the committee has confirmed in its initial deliberations, names of the accused party(ies), statement that this evidence has been reviewed, summarizing relevant interviews, and including the conclusions of the inquiry. The individual(s) accused shall receive a copy of the report immediately. If the accused party(ies) comments on that report, those comments may be a part of the record. If the inquiry takes longer than 60 days to complete, the record shall include documentation of the reasons for exceeding the 60-day normal limit.

In all matters of inquiry of scientific misconduct, the dean shall attempt to afford maximum confidential treatment and privacy of all affected individuals, and shall see that a prompt and thorough examination occurs and that all affected parties have a reasonable opportunity to comment on all allegations and findings of the inquiry within the college and/or following investigation by the University Committee on Scientific Misconduct.

It is imperative that notification of the Director of OSI of the PHS occur as mandated in Section 50.104(a) of the Act if the results of the inquiry conclude that possible misconduct has been found and that an investigation is warranted. If funds sponsoring the project are from other non-NIH sources, that agency or sponsor must be notified. If no evidence of scientific misconduct is found in the inquiry, no notification will be given. Notification of apparent misconduct should occur ideally prior to the final decision to hold a formal investigation by the University Committee on

Scientific Misconduct as specified in Section 50.104(b) of the Act. Likewise, the Director of the OSI must be notified within 24 hours if evidence of possible criminal violations (e.g., theft of PHS funds) is revealed in the inquiry so that the OSI's Office of the Inspector General may be informed.

It is important that the dean of the college maintain sufficiently detailed records and documentation of the inquiry to permit a later assessment of the reasons for determining that an investigation was not warranted. These records must be maintained for three years after termination of the inquiry in the dean's office. These confidential records must be supplied to the Director of OSI upon formal request and receipt of a reasonable explanation by the OSI. The accused party(ies) must be informed in writing by the dean of the reasons designated by the OSI for requesting the records at the time of their release to the OSI.

The University Committee on Scientific Misconduct must undertake its investigation of the allegations revealed by the inquiry of the college within thirty (30) calendar days after notification by the dean of the involved college that sufficient basis for an investigation is found. Such an investigation shall include examination of all documentation of misconduct, including but not necessarily limited to relevant research data, publications, correspondence, and memoranda of telephone calls. Whenever possible, interviews should be conducted with all individuals involved, either in making the allegations or against whom the allegations are made, as well as individuals who might have information regarding key aspects of the allegations. Complete summaries of those interviews, dated and witnessed, should be prepared, provided to interviewed parties for comment or revision, and included as a part of the investigation/inquiry file. All this information must be provided to the accused party(ies) in a timely manner.

When deemed necessary by the dean and/or the vice president for the involved college, appropriate scientific expertise must be secured to carry out a thorough, authoritative and fair evaluation of the relevant evidence in any inquiry or investigation.

It is essential that precautions against real or apparent conflicts of interest on the part of those involved be avoided in all inquiries and investigations. This is the responsibility of the dean(s) and the vice president. Again, it is also essential to maintain the documentation to substantiate the investigation's findings. This documentation is to be made available to the Director of OSI.

Following the inquiry and throughout the investigation, it is the dean's and vice president's responsibility to act in concert to protect Federal funds and insure that the purposes of the financial assistance are carried out. Likewise, the University representatives share the responsibility to keep the OSI apprised of the investigation's developments in a prudent and timely manner to disclose facts impacting on PHS's current and potential funding of the accused party(ies) to assure the proper use of Federal funds and otherwise protect the public's interests.

The dean and the university administration will undertake diligent efforts, as they deem appropriate, to restore the reputations of persons alleged to have engaged in scientific misconduct when allegations are not confirmed, and also to undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, have made the allegations.
The University shall impose sanctions on individuals when allegations of misconduct in science have been substantiated through the due process herein described. Sanctions shall include: 1) Notification of the sponsoring agency; 2) A demand of withdrawal of all papers and abstracts emanating from the fraudulent research with appropriate notification of the involved journal editors and societies; 3) Notification of institutions and sponsoring agencies with which the individual has had past research associations where there is any question about the authenticity or validity of that research activity as revealed in the inquiry or investigation.

In order to protect the scientific integrity of the University, institutional administrators, in consultation with legal counsel, shall consider release of information to the public to protect the University and the public interest.

Appeals of findings of scientific misconduct should be directed to the University Attorney and copied to the dean(s) of the college(s) and the vice president for that college(s).

It is noteworthy that in cases where the inquiry or investigation reveal substantive evidence of malicious intent by an accuser to cause harm to the reputation of the accused where no wrongdoing is in evidence, the University of South Alabama will not be able to prevent legal action brought by the accused against the accuser. In such matters, the University of South Alabama shall have no responsibility in the legal defense of the accuser.

Lastly, the OSI must be notified of the final outcome of the investigation.

XI. Substance Abuse Statement of Policy

The University of South Alabama recognizes that substance abuse is a major issue affecting all aspects of society. The University views the abuse of alcohol and other drugs as harmful to life, safety, and orderly progress of the academic community. Responsible conduct and accountability is expected from each individual on campus. The University will express its ongoing concern through an institution-wide commitment to appropriate education, training and counseling services. The University recognizes, through this policy and the programs developed pursuant to the programs to prevent illicit use of drugs and abuse of alcohol, its goals and commitments to a drug-free academic environment, in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and the Drug-Free Workplace Act of 1988.

As a part of the University's institution-wide substance abuse education/prevention program, and also in accordance with the Drug-Free Workplace Act of 1988, the following are prohibited:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on University premises or while on University business, in University vehicles either during or after working hours;
2. Unauthorized use or possession or any manufacture, distribution, dispensation or sale of a controlled substance, as defined by State law, on University premises, or while engaged in University business, in University vehicles, either during or after working hours;
3. Unauthorized use, manufacture, distribution, dispensation, or possession or sale of alcohol on University premises or while on University business as set forth in the policy, in University vehicles either during or after working hours;
4. Storing on Univeristy premises any illegal drug, drug paraphernalia, any controlled substances, of which use is unauthorized, or any alcohol on University premises unless specifically authorized in accordance with this policy;
5. Use of alcohol off University premises that adversely affects the employee's work performance, his/her own or others' safety;
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off University premises that adversely affects the employee's work performance, his/her own or others' safety;
7. Any act leading to conviction under any criminal drug statute;
8. Failure to notify the University of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction, in accordance with the Drug-Free Workplace Act.

A SUMMARY OF FEDERAL, STATE AND CITY LAWS AND ORDINANCES

The University pledges to support and enforce all laws and ordinances pertaining to the use, possession, sale, and distribution of alcohol and other drugs. Following is a copy of a summary of State laws relating to illegal possession, etc. of controlled substances.

STATE LAW DRINKING AGE

The legal age in Alabama for consumption or possession of alcoholic beverages is defined as twenty-one (21) years of age. [Code S.28-3-1 (18)]

Minors may not lawfully attempt to purchase alcoholic beverages [Code 1975 S.28-3A-25 (19)]. Those found in violation are subject to a fine of not less than $50.00 to $500.00 and at the discretion of the judge, up to three months at hard labor or imprisonment.

