

**COLLABORATIVE TEACHING**

**PROBLEM SOLVING**

**INTELLECTUAL TRANSFER**

**SOCIAL COMMITMENT**

**WHERE HISTORY MEETS THE FUTURE**

Approved by the Faculty and Board of Trustees of Tougaloo College October 13, 2017

### CERTIFICATE OF RECEIPT

**TOUGALOO COLLEGE FACULTY HANDBOOK**

By my signature, I accept receipt of the 2017 version of the *Tougaloo College Faculty Handbook,* and I accept responsibility for abiding by all policies and procedures written herein.

Full Name (printed)

Signature

Date

### TABLE OF CONTENTS

Message from the Handbook Committee 1

Section I – Institutional Information. 3

Section II – Governing Board and Administration 6

Section III – Faculty Employment Policies and Procedures 8

Section IV – Administration and Governance 26

Section V – Faculty Evaluation: Reappointment, Promotion, and Tenure 35

Section VI – Retirement, Resignation, and Dismissal 50

Section VII – Absence from College 53

Section VIII – Benefits 57

Section IX – Campus Facilities and Services 62

Section X – Extracurricular/Co-Curricular Events 63

Section XI – Policies and Procedures for Revising the Faculty Handbook 64

Section XII – Faculty Handbook Interpretation 66

Appendix – Forms 67

[Index 105](#_TOC_250000)

MESSAGE FROM THE FACULTY HANDBOOK COMMITTEE

It is a measure of the transformative leadership of our President and Provost that the faculty - as a matter of policy - is entrusted with the key responsibility of writing and revising the *Faculty Handbook*, a significant, living, breathing document that speaks to the meaning of academic freedom and the collaborative principles driving liberal studies. Thank you – for our future.

We also take this occasion to express our gratitude for the brave institution builders who have preceded us – leaving a legacy of resilient internal systems, designed across decades, to support our work as scholars, teachers and change agents. Thank you – for our history.

The immediate intent of the *2017 Faculty Handbook* is to illuminate the institutional infrastructure and underpinnings of our employment at Tougaloo College. Towards that end, the *Handbook* delineates key policies we are expected to understand; procedures to which we are expected to conform; and responsibilities we are expected to embrace.

So too are there a few inviolable rules. In the unlikely event of misconduct

or irreconcilable differences, the *Handbook* provides procedural clarity for conflict resolution, grounds for termination, and recourse for grievances.

The *Handbook* further highlights the privileges we are afforded as members of the esteemed Tougaloo community.

Our intention, of course, is much larger than the recitation of rules and regulations. Our overarching objective is that we build forward together as active participants in collective governance - with the *Handbook* providing a shared procedural vocabulary and frame of reference for navigating the landscape of higher education.

Academia is not an abstraction. It is a workplace. OUR workplace. And the Faculty Handbook Committee encourages a collective sense of ownership, optimism, and opportunity. It is an immense privilege to pursue our chosen fields of study in a historic sanctuary for scholarship and human rights.

It is a fundamentally positive labor of love to focus our collective capacity for critical analysis on the well-being of the College. We are participants in an interactive process of institutional advancement, with responsibilities that reach beyond the classroom to the full academic, administrative, and co-curricular life of the Tougaloo community.

The Committee encourages faculty to be attentive to a myriad of institutional issues, including cultural competence, transparency, efficiency, innovation, fiscal responsibility, foresight, accountability, media literacy, new technology, civic engagement, experiential learning, curriculum development, global connectivity, agile crisis management, and the many external exigencies that may impact the sustainability of the College.

The quality of the working relationship between faculty and administration is necessarily predicated on reciprocal collegiality - grounded in shared commitment to the College; animated by the convergence of conscience, creativity and intellect; and lifted by the inspirational principles of participatory democracy, critical inquiry, and social commitment.