Those who furnish alcoholic beverages to a minor are subject to a civil suit by the minor's parents or guardian. There is no limit to the damages which may be awarded in such a suit [Code 1975 S.6-5-70].

SALE OR GIFT TO AN INTOXICATED PERSON

The Alabama Alcoholic Beverage Control Board regulations prohibit the sale or gift of alcohol to persons "acting in a manner as to appear to be intoxicated" (ABC Regulation 20x6.02).

DRAMSHOP LIABILITY

A civil action for damages may be initiated by persons injured by intoxicated individuals against the one who sold, gave, or otherwise caused the intoxication of the individual in violation of the law [Code 1975 S.6-5-71].

RELATED LAWS

State law defines controlled substances or drugs in Section 20-2-1 et seq. Code of Alabama 1975. Illicit drugs are defined there and are generally deemed to include marijuana, morphine, heroin, cocaine, codeine, peyote, mescaline, and other similar substances.

The Drug Crimes Amendment Act of 1987 establishes that it is a crime to commit unlawful distribution of controlled substances if, except as otherwise authorized, the person sells, furnishes, gives away, manufactures, delivers, or distributes a controlled substance enumerated in schedules one through five of the Act referred to above. Such unlawful distribution is defined as a Class B felony. Class B felonies provide sentences for a definite term of imprisonment, which imprisonment includes hard labor within the following limitations: not more than twenty years or less than two years. In addition, there may be certain fines imposed, related to felonies. [Section 13A-12-211, Code of Alabama 1975].

Persons are deemed to commit a crime of unlawful possession of controlled substance if, except as otherwise authorized, the person possesses a controlled substance enumerated in Schedules I-V, or the person obtains by fraud, deceit, misrepresentation or subterfuge, or by the alteration of a prescription or written order, or by the concealment of the material fact by the use of a false name or giving a false address, a controlled substance enumerated in Schedules I-V. Such unlawful possession is deemed to be a Class C felony, which may carry with it a penalty of not more than ten years, or less than one year and one day, plus potential fines [Section 13A-12-212].

Additionally, a person commits the crime of unlawful possession of marijuana in the first degree if, except as otherwise authorized, the person possesses marijuana for other than personal use or possesses marijuana for his/her personal use only after having previously been convicted

of unlawful possession of marijuana in the second degree or unlawful possession of marijuana for his/her personal use only. That unlawful possession is deemed to be a Class C felony. [Section 13A-12-213, Code of Alabama, 1975].

A person commits the crime of unlawful possession of marijuana in the second degree if, except as otherwise authorized, the person possesses marijuana for his/her personal use only. Unlawful possession of marijuana in the second degree is a Class A misdemeanor. Class A misdemeanors may require imprisonment in the County Jail or hard labor for the County of not more than one year. [Section 13A-12-214, Code of Alabama, 1975].

In addition, if an offender is over the age of 18, and the offense consists of selling, furnishing, or giving such controlled substances as enumerated in Schedules I-V, to a person who has not attained the age of 18, the offender is guilty of a Class A felony. The imposition or execution of THE SENTENCE SHALL NOT BE SUSPENDED AND PROBATION SHALL NOT BE GRANTED [Section 13A-12-215, Code of Alabama, 1975].

There are certain specific offenses for drug trafficking set forth in Section 13A-12-231 et seq., Code of Alabama 1975. Also there is a specific penalty for individuals who sell on or near school campuses, as found in Section 13A-12-250, as follows:

> In addition to any penalties heretofore or hereafter provided by law for any person convicted of the unlawful sale of a controlled substance, there is hereby imposed a penalty of five years incarceration in the state corrections facility, with no provision for probation if the situs of such unlawful sale was on the campus or within a three-mile radius of the campus of any public or private school, college, university, or other educational institution in the State.

There are also offenses for possession and use and delivery and sale of drug paraphernalia set forth in Section 13A-12-250, Code of Alabama, 1975, as well as other significant offenses relating to illicit use, sale, distribution, manufacture, possession, or consumption of dangerous drugs, narcotics, or other controlled substances. The University of South Alabama will work with appropriate authorities with regard to assuring that the University is a drug-free environment for its students, faculty, and staff.

[For additional information, see the Lowdown.]

THE UNIVERSITY OF SOUTH ALABAMA INSTITUTION-WIDE SUBSTANCE ABUSE EDUCATION/PREVENTION PROGRAM will include:

1. Community Advisory Board. A group made up of representatives from the University, the community, and human service agencies, has been appointed to provide advice on substance abuse policy and procedures.
2. Substance Abuse Counseling. The University has established a Center for Substance Abuse Education and Prevention. This office provides assessment, counseling, intervention, and referral services for USA students and employees. Contact Mr. Frank McCloskey at 460-7051 for further information. There is no charge for information or on-campus counseling services.
3. Twelve Step Group. Support groups for recovering persons have been established on the USA campus. These member-led organizations provide information and hope for anyone with substance abuse concerns. Contact the Center Office, 460-7051, for meeting dates and times.
4. Annual Surveys. The Center will conduct an annual survey of campus attitudes and practices regarding the use of alcohol and other drugs. The survey will not require disclosure of names and will not be mandatory.
5. Peer Helpers. Volunteers will receive ongoing training which will enable them to assist their peers who may be at risk for substance abuse (or related) problems.

6. Intervention Teams. Students and staff from University Housing will be trained to confront troubled persons in a caring manner, and to assist those persons in getting the help they need.
7. Education/Prevention Program. Many persons will be able to be helped through this on-campus, six-week series of instruction, counseling, and group discussion.
8. Media Center. Books, pamphlets, videos, and other materials are available to the University community on loan at no charge.
9. Training. All University employees and student organizations will receive information about alcoholism and addiction, signs and symptoms, and resources for assistance with substance abuse concerns.
10. Incorporation of Activities into Campus Life. A Student/ Employee Forum has formed to plan events and activities. Contact Student Activities, 460-7003, for additional information.

PART EIGHT: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICIES AND PROCEDURES FOR FACULTY

I. INTRODUCTION

The University of South Alabama's Affirmative Action Plan, implemented in September of 1973 and revised in March of 1975, is a detailed program designed to ensure the University's compliance with the Civil Rights Act of 1964 and the subsequent Executive Orders governing employment practices in various University programs. The University, from its inception, has been a signatory to the compliance provisions of the Civil Rights Act of 1964. All contractual relationships involving use of federal funds and stipulatory conditions under the Civil Rights Law of 1964 and subsequent Executive Orders have been extended to and observed in all phases of the University's activities.

The policies and processes to be used by the University of South Alabama in action-oriented programs designed to insure equal employment opportunity/affirmative action are delineated in the succeeding sections of this Plan.

II. EQUAL EMPLOYMENT OPPORTUNITY

The University of South Alabama will insure equal opportunity in:

-recruitment
-job placement and compensation
-training
-promotions and transfers
-layoff and recall

These aspects of employment will be administered without regard to race, color, creed, sex, age, disability, or national origin.

It is the responsibility of each member of the University community to implement the equal opportunity/affirmative action plan. However, those individuals who participate actively in recruitment, placement, promotion, and other crucial employment decisions have the primary responsibility for assuring non-discrimination in employment practices in the University. Individual initiative and leadership is encouraged as the best means for attaining the goals of the Affirmative Action Plan.

The University will work cooperatively with other educational institutions, with community organizations, with its contractors and suppliers, and with appropriate governmental agencies to promote equal employment opportunity and affirmative action in the University and in organizations doing business with the University.

III. Dissemination of Equal EmploymentOpportunity/ AffirmativeAction Policies

The University of South Alabama will seek to make its equal employment opportunity/affirmative action policies known widely within the institution and in the surrounding community. To accomplish this end, the following actions will be undertaken:

-The equal employment opportunity and affirmative action policies will be communicated to all administrative personnel. In addition, the Faculty Personnel Coordinator will review search and employment procedures and policies with each Search Committee as recruitment begins and policies will be discussed with each prospective employee during the employment interview.

-Policy statements on equal employment opportunity/affirmative action will be posted on all official University bulletin boards.
-The University will make known its equal employment opportunity/affirmative action policies in appropriate University publications.
-Two copies of the Affirmative Action Plan are on file in the Library for perusal.

IV. Responsibility for Results

The primary responsibility for coordinating, monitoring, and evaluating the implementation of the Affirmative Action Plan for staff has been delegated to the Affirmative Action Coordinator/ Compliance Officer in the Office of Personnel Relations. The Senior Vice President for Academic Affairs acts as the Affirmative Action/Equal Opportunity Officer for Faculty and Administration.

Each administrator, dean, division/department head is responsible for maintaining a vigorous affirmative action program and each is responsible for compliance with the Affirmative Action Plan and policies. The specific responsibilities of line management shall include, but not be limited to, the following:

-assisting in the identification of problem areas and the establishment of employment goals and affirmative action objectives
-collecting and organizing data, including those necessary for auditing patterns of recruitment, employment, and promotion
-informing employees of employment opportunities within the institution and reviewing employee qualifications to insure that minorities and women are given full opportunities for advancement

The head of each department is responsible for compliance with affirmative action policies including those which apply to staff personnel. However, the Affirmative Action Coordinator/ Compliance Officer in Personnel Relations has the major responsibilities for assuring equal opportunity/affirmative action in employment of staff.

Every member of the University community, regardless of his/her position in the institution, will be expected to support equal employment opportunity/affirmative action through positive action. The goals of the plan will be attained only through broad commitment and participation by those in the University.

It is important for faculty, staff, and administration to recognize that they have a responsibility for correcting inequities that have been created and reinforced over many years, and that the remedies require the achievement of change. Organizational strains will undoubtedly occur as the stresses of this change are met. The goals that are sought are worthy, reflecting the nation's promise of equality among its citizens; attainment of such goals ought to grow naturally out of an academic institution's commitment to individual worth and freedom.

V. Goals and Objectives of Affirmative Action

Employment goals and objectives, reflecting not only quantity but quality of employment as well, represent the heart of an Affirmative Action Plan. The formulation of specific quantitative targets provides a focus for the creation and development of activities with true substance, and supplies the measures by which progress can be gauged. With this basic philosophy, it is essential that Affirmative Action objectives describe milestones which can be reached with reasonable effort, and over a time period for which planning and program development is meaningful.

Consequently, the objectives of this Plan will not be arbitrary goals, nor will they allow excessively long time periods for attainment. At this stage of affirmative action, objectives that mirror any group's percentage in a general or specific population in the workforce, or which state "ultimate" employment levels, cannot be translated into effective short-run action.

Employment objectives, to fit within this framework, must be based upon thorough analysis of what is reasonably attainable for the institution at the time they are formulated. Such analysis is severely limited at present by the dearth of information concerning women and blacks eligible for employment in the faculty, administration, and in the higher staff positions. To meet these current constraints, the following steps will be taken:

- Short run employment objectives will be based on current knowledge of personnel markets and upon an improved flow of information resulting from action oriented programs described in Section VI.
- Employment objectives will be based on more effective internal information acquisition and processing, and upon data obtained from clearing houses for information on minority and women professionals in higher education.

VI. Action-Oriented Programs

The University will seek to attain its affirmative action objectives by means of action-oriented programs designed to accomplish specific tasks. The programs will concentrate on important problem areas that have been identified in evaluating past employment practices and affirmative action efforts. The Affirmative Action Office is pursuing action-oriented programs in the following areas:

- recruitment and retention of black faculty, including an active recruitment process and graduate scholarship program for interested black candidates for faculty positions
- plan for overcoming physical barriers for disabled students/faculty in compliance with Section 504/ADA
- a support system for disabled students/faculty
- development and implementation of policies and grievance procedures for sexual or racial grievances.

VII. Evaluation of Program Effectiveness

The Affirmative Action Program will be under constant review and periodic, extensive reviews of progress in accomplishment of the Plan will be performed semi-annually. Detailed personnel rosters will be analyzed and achievement will be related to the goals and objectives in the Plan. Where efforts or achievement are unsatisfactory, the responsible officials will be notified of the reviewers' findings and remedial actions will be formulated.

At year end, the results of each of the semi-annual reviews will be analyzed for the purpose of identifying elements to be incorporated in the Affirmative Action Plan. The Plan itself will be thoroughly reviewed at least once every two years.

VIII. Support of Local and National Programs

The University will cooperate with and support local and national organizations dealing with equal opportunity/affirmative action. In this regard, the University is joining with other universities across the country in the support and development of information systems relating to employment of blacks and women in higher education. The University, however, reserves the right to evaluate the integrity, personnel and other pertinent aspects of such organizations to assure itself of similar aspirations, goals, and objectives prior to commitment to specific organizations.

POLICY ON SEXUAL HARASSMENT

No member of the University community shall engage in sexual harassment. Sexual harassment includes but is not limited to the following: verbal or non-verbal conduct with an inappropriate focus on gender or sexual history, characteristics or preferences that is intimidating, demeaning, hostile, or offensive; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into a sexual relationship; retaliation for a refusal to comply with sexual demands. Sexual harassment is illegal. It violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A complaint relating to sexual harassment may be filed if 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; and/or if 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. Filing and disposition of complaints will follow the process and disciplinary procedure for Affirmative Action.

POLICY ON CONSENSUAL RELATIONS

Personnel are expected to avoid or to recuse themselves from any situation which requires them to evaluate a person with whom they have a relationship which could make their evaluations suspect because such behavior may constitute an abuse or misuse of power, station, rank, or influence. A complaint may allege sexual harassment, discrimination against the student or employee involved, preferential treatment for that student or employee, or actions that indicate a relationship with a student or employee that could make evaluation of that student or employee suspect. Filing and disposition of these complaints will follow the process and disciplinary procedure for Affirmative Action.

ACADEMIC AFFIRMATIVE ACTION COMPLAINT PROCEDURES

Any person who believes he/she or any class of individuals has been subjected to prohibited discrimination based upon race, color, gender, sexual preference, age, religion, national origin, handicap, or veteran or marital status may file a complaint pursuant to the procedures set forth below. Rights to be free from discrimination are found in such federal statutes (and accompanying regulations) as Title VI, Title VII, Title IX, the Rehabilitation Act of 1973, the Equal Pay Act, and the Age Discrimination in Employment Act.