Finally, this work was undertaken in honor and memory of formerly enslaved children, family, and friends denied the human right to education

Signed,

X

The Faculty Handbook Committee

Timothy Craig Howard, J.D., LL.M, Esq., Chair

Dr. Roshunda Harris-Allen, Vice Chair and Recorder Dr. Jinghe Mao

Professor Susan Springer Dr. Brenda Wilder Professor Atef Al-Dabbour Dr. Bidisha Sengupta

Dr. Gary Chong

Professor Kimberly Morgan-Myles

##### Institutional Information

* 1. Mission Statement

Tougaloo College prepares its students to be lifelong learners, who are committed to leadership and service in a global society through its diverse undergraduate and graduate programs. The College is accessible to all persons, while making students aware of its rich legacy as an independent, historically black liberal arts institution affiliated with the United Church of Christ and Christian Church (Disciples of Christ).

* 1. Vision Statement

As a thriving internationally-recognized institution, Tougaloo College will prepare its graduates to be productive in their time and lead the change for a better world.

* 1. History of the College

Tougaloo College is a private, coeducational, historically black, four-year liberal arts institution committed to the human rights of all people.

But first and foremost, Tougaloo is an HBCU. Our institutional identity, mission, and vision are rooted in the “constant struggle” for freedom. The Tougaloo narrative is inextricably intertwined with the legacy of slavery, Black Codes, Jim Crow, and the enduring injury of systemic racism and structural inequality. Our narrative remains inseparable from the tradition of dissent. And our narrative is forever lifted by the genius of African-American creativity, the resilience of African-American faith, and the resonance of African-American culture.

Hence, it is the ‘a priori’ assumption - indeed the explicit expectation - that the Tougaloo community will embrace a collective commitment to African-American freedom: mind, body, and spirit - and by extension and inclusion, a commitment to the universal human rights of **all** people.

As we exercise our own rights as educators at an HBCU, we do so within a historic normative framework, informed by the imperatives of critical inquiry and justice.

In 1869, hanging in the balance of Emancipation and atrocities yet to come, the American Missionary Association of New York purchased five hundred acres of land that had long been known as the Boddie Plantation to establish a training school for young people born into slavery. Steeped in blood, sweat, tears, and brilliance, Tougaloo College still sits on those evocative 500 acres of fertile ground, located on West County Line Road in Madison County, on the border of Jackson, Mississippi.

In 1871, on the edge of Reconstruction, the Mississippi State Legislature granted the fledgling freedom school a charter under the name “Tougaloo University.” It was recognized as a teacher training school. But within twenty years, the State rescinded its financial support. Nonetheless, and in what can be characterized as a triumph of God’s

grace working though man, courses for college credit were offered in 1897. And in 1901, the first Bachelor of Arts degree was awarded to Traverse S. Crawford.

In 1916, the name of the institution was changed to Tougaloo College. Six years after that, the Home Missionary Society of the Disciples of Christ obtained a charter from the Mississippi State Legislature to establish Southern Christian Institute (SCI) in Edwards, Mississippi. Determining later that Tougaloo College and SCI had similar missions and goals, supporting churches merged the two institutions in 1954, renamed the institution Tougaloo Southern Christian College, and combined resources.

The institution renewed its commitment to the full freedom and educational advancement of the descendants of slaves – and to the improvement – of what was called “race relations” – against the backdrop of state sanctioned discrimination and violence by another name: Jim Crow.

In 1962, by vote of the Board of Trustees and with the agreement of the supporting churches, our name was changed again, back to Tougaloo College. To this day, Tougaloo remains a church affiliated College where the secular and sacred converge.

Through untold sacrifice and fierce hunger for knowledge and self determination, Tougaloo garnered national respect for its high academic standards – and a hard-earned, global reputation as sanctuary for human rights defenders. The College galvanized the conscience of the country during the hopeful but brutal years of the 1960s Civil Rights Movement. Tougaloo was in the vanguard of visionary social change, serving as safe haven and strategic base for activists, artists, and public intellectuals fighting for freedom, equality, and justice.

The College’s unflinching leadership in opening its campus to the Freedom Riders and other Civil Rights workers, its grace under pressure and courage under fire, was instrumental in changing the course of economic, political and social history in the state of Mississippi, the nation – and indeed the world. Much was accomplished. Much remains to be done.