Any person may file a complaint on his/her own behalf, or on behalf of another person. All persons are encouraged to file complaints in order to resolve any disputes. Filing a complaint will not subject a person to any form of adverse action, reprimand, retaliation, or otherwise negative treatment by the University of South Alabama.

Information regarding complaint procedures may be obtained from the Office of the Senior Vice President for Academic Affairs (460-6261).

To implement the policy, the director/dean of each division/college, will appoint an Affirmative Action Representative (a person who is not a member of the administration) for a two-year term. The Representative will disseminate information that will discourage discrimination and harassment. The Affirmative Action Officer of the University will familiarize these individuals with procedures and provide support for the continued dissemination of information.

Informal Complaint

The purpose of the informal complaint procedure is to counsel a person who feels that he/she has been discriminated against, harassed, or experienced an intimidating, hostile, or offensive environment and to attempt an informal resolution of the problem. Every effort will be made to resolve complaints informally whenever possible. This informal process is here understood to exclude legal representation.

Informal complaints should be brought to the attention of the appropriate member of the University, that is, to any of the following:

-department chair or program director
-dean
-supervisor of staff member
-Affirmative Action Representative
-University Affirmative Action Officer

The person to whom the complaint is brought will counsel the complainant as to the options available under this policy and, at the complainant's request, may assist the complainant in his/her attempt to resolve the complaint informally and/or assist the complainant in drafting a formal complaint if the complainant decides to follow that route.

Those who receive informal complaints of discrimination or harassment will consider such reports confidential and will not disclose them to persons who have no direct involvement. No action will be taken on an informal complaint, nor will the accused be informed of the specific complaint or of the complainant's identity, without the prior consent of the complainant. Administrators and supervisors who receive informal complaints may become aware of apparent patterns of discriminating or harassing behavior on the part of a member of the University community. If such a situation occurs, the appropriate administrator or supervisor should, without informing the individual of specific complaints or complainants, counsel that individual toward more appropriate behavior.

Formal Complaint

Formal complaints should be filed with the Affirmative Action Officer for Faculty and Administration (if the complaint is against a faculty member, academic administrator, or student) or with the Affirmative Action Officer for Staff (if the complaint is against a staff member).

Formal complaints must be filed within 180 calendar days of the most recent alleged discriminatory or harassing act and must be written and signed by the complainant. The University is not required to investigate reports that are not written and signed or that are submitted more than 180 days after the alleged incident. The formal complaint should contain the full name, address, and telephone number of the person filing the charge, and the person alleged to have committed the discriminatory or harassing act. It should also contain a clear and concise statement of the alleged incident(s).

The following procedures are those that will be followed for formal complaints filed with the Affirmative Action Officer for Faculty and Administration. Formal complaints filed with the Affirmative Action Officer for Staff will be handled according to a separate policy available in the Office of Personnel Relations.

Investigation of Complaint

When a formal complaint is received by the Affirmative Action Officer for Faculty and Administration, it will be examined by that individual to determine if the alleged act is within the purview of this policy. If so, a copy of the complaint and a copy of the policy and procedures will be sent to the person accused. The person accused will be asked to respond to the complaint in writing within ten (10) working days. The respondent's answer shall contain full, direct, and specific responses to each claim in the complaint. On receipt of the response, the Affirmative Action Officer for Faculty and Administration will meet with both complainant and accused either separately or together to try to resolve the complaint. These meetings are understood to be informal and to exclude legal representation. If the complaint cannot be resolved in this manner, a full investigation will be conducted as follows.

Appointment of Committee

The Affirmative Action Officer for Faculty and Administration, in consultation with the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs, will, within thirty (30) days, appoint a committee of five (5) individuals to conduct an investigation of the allegations in the complaint. The committee shall be composed of two (2) faculty members selected from the Grievance Committee Pool, two (2) administrators, and one (1) student or staff member. (A student member will be included if, and only if, the complaint is brought by a student.) The complainant and the person accused shall have a right to challenge any person appointed to membership on the committee. To exercise the right to challenge, the challenging party must send a written notice to the Affirmative Action Officer for Faculty and Administration within fourteen (14) days of appointment, with copies sent to the other involved parties. The Affirmative Action Officer for Faculty and Administration shall determine whether the facts present grounds for disqualification and his/her decision shall be final. The ruling by the Affirmative Action Officer for Faculty and Administration shall be issued within fourteen (14) days of the receipt of the challenge notice. The above appointment mechanism shall be continued until a satisfactory committee is constituted. Once the committee is constituted, the Affirmative Action Officer for Faculty and Administration shall appoint one of the members as chair.

The purpose of the investigation is to establish whether there is a reasonable basis for believing a violation has occurred.

Initial Determination

The committee will be given copies of the formal complaint and of the response by the accused. The committee chair shall convene the committee within fourteen (14) days. Upon first convening, the commitee shall acquaint itself with these procedures. The committee shall then make an initial determination on the basis of the written complaint and the written response of the accused individual whether there are sufficient facts alleged to make it appear that grounds for the complaint exist and that a formal hearing should be held.

If the initial determination is affirmative, the committee shall set a date, time, and place for a hearing and notify the complainant, the accused, and the Affirmative Action Officer for Faculty and Administration. If the initial determination is negative, the committee will report this to the Affirmative Action Officer for Faculty and Administration stating the reasons for the negative decision, and there shall be no further proceedings under this Procedure. Copies of the report of the initial determination shall be sent to both the complainant and the accused.

Procedural Rules

Unless overruled by a majority of the committee, rulings of the chair shall be final on all questions except those pertaining to the initial determination and the substance of the findings and recommendations of the committee which are sent to the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs.

The chair of the committee may establish such rules, within the general guidelines of these Procedures, as deemed necessary.

The chair of the committee shall arrange for the official tape recordings of the hearing. No other recording or transcription of the hearing shall be permitted unless specifically authorized by the committee chair. Upon request of either party, the chair shall arrange for the parties to be given, as soon as possible after each session of the hearing, a copy of the official tape recording. The University will assume costs associated with the tape recordings.

Three (3) members of the committee, one of whom must be the chair, shall constitute a quorum for transaction of the business of the committee. No member who is absent during any part of the hearing may participate in the preparation of findings and recommendations of the committee.

At the hearing, the complainant shall present evidence following which other evidence shall be presented by the person accused, as well as other evidence presented, all in accordance with the complaint procedure set forth below.

Academic Affirmative Action Complaint Procedures

The chair of the committee shall:

1. Call witnesses before the committee as requested by the complainant, the accused, and members of the committee;
2. Maintain an orderly hearing and permit no person to be subjected to abusive treatment (ejecting or excluding anyone whose conduct is disorderly);
3. Convey to all participants the seriousness of the proceedings and admonish them to be truthful;
4. Actively participate in questioning witnesses and reviewing information to try to determine the facts of the case.

Witnesses unable to attend in the opinion of the committee may submit written or taped statements to the committee. Such inability to attend shall be found only in cases of serious illness or death of the witness or a family member, or physical absence from the area due to pre-existing plans which cannot be changed.