Building on our traditions of critical inquiry and civic engagement, Tougaloo continues to foster an environment animated by academic excellence and engaged learners. Tougaloo administration, faculty and students continue to challenge ourselves to build a just future of shared abundance; to prepare for the many opportunities available in a global economy; and to become the next generation of collective leaders who will, yet again, change the course of human history.

Tougaloo has added graduate programs in child development and teaching, and has introduced new undergraduate interdisciplinary curricula. Partnerships, exchange programs and networking relationships have been established with many institutions, including Brown University, Boston College, Tufts Medical and Dental Schools, the University of Mississippi Medical Center, Boston University School of Medicine, New York University, American University, Bowdoin College, Smith College, and Mississippi College School of Law.

Tougaloo College has moved forward on every front. Its graduates are distinguished and engaged in meaningful work throughout the world. As the College navigates uncertain economic exigencies and the rapidly shifting geopolitical landscape of the twenty-first century, the intellect, creativity, and conscience of our student body remain our highest priorities.

* 1. Leadership Legacy

In accord with our mission, vision, and history, in 2002, Tougaloo College welcomed its first female president to the distinguished list of those who have led the College.

|  |  |
| --- | --- |
| Reverend Ebenezer Tucker (Principal) | 1869-1870 |
| Mr. A.J. Steele (Principal) | 1870-1873 |
| Reverend J.K. Nutting (Principal/President) | 1873-1875 |
| Reverend L.A. Darling (Principal/President) | 1875-1877 |
| Reverend George Stanley Pope | 1877-1887 |
| Reverend Frank G. Woodworth | 1887-1912 |
| Reverend William T. Holmes | 1913-1933 |
| Mr. Charles B. Austin (Acting) | 1933-1935 |
| Reverend Judson L. Cross | 1935-1945 |
| Dean L.B. Fraser (Acting) | 1945-1947 |
| Dr. Harold C. Warren | 1947-1955 |
| Mr. A.A. Branch (Acting) | 1955-1956 |
| Dr. Samuel C. Kincheloe | 1956-1960 |
| Dr. A.D. Beittel | 1960-1964 |
| Dr. George A. Owens (Acting) | 1964-1965 |
| Dr. George A. Owens | 1965-1984 |
| Dr. Herman Blake | 1984-1987 |
| Dr. Charles A. Baldwin (Acting) | 1987-1988 |
| Dr. Adib A. Shakir | 1988-1994 |
| Dr. Edgar E. Smith (Acting) | 1994-1995 |
| Dr. Joe A. Lee | 1995-2001 |
| Dr. James Wyche (Acting) | 2001-2002 |
| Dr. Beverly Wade Hogan | 2002- present |

* 1. Accreditation

Tougaloo College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, bachelor, and masters. Tougaloo College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Tougaloo College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](http://www.sacscoc.org)).

#### Governing Board and Administration

* 1. Board of Trustees

The Board of Trustees of Tougaloo College is legally responsible for the operation of the College and determines broad policies within which the programs of the College function.

* 1. President of the College

The President of Tougaloo College is the chief executive administrator and is responsible for the effective execution of all laws relating to the College; all resolutions, policies, rules, and regulations adopted by appropriate agencies for the administration and operation of the College; and all policies, rules, regulations, and directives issued by the Board.

The President makes recommendations to the Board for appointments, promotions, transfers, suspensions, and dismissals of faculty members; observes ranked faculty members; formulates educational and administrative policies and programs for the campus; reviews, approves and authorizes expenditures once the budget has been approved by the Board; and approves all proposals which are designed to obtain funds from granting agencies.

* 1. Provost/Vice President for Academic and Student Affairs

The Provost serves as the head of the academic and student affairs of the College and reports directly to the President. The Provost reviews and recommends to the President all faculty and academic administrative appointments and is responsible for the effective functioning of all units that report directly to the Provost, including Academic Affairs, Student Affairs, Enrollment Management, the four academic divisions (Education, Humanities, Natural Sciences, and Social Sciences), the Library, and externally-funded programs of the College such as Jackson Heart Study, TRIO, and Mellon Foundation Programs.