The complainant and the person accused shall be permitted to:

1. Examine all evidence presented to the committee;
2. Present evidence available to them and question witnesses;
3. Present an oral or written argument, or both, prior to the conclusion of the hearing.

The complainant and the person accused shall be permitted to be represented by any other member of the university community (faculty member, administrator, staff person, or student) who is willing to serve with the exception of attorneys admitted to the practice of law before any state or federal court. Any rights conferred on the parties at the hearing by these Procedures may be exercised by their respective representatives.

At the hearing, the members of the committee may ask questions of any witness, of the complainant, or of the person accused.

At the hearing the following persons should be present: the committee members, the complainant, and the person accused and their respective representatives, and the current witness.

Because of the sensitive and confidential nature of the subject matter, the hearing shall be closed unless all parties agree to an open hearing. The hearing will be conducted in a manner to protect

the confidentiality interests of all parties. All reasonable action will be taken to assure that all parties involved will suffer no retaliation as the result of their activities in regard to the proceedings.

Any correspondence, notices, and evidence which is exchanged, shall be distributed to the complainant and to the person accused.

Findings and Recommendations

Following conclusion of the hearing, the committee shall meet in executive session, with all other persons excluded. In this session, the committee shall prepare its findings of fact and recommendations to the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs for resolution of the complaint. Executive sessions of the committee shall not be taped.

The committee shall make its written report as promptly as possible, but not later than thirty (30) days after the last hearing date to the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs with copies to the complainant and to the person accused. The official recording of the hearing and the committee's file on the proceedings shall be forwarded with the written report of the committee.

In its deliberations, the committee shall consider no evidence other than written, oral, or taped testimony at the hearing.

Final Decision

Upon receipt of the report of the committee, the Vice President shall review the findings and recommendations of the committee and decide upon the action to be taken on the committee's recommendation.

The Vice President shall send a Notice of Decision promptly to the complainant, to the person accused, to the committee, and to the President, unless the Vice President returns the matter to the committee for clarification or further proceedings as appropriate. In either case, this action shall occur not later than thirty (30) days after receipt of the report.

If the complaint was found to be without merit, appropriate steps will be taken so that individuals will be advised of the determination of the proceeding. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously will be subject to discipline according to established University procedures.

The decision of the Vice President in each case is final.

Timeliness

It is expected that all procedures will take place in a timely fashion, and that all parties involved shall strive to adhere to the time limits established in these Procedures. However, mitigating circumstances may delay a particular action beyond its deadline, and such a delay should not be construed as a procedural violation, as long as the involved parties are acting in good faith. In any event, it is expected that a final resolution will be reached within twelve (12) months from the date of the initial complaint.

The term "days" used throughout these procedures is defined as university working days.

UNIVERSITY OF SOUTH ALABAMA
GUIDELINES FOR FACULTY AND ADMINISTRATIVE SEARCHES

This document is meant to serve as a guideline for deans, department chairs, and search committees involved in filling vacant or new faculty and administrative positions within the academic affairs division. A separate policy governs searches for endowed chairs. Items marked with an asterisk (*) are those actions required by the University's Affirmative Action Plan, by Consent Decrees, and by Federal, State, and Immigration laws in the following step-by-step procedures. All correspondence, including advertisements, brochures, and flyers must include the Affirmative Action/Equal Opportunity/M/F/D statement.

All efforts to fill academic positions will be directed toward choosing the most qualified individual based upon professional qualifications, personal integrity, and affirmative action/equal opportunity considerations. These procedures are designed to assist academic personnel in completing the search process in an efficient and effective manner.

While affirmative action and consent decree requirements have been incorporated into the following procedures, this does NOT replace the need for all persons concerned to be familiar with the Affirmative Action Plan, Consent Decree Requirements, and State and Federal laws. Deans, department chairs and their representatives are responsible for implementation of the University Affirmative Action Plan, compliance with Federal and State laws, and Consent Decrees. Therefore, the Faculty Personnel Coordinator will meet initially with each search committee to review the search procedures prior to the beginning of an approved search.

SEARCHES FOR TENURE-TRACK FACULTY POSITIONS

DEPARTMENT CHAIR

-When a vacancy occurs, or a new position is approved, analyze departmental needs (with input from faculty) to determine the type of individual needed.

-"Request Authority to Fill Vacancy" form (Academic Affairs Form #1) should be completed and forwarded through the approval process, i.e., chair to dean, dean to Sr. VPAA.

NOTE: Academic Affairs Form #1 includes recommendations for search committee composition. *All search committees must have at least 25% female representation. If it is not possible to meet the 25% female requirement within a department, faculty members from other departments should be included.

SEARCH COMMITTEE/DEPARTMENT CHAIR

-Invite the Faculty Personnel Coordinator to the first committee meeting.

-Determine and specify in writing the minimal qualifications, as well as any specific requirements, for an acceptable applicant. (Qualifications will usually be those that would suggest a reasonable expectation that the applicant could achieve tenure in his/her discipline.)

-Set up a tentative schedule for the screening process.

-Prepare an announcement/advertisement for the position to include:
  Position, rank, discipline
  Starting date
  Minimal credentials required

Application materials required (letter of interest, vita, transcripts, etc.)
Closing date for receipt of applications
*AA/EEOC/M/F/D Statement

-*All academic positions must be advertised in the Chronicle of Higher Education and the Affirmative Action Register, and notice of vacancy must be forwarded to the Southern Regional Education Board (SREB).

-Forward requisitions for each advertising source, with attached advertisement, through the approval process.

-Notify other universities/agencies of the vacancy.

-Circulate position announcement on campus, if applicable.

-*Check the SREB Faculty Data Registry, the CIC Directory, and the Women and Minorities Directory (housed in the Office of Academic Affairs) for doctorally-prepared minority candidates.

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At this point, the Search Committee will begin preparing for the arrival of applications.

-*Start a list of all applicants/nominees received with name, address, and telephone number. (This list is required documentation for the Affirmative Action Search Report at the conclusion of the search; it is easier to do the list as applications are received rather than at the end of the process.)

-Create a file immediately upon receipt of an application/nomination--one file for each applicant. (These files must be retained for at least three years.)

-*Send an acknowledgement letter citing the requirements for a completed file, i.e., Biographical Data Form, three letters of reference, and original transcripts from all institutions of higher learning, with a Biographical Data Form and an Affirmative Action Card enclosed. The letter should also include the statement, "Proof of U.S. citizenship or other authorization to work in the United States will be required within three (3) days after employment."

-Normally references are contacted by telephone (in addition to the requested written reference), but special care must be taken to keep all information confidential, using it only for administrative purposes.

-After the screeening and evaluation process is completed, the Committee will select two (2) or three (3) candidates to recommend to the dean and vice president for campus interview.

-Selected candidates will be contacted, invited to campus, and arrangements (lodging, interview schedule, meals, escorts, etc.) will be made and published for all interested parties.

NOTE: Interviews should be scheduled with the following individuals:

Search/Screening Committee
Department faculty
Department Chair
College Dean
President
(The President interviews faculty candidates at the rank of Associate and/or full Professor only.)

Dean of the Graduate School
Sr. Vice President for Academic Affairs
(The Faculty Personnel Coordinator will meet with each candidate for 10-15 minutes prior to the VPAA interview to provide information about fringe benefits and to complete the I-9 form.)

-Schedule a scholarly presentation and teaching demonstration to be made by the candidate where appropriate.

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-Conduct interviews. (A specific interview process must be determined prior to the actual visit. A paper trail is always advisable.)

-Solicit reactions from those people who meet with the candidate(s) during the interview process.

-Evaluate candidates, including the solicited responses.

-Prepare a report (from the Committee) to submit to the department chair listing the strengths and weaknesses of each interviewed candidate, along with the recommendation to appoint or not to appoint.

NOTE: Recommendation to the dean will be used for recommending candidates for appointment to the Senior Vice President for Academic Affairs and should include:

-completed files of interviewed candidates
-perceived strengths and weaknesses of each candidate--stating whether or not the candidate is acceptable with justification for the preferred candidate(s)

When/if a candidate is recommended for appointment, and after the appointment letter has been issued and the appointment accepted by the candidate, the Committee should notify all other applicants that the search has been successfully completed.

The Committee completes the Affirmative Action Report and forwards it through channels to the Faculty Personnel Coordinator in the Office of Academic Affairs. Supporting documentation should be attached to the Report: the listing of names, addresses and telephone numbers of all applicants, advertisement copy, recommendations, evaluations, and any other pertinent information relating to the search/screening.

NOTE: If no qualified applicants are found through the above process, or if the recommended candidate declines the offer of appointment, the search will be closed and a new search opened following the same procedure(s) and reported accordingly.

SEARCH FOR NON-TENURE-TRACK FACULTY

Procedures for filling non-tenure-track faculty positions or for filling temporary positions (full time appointments for terms less than a full academic year) are the same as above, except advertising may be done on a local or regional basis rather than on a national basis and scholarly presentation may not be necessary.

SEARCH FOR PART-TIME FACULTY

The department chair may search for and recommend part-time appointments in consultation with the department faculty and dean of the college. Advertising may be done on a local level. Interviews need not go beyond the department and a scholarly presentation may not be necessary. the college.

Following completion of the interview process, a recommendation for employment to part-time faculty status should be forwarded, with a completed file, to the dean and to the Senior Vice President for Academic Affairs. Part-time faculty are interviewed and approved one time, but may be employed subsequent quarters as needed. A roster of approved part-time faculty is maintained by the Faculty Personnel Coordinator in the Office of Academic Affairs.

UNSOLICITED APPLICATIONS FOR FACULTY POSITIONS

Each department/academic unit should have established policy for dealing with unsolicited applications and faculty position inquiries. Several possible options are suggested below.

-If an unsolicited application is received and no suitable position exists, the inquiry should be acknowledged accordingly .

-All unsolicited applications should be kept on file for 90 days. Applicants should be informed that materials are retained for a 90-day period and after 90 days, a new application is required if the applicant wishes to be considered for future vacancies.

SEARCHES FOR DEPARTMENTAL CHAIRS

Searches for departmental chairs should follow the same procedures as specified for tenure-track faculty positions with the following exceptions:

-The dean will submit the initial request for a search (Academic Affairs Form #1) and will recommend names for the search committee on that form. The committee should include a chair from another department as a member of the committee. As with all committees, *the composition must be 25% female.

-Interviews with other department chairs in the college and with the deans (or their representative) from other colleges served by the department concerned should be included.

-The recommendation for appointment should include the recommendation for faculty rank as well as the recommendation for appointment to chair. Two appointment letters will be issued: one for the faculty and one for the chair.

ACADEMIC ADMINISTRATIVE SEARCHES

Searches for administrators should follow the same procedures as specified for tenure-track faculty and chair searches with the following exceptions:

-The President will appoint the search committee for vice presidents, deans, and directors. The appropriate dean/director will appoint for assistant/associate deans/directors.

-Membership of the committee should include a dean/associate dean from another college and a representative from the Faculty Senate. Normally, a dean/associate dean will chair the committee.

-The interview process should include the opportunity for the following individuals to meet with the candidate(s):

Search Committee
Faculty of appropriate academic unit(s)
Graduate Dean
Vice Presidents
President
Faculty Senate
Deans and Associate Deans, including the Dean of Student Services

-Candidates will be asked to give a presentation (scholarly/philosophical) which should be open to all interested persons, especially the faculty members of the candidate's discipline.

-The department in which the candidate would hold faculty rank will be asked to submit a written recommendation to the search committee concerning the tenurability of the candidate.

-The search committee will make recommendation to the appointing authority.

-The finalist (for positions of vice president, dean, director) may be invited to visit the campus a second time. The candidate's spouse may be included in the second visit with prior approval.

INTERNAL ADMINISTRATIVE SEARCHES

Normally all faculty and academic administrative positions are filled following both a nationally and internally advertised search process. In certain instances, however, the University may elect to limit the search process for a dean, assistant/associate dean, or director to internal applicants. An internal search could be justified in any of the following circumstances:

-When there is consensus that a qualified individual is already within the University's employ and there is urgency to fill the position in order to prevent prolonged disruption of University services;

-When there is evidence that an internal search would provide an opportunity to comply with the University Affirmative Action Plan by appointing a qualified minority and/or female who is already within the University's employ;

-When there are fiscal constraints.

In such cases, the appropriate vice president, in consultation with the dean or other appropriate administrative head may declare an internal search to fill a vacancy. Internal searches should be conducted in the same manner as externally advertised searches with the exception of limiting the position announcement to the University community.

***Final reporting must be made on ALL search activities using the Affirmative Action Report Form.**

SPECIAL CONSIDERATION FOR ACCREDITATION REQUIREMENTS

The Southern Association of Colleges and Schools requires that every institution of higher learning demonstrate that:

-each full- or part-time faculty member has completed AT LEAST 18 graduate semester hours in the teaching discipline, and

-holds AT LEAST a Master's degree, or holds the minimum of a Master's degree with a major in the teaching discipline,

-or justify, in exceptional cases, outstanding professional experience.

All faculty search committees are asked to assure compliance with this requirement during the applicant screening process BEFORE interviews are requested. Therefore, it is suggested that transcripts be requested when applicants are being placed on the "short" list in the screening process. Original transcripts must be a part of the completed file which is forwarded to the President when the candidate is recommended for appointment, so requiring them early saves time in the final appointing process. No full-time or part-time faculty will be appointed who do not meet these criteria.

The deans and departmental chairs are responsible for assuring that each full- and part-time faculty member meets these criteria.

SEARCH COMMITTEE CHECKLIST

_____Academic Affairs Form #1 approved; search committee composition is 25% female

_____Search guidelines received and reviewed with Faculty Personnel Coordinator

_____Advertisement/announcement drafted, approved, and submitted to:

____Chronicle of Higher Education-issue of_____

____Affirmative Action Register-issue of_____

____SREB

____Other _____

_____Search schedule determined; time-line for screening, interviewing, recommendation

_____SREB Faculty Data Registry and CIC Directory reviewed for potential minority/black candidates

****

_____Letters of acknowledgement mailed with Affirmative Action Card and Brochure

_____Applicant materials reviewed; calls made as necessary

_____Two candidates recommended for interview _____

_____

_____Interview schedule completed; lodging, meals, and transportation arranged

_____Interviews evaluated; evaluations reviewed

_____Recommendations forwarded through approval channels

****

_____Thank you letters mailed to unsuccessful applicants with materials returned (if requested)

_____Affirmative Action Report completed and forwarded to the Faculty Personnel Coordinator

AFFIRMATIVE ACTION REPORT

This report is to be completed at the conclusion of each search process. A list of names, addresses, and telephone numbers of all applicants should be attached to this report, along with any other documentation pertaining to the search, i.e., copies of the advertisement, phone call records, correspondence, etc.