The Provost, in consultation with the President, may hire an Associate or Assistant Provost who will facilitate the administrative functions of the Office of the Provost. The responsibilities assigned will depend on the needs of the College.

* 1. Vice President for Finance and Administration

The Vice President for Finance and Administration is a senior level administrator and reports directly to the President. This Vice President provides strategic, financial, and

entrepreneurial oversight to enhance the shaping of fiscal and administrative policies, development, use of resources, and delivery of services in supporting the College’s goals and sustainability.

* 1. Vice President for Facilities and Real Property Management

The Vice President for Facilities and Real Property Management reports directly to the President. This Vice President is responsible for overseeing the maintenance, upkeep, planning and construction of all the College’s facilities as well as managing the College’s real estate assets. The work of this Vice President is administrative and supervisory. It involves the inspection of buildings, transportation, and grounds, and coordination of special events. This Vice President is responsible for developing short and long range plans to ensure optimum maintenance, renovation, and construction of all College facilities.

* 1. Vice President for Institutional Advancement

The Vice President for Institutional Advancement reports directly to the President. This Vice President is responsible for strategic leadership in supporting, developing and directing staff towards meeting fundraising goals, improving outreach and increasing visibility of the College locally, regionally, nationally, and internationally. This Vice President is responsible for oversight of major gifts, planned giving, the annual fund, advancement services, sponsored programs and research, alumni relations, corporate and foundation relations, special events, communications, and marketing and public relations.

* 1. **Vice President for Information Technology/ Chief Information Officer** The Chief Information Officer reports directly to the President. This Vice President is responsible for overseeing, planning and managing the Information Technology Division, in order to inform future decision making. This Vice President provides College-wide leadership in areas of policy and planning for technology, including telecommunications, academic and administrative computing, network services, and related functions.
  2. Executive Director, Health and Wellness Center

The Executive Director of the Health and Wellness Center reports directly to the President. This Executive Director is responsible for all aspects of the development of the Health and Wellness Center, including short term operations and institutional sustainability.

##### Faculty Employment Policies and Procedures

* 1. Academic Freedom

The very existence of Tougaloo presupposes its commitment to an environment in which faculty members are free to seek knowledge and express opinions. This freedom applies to our teaching, service, and research. Freedom in teaching is essential to learning. Freedom in service is essential to social commitment. Freedom in research is essential to the advancement of truth. Hence, the right to free inquiry and to free and open discussion must be vigorously safeguarded within the College, so that students will be able to learn in an environment where the free exchange of ideas is valued and encouraged.

The faculty recognizes that teachers may legitimately formulate theories, adopt conclusions, and express opinions in their disciplines and areas of special competence, including ideas which are not commonly understood or accepted, even within the College community. Faculty makes such formulations in light of their responsibilities to their conscience, to their subject matter, to their students, to their profession, and to the College. At such times, the College will be especially vigilant regarding its obligation to defend the basic right of free inquiry and expression - the heart of academic freedom. This obligation is urgent in the best of times - and in perilous times - a matter of ostracism and persecution. On the other hand, reasoned criticism of the theories, conclusions, and opinions of a faculty member (i.e., rigorous peer review) will be regarded as an integral part of the free inquiry and open discussion to which the College is dedicated.

When faculty members express themselves as private individuals in the public domain, they are free from institutional censorship and discipline, but it is assumed that faculty members will be mindful of their stature in the community and influence over students, and that they will exercise good judgment in their public choices.

Faculty members must never engage in exploitation, harassment, or discriminatory treatment of students. Faculty must avoid using their positions to force their own opinions on students. All efforts must be made to ensure that students are not evaluated according to whether they seem to accept the personal opinions of their teachers. Students should not be penalized or in any way disadvantaged, should they raise objections to, or propose arguments against, the personal opinions expressed by their teachers.

If a faculty member believes that academic freedom has been violated, then the faculty member should discuss the situation with the appropriate administrative officers: the Department chair, the Division Dean, and the Provost. If the matter can be resolved at that level by mutual consent, then the resolution should be documented and retained by each officer. If the matter cannot be resolved at that level, then the faculty member may continue to pursue resolution through the President, who makes the final decision.

* 1. Tradition and Ethnic Norms

Tougaloo is a historically Black institution of higher learning with faculty members representing a variety of racial and ethnic backgrounds. The College promotes understanding of and respect for world cultures. However, the integrity of the College calls upon each member to respect our uniquely African American history and traditions.

* 1. Non-Discrimination Policy

Tougaloo does not discriminate on the basis of sex or handicap in the educational programs and activities in which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, respectively. This policy extends to both employment by and admission to the College, and to participation in all College programs. Tougaloo College also does not discriminate on the basis of race, color, religion, national origin, sexual preference or age in provision of educational opportunities or employment opportunities and benefits.

Further, the College does not discriminate against faculty, employees, or applicants for employment who are infected with the Human Immunodeficiency Virus (HIV) or who have AIDS, and who are otherwise qualified and able to perform their job responsibilities. Any such faculty member, employee, or applicant who is to perform a job in which he/she may create a substantial risk of transmitting the virus to others must notify the President of the College of the infection so the College may determine whether appropriate job accommodations can be made.

Additionally, the College will not unlawfully discriminate against any individual in hiring, discharging, or recruiting because of that individual’s national origin or, in the case of a citizen or an individual seeking citizenship, because of his/her citizenship status.

All applicants for employment will be required, as a condition of employment, to provide adequate proof of identity and eligibility for employment. The Human Resources Director will provide notice to the applicant as to which documents are legally acceptable as proof according to the Immigration and Naturalization Service regulations.

* 1. Responsibilities
     1. **Statement on Teaching and Learning Styles**

Tougaloo’s essential activity is the education of its student body through the interaction of students and faculty. And while we encourage research and service, our primary vehicle for education is teaching. To accomplish this, faculty members must exemplify academic excellence; must be devoted to the advancement and dissemination of knowledge; and must represent to students the highest ethical standards.

The College recognizes that no two teachers will teach in the same way, just as no two students learn in the same way. In the interest of continuing to improve teaching and learning practices at the College, faculty members are expected to examine – and to an

appropriate degree adjust – their teaching styles to be most responsive to their students’ learning styles. Faculty are urged to assess how their individual students collect, sift, organize, come to conclusions, and retain information for practical use to determine whether the teaching style relates as effectively as possible to the diverse types of learners who collectively form the student body.

* + 1. Workload of a Full-Time Faculty Member

A full-time undergraduate teaching load is normally 12 semester credit hours. When laboratory courses or private music lessons comprise all or part of a teaching assignment, a full-time load is normally 15 contact hours in the sciences and 16 contact hours in music.

In exceptional circumstances, a faculty member may be assigned an additional three semester credit hours or three contact hours without increased compensation. In such cases, the Provost shall provide the faculty member with a written explanation of the circumstances which require the additional assignment. The faculty member will be granted a reduction in non-teaching responsibilities during the semester in which the teaching overload is assigned, and the teaching overload will be limited to at most four different class preparations (excluding one- and two-semester hour courses).

A faculty member may not be assigned a teaching overload for two consecutive semesters without additional compensation. Nor can a faculty member be assigned an overload for more than two consecutive academic years without compensation (e.g., a faculty member may not be assigned a fall semester overload for more than two consecutive academic years).

* + 1. Part-Time Employment Outside the College

Full-time faculty members may work part-time for firms or groups which have no competing interest with the College. For such employment, a faculty member must request and receive – all in writing – approval from the Department Chair, Division Dean, and Provost. Teaching at other four-year institutions of higher learning or community colleges on a part-time basis during the academic year, while holding full-time faculty appointment at Tougaloo, is discouraged. In no case will the College approve a full-time faculty member teaching more than two courses a semester elsewhere or engaging in other types of employment which detract from or conflict with the faculty member’s responsibilities and performance at the College.

Faculty should understand that any outside employment that betrays the mission of the College will not be approved (see Appendix A, Part-Time Employment Permission Form).

* + 1. Enrollment Minima and Adjustments for Class Size

It is expected that each undergraduate course will have a minimum enrollment of eight students and each graduate course will have a minimum enrollment of five students. This guideline ensures sufficient opportunities for interactive learning and cost-efficient use of faculty time.