SEARCH COMMITTEE COMPOSITION: Total #_____ Males_____ Females_____

SEARCH BEGAN_____ TENURE-TRACK POSITION_____ NON-TENURE-TRACK POSITION_____

BPN_____ DEPARTMENT_____ RANK_____

ADVERTISEMENT/ANNOUNCEMENT (copies attached) SUBMITTED TO:

CHRONICLE OF HIGHER EDUCATION - ISSUE DATE _____

AFFIRMATIVE ACTION REGISTER - ISSUE DATE_____

SREB_____ OTHER SOURCES_____

NUMBER OF INQUIRIES_____ (List is attached)

NUMBER OF COMPLETED APPLICATIONS_____

NUMBER OF INTERVIEWS_____

DATES OF CAMPUS INTERVIEWS_____

RECOMMENDATIONS FORWARDED _____

SEARCH RESULTS: NAME OF APPOINTEE_____

RANK_____

EFFECTIVE DATE_____

****

APPLICANT PROFILE

The information below will be completed by the Faculty Personnel Coordinator from the returned Affirmative Action Postcards.

Cards Returned_____ % of Return_____ Males_____ Females_____

Black_____ White_____ Hispanic_____ Asian_____ Indian_____

Section 504_____ Vietnam Era Veteran_____ U.S. Citizen_____ Other_____

PART NINE: POLICIES AND PROCEDURES PERTAINING TO THE COLLEGE OF MEDICINE

I. Introduction

The faculty of the College of Medicine are employees of the University of South Alabama and, therefore, are entitled to the rights, privileges, and fringe benefits which pertain to all University faculty members. Therefore, many of the policy and procedure statements contained in the preceding parts of the Faculty Handbook also pertain to the faculty of the College of Medicine. However, the College of Medicine has, since its inception, evolved some policies and procedures which differ from those contained in the Faculty Handbook. This is an effort to provide the faculty of the College of Medicine with a handbook which provides information relevant to their employment at the University of South Alabama in general, as well as the College of Medicine specifically.

Bylaws of the Faculty Organization of The University of South Alabama College of Medicine

Article I: Name

The names of the bodies constituted in this document shall be the Faculty Assembly and the Executive Council of The University of South Alabama College of Medicine, Mobile, Alabama.

Article II: Academic Affairs

It shall be the purpose and objective of the Assembly and the Executive Council to achieve and maintain levels of excellence in all aspects of medical education, research, and health service at the University of South Alabama College of Medicine. The Executive Council shall act as the principle policy-making and governing body of the Medical School subject to the Rules and Regulations of the Board of Trustees of the University of South Alabama. The Dean, as the administrative officer, is responsible for approval of and implementation of all policy decisions subject to the approval of the Vice President for Medical Affairs. The Assembly and the Executive Council shall, in accordance with the powers delegated to the faculty by the Board of Trustees of the University of South Alabama, be responsible for:

a. all matters pertaining to the curriculum and academic achievements and deficiencies;
b. the promotion of studies and approval of candidates for certification for graduation;
c. the establishment and maintenance of the optimum environment and opportunities for faculty development; and,
d. the admission process; admission to the College of Medicine is under the direction of the Committee on Admissions; this committee is considered to be an action committee charged with developing guidelines for admission based upon policies established by the Board of Trustees.

Section II. Administrative Affairs

The members of the Executive Council shall exhibit an active interest in the progress and future of the Medical School and shall be responsible for active participation in major planning for the College of Medicine and the campus as a whole. They shall accept responsibility for performing those functions essential to the maintenance and conduct of programs of excellence in all activities of the school. Therefore, within the limitations of the Rules and Regulations of the Board of Trustees of the University of South Alabama they must:

a. be consulted by the Dean on general administrative affairs of the Medical School and on matters pertaining to the future development of the University of South Alabama College of Medicine;

b. serve on school committees and accept other responsibilities as deemed neccessary and appropriate; and,
c. have the privilege of reviewing (and challenging) the functions of all administrative services within the institution that affect directly the teaching, research, and service activities of the medical faculty.

Section III. Student Affairs

Since the Medical School exists primarily as an education endeavor, the members of the Assembly and the Executive Council shall exhibit an active interest in student affairs.

A. The Assembly and Executive Council have responsibilities to establish and to maintain high standards of ethical, moral, and personal conduct by the student body.
B. Insofar as practical, and within the rules and regulations of the University and pertinent laws, the conduct and regulation of student activities, other than those relating to academicv matters, shall be controlled by the students acting through their own established organization constitution and rules.
C. Consideration shall be given to appropriate student representation on committees and in various functions as defined by the faculty bodies.

Article III. Membership

Section I. Medical Faculty Assembly

The Assembly shall consist of all members of the active faculty of the Medical College holding the rank of Professor, Associate Professor, Assistant Professor and Instructor. Each member shall have one vote.

Section II. Council

The Executive Council shall consist of the Dean, the associate deans, not to exceed three in number, all chairs of academic departments of the Medical School and three at-large members elected by the faculty assembly for a term of three years, each with one vote. Any voting member may send a departmental representative to vote in his/her absence. The assistant deans, the Administrator of the University Medical Center, the Director of the Graduate Program, the President of the Health Services Foundation, and the Chair of the Assembly shall be ex-officio members of the Council. Unless otherwise entitled, they may not vote or second motion.

Article IV. Officers

Section I. Executive Council and Faculty Assembly

A. Chair

The Dean shall chair all sessions of the Executive Council. The Faculty Assembly shall elect to its own chair as described under Article VIII and this person shall chair all its sessions.

B. Vice-Chair

1. There shall be a Vice-Chair of the Executive Council to be elected annually by the Executive Committee from its membership according to the rules of Article VIII.

2. There shall be a Vice-Chair of the Assembly to be elected annually by the Assembly from the membership according to the rules of Article VIII. It shall be the duty of that person to preside over meetings of the Assembly in the absence of the Chair.

C. Secretary

1. There shall be a Secretary of the Executive Council to be elected annually by the Council from its membership according to the rules of Article VIII. It shall be the duty of that person to keep minutes of the meetings of the Assembly and to distribute notices of meetings and all necessary information for the Council to do its business.
2. There shall be a Secretary of the Assembly to be elected annually by the Assembly from its membership according to the rules of Article VIII. It shall be the duty of that person to keep minutes of the meetings of the Assembly and to distribute notice of meetings and all necessary information for the Assembly to do its business.

Article V. Committees

There shall be a committee on Committees composed of a Chair and four other members of the Assembly to be elected annually from its membership at the June meeting. Elected members of that committee shall serve two-year staggered terms. At no time shall there be more than one representative from a department on this committee. The function of this committee shall be to advise and consult with the Dean on the membership of committees reporting to the Dean as outlined in Section II. The Dean will appoint members to the latter individual committees.

Section II. Standing Committees

1. There shall be the following standing action committees of the College of Medicine as described in Article V, Section I:
   A. Admissions Committee
   B. Animal Care and Use Committee
   C. Committee on Standards in the Conduct of Research
   D. Continuing Medical Education Committee
   E. Curriculum Committee
   F. Faculty Committee on Appointments, Promotions and Evaluations
   G. Faculty/Student Liaison Committee
   H. Patent Committee
   I. Protection of Human Subjects Committee
   J. Research Advisory Committee
   K. Student Evaluation and Promotion Committee
   L. Student Research Committee
   M. Space Assignment Committee

2. There shall be representation on standing committees of the University.

   A. Biohazards Committee
   B. Radiation Safety Committee

3. There shall be representation on the Faculty Senate of the University as specified by that body elected by the Assembly for three year terms.

Section III. Committee Membership

A. The members of the standing committees shall be appointed as described in Article V, Section I. Committee membership is restricted to members of the Assembly, regularly enrolled medical students and, in special cases, others who may be invited to serve.
B. The term of service by voting members of standing committees generally should not exceed three years.
C. If ad hoc committees are created, appointment shall be by the Dean. The committees shall not exist beyond the academic year in which appointed unless specifically appointed for a longer period.
D. Committee chairs, on request, shall submit a written report to the Chair of the Assembly.

Article IV. Jurisdiction

Section I. Jurisdiction

The Executive Council and the Assembly shall consider all matters that affect directly or indirectly the ability of the faculty to carry out their program of teachng, research, and patient care in the medical school. The Executive Council shall consider any matters referred to it by the Assembly, the Dean, the Vice President for Medical Affairs, the President or the Board of Trustees. It may submit recommendations on any matters affecting the interests of the medical school to the Dean for action or transmittal to the President and the Board of Trustees.

Section II. Protests of Executive Council Action

After each monthly report of the Executive Council, members of the Assembly may submit individually signed protests concerning Council action. If such protests concerning any given item are received from at least twenty (20) percent of the Assembly, the Chair must present the protested item for reconsideration by the Council at the next regularly scheduled meeting.

Section III. Repeal of Executive Committee

In the event the protests of Council action by the members of the Assembly have led to a reconsideration of the action by the Committee and in the event that further protests are made by fifty (50) percent or more members of the Assembly, the protested item must be presented by the Chair at a special meeting of the Assembly. In this special case, it shall be the prerogative of the Assembly to affirm, modify, or rescind the previous Council action by a three-fourths vote of the entire Assembly membership.

Article VII. Meetings

Section I. Regular Meetings

A. A regular meeting of the Executive Council ordinarily will be held each month of the year. Council members may submit items for the agenda up to three days prior to the next meetings.
B. A regular meeting of the Assembly should be held twice yearly, fall and spring. Written notice with the agenda of the meeting of the Assembly shall be sent to the membership by the Chair one week in advance of the meeting. Assembly members may submit items for the agenda up to two weeks prior to the meeting of the Assembly.

Section II. Special Meetings

A. A special meeting of the Executive Council may be called by the Chair, or upon request in writing from four members of the Council of twenty-five percent of the Assembly. Written notice and agenda will be consistent with the urgency of the problem.
B. A special meeting of the Assembly shall be called:
   1. at the direction of the Executive Council;
   2. upon request from the Dean;
   3. upon request of ten percent or more members of the Assembly.

Written notice of such special meetings with agenda shall be sent to all members one week in advance of the meeting.

Section III. Quorum

A majority of the voting membership of the Executive Council shall constitute a quorum for the transaction of its business. Twenty-five percent of the listed membership of the Faculty Assembly shall constitute a quorum for the transaction of its business.

Section IV. Rules of Procedure

Robert's Rules of Order-Revised shall govern the conduct of all meetings. The secretary shall act as a Parliamentarian.

Section V. Records and Reports

A full set of minutes of each meeting of the Executive Council and Assembly shall be recorded and a copy sent to the Dean of the Medical School for permanent filing. A copy of the minutes of a meeting shall be made available to any Assembly member upon request.

Article VIII. Elections of Faculty Assembly Officers

The faculty Assembly officers (President, Vice President, and Secretary) shall be elected at the fall meeting for one-year terms (September 1 to August 31). A list of candidates will be formed by: 1) nominating petition signed by five assembly members; 2) nominations from the floor.

Election to office will require a majority of the members present and voting. Voting will be by secret ballot.

Article IX. Revision of the Bylaws

Revision of the bylaws shall require agreement by two-thirds majority of the entire Assembly.

POLICY FOR GRANTING TENURE - COLLEGE OF MEDICINE

1. Professors and Associate Professors holding tenure at other institutions may receive tenure when appointed to the faculty of the University of South Alabama College of Medicine.
2. Individuals recruited from outside the institution at the rank of Professor or Associate Professor who are not appointed with tenure should be considered for tenure after probationary periods of 4 and 5 years, respectively.

3. Tenure for faculty promoted from within the University of South Alabama to the rank of Associate Professor will be considered after a three-year probationary period as Associate Professor provided that the total duration of non-tenured appointment at the University of South Alabama does not exceed seven years. If prior appointments at the University of South Alabama exceeded four years, the length of service as Associate Professor before tenure eligibility will be reduced so that the total non-tenure appointment does not exceed seven years.
4. Instructors and Assistant Professors will never be eligible for tenured appointments.
5. Instructors and Assistant Professors must be recommended for promotion to the rank of Associate Professor prior to the end of the seventh year of service in the College of Medicine at the University of South Alabama. A recommendation relating to tenure for such individuals must accompany the promotion recommendation.
6. Credit for previous full-time service at other colleges of medicine may be granted up to a maximum of three years. If credit is granted, the number of years will be designated in the letter of appointment.
7. Permanent or continuous tenure is granted on September 1 closest to the date of initial appointment and following the satisfactory completion of a period of probationary service as a full-time member of the University of South Alabama faculty.
8. Tenure acquisition requires specific procedures and approvals. It is never automatic, regardless of the number of years of service.
9. Notice of non-reappointment will be given on or before September 1, during or at the end of the probationary period. In such instances of non-reapppointment, the period of non-tenure service is extended one additional year, which year is the terminal year of appointment. Therefore, for an individual who is non-reappointed at the end of his/her probationary period, the period of probationary period is extended one year to provide one year notice of non-reappointment.
10. The recomendation for tenure originates with the departmental chair. Following action of the departmental chair, further processing involves the Faculty Committee on Appointments, Promotions and Evaluations, Dean of the College of Medicine, and the Vice President for Medical Affairs. Final administrative action is taken by the President of the University who submits the recommendation to the Board of Trustees. Tenure is granted only by the Board.
11. Time spent on leave does not count toward the required probationary period. Prior service at the University of South Alabama does so count.
12. Where this tenure policy differs from the 1940 Statement of Principles on Tenure, this policy wiill supersede the 1940 Statement.

INDEX