Although Departments are expected to adhere to the class size minima, exceptions may be granted by the Provost. These exceptions, include, but are not limited to:

* + - 1. courses required for graduating seniors or as a pre-requisite for courses required for graduation which have not been offered as indicated in the catalog;
      2. courses that are essential in a sequence of courses in a major or required for a major as a pre-requisite to other courses in the major and have not been offered as indicated in the catalog;
      3. courses necessary to satisfy the terms of a funded proposal;
      4. courses for which the class size is irrelevant (e.g., internships, tutorials or tutorial in nature, clinical courses, research or independent study, etc.);
      5. courses in a newly established degree program, emphasis, or support area;
      6. courses offered for the first time;
      7. courses in which class size is limited by availability of supplies or equipment;
      8. courses voluntarily offered by a faculty member in excess of the institutional teaching load requirements and for which the faculty member receives no additional compensation

On the first day of any class offered throughout the year, faculty members must review class size thus far. If enrollment falls below class size minima, the faculty member must notify the Department Chair, Dean, and Provost in writing via the Low Enrollment Class Recommendation Form of intent to cancel or of any exceptions that warrant continuing the class.

Before the drop/add period ends, the Provost will review actual class sizes, consider low enrollment recommendation forms submitted by faculty, and either continue or cancel the class.

Course sections should be dropped during the registration period if other sections can accommodate student scheduling needs.

See Appendix B, Low Enrollment Class Recommendation Form.

* + 1. Teaching Schedules and Classroom Assignments

Tentative class schedules are developed by the Department Chair in consultation with the department faculty and coordinated with the Division Dean. Division Deans submit all schedules and schedule changes to the Provost for approval. Classrooms are assigned by the same process.

Changes to the printed schedule, whether instructor, time, or meeting place of a class, must be approved by the Provost.

* + 1. Office Hours

Full-time faculty members are expected to maintain a minimum of 8 regular office hours per week in order to be available to students for individual academic support and counseling. The College encourages full-time faculty members to maintain additional office hours for class preparation, grading, service, research, and completing reports which may be required from various College offices.

Part-time faculty members are expected to maintain a number of office hours per week equivalent to the number of course hours of instruction for which they are responsible. Division Deans, working with the Vice President for Facilities and Real Property Management, should provide shared office space to allow part-time faculty to maintain the appropriate number of office hours.

Office hours should be included in course syllabi and posted on the office door of each faculty member at the beginning of each semester/session, and copies of office hour schedules should be submitted to the Department Chair, the Division Dean, and the Provost.

* + 1. Formal College Events

Each faculty member is required to participate in formal college exercises, including but not limited to: Founders Day, Baccalaureate, and Commencement.

* 1. Curriculum, Attendance, and Grades
     1. **Expected Outcomes**

1. Tougaloo graduates should be able to communicate in a variety of modes; translate theory into practice; and navigate and collaborate across boundaries of race, class, culture, gender, nationality, religion, and geography.
2. Tougaloo graduates should be proficient in emerging global technologies.
3. Togualoo graduates should be able to acquire and process information in a rapidly shifting global society. This should include cross-cultural thinking, talking, listening, creating, organizing, learning, imagining, envisioning, building, knowing, asking, and mediating.
4. Tougaloo graduates should be well-grounded across disciplines in the tradition of a liberal arts education.
5. Tougaloo graduates should embody the convergence of intellectual curiosity, creativity, conscience, ethics, and aesthetics in their everyday lives.
6. Tougaloo graduates should be aware of biological principles relating to health and the larger ecosystem. This should include an understanding of climate justice; the

interrelatedness of all forms of life; and the interplay between the mind, body, and spirit.

1. Tougaloo graduates should be able to work with empathy in a multi-faceted world while building on a foundation of community, self-love, and self-awareness.
2. Tougaloo graduates should have completed a program of studies in a specific discipline or area (traditionally called a major) which has equipped them with a a basic understanding of the concepts and principles of the discipline, and provided them with the skills germane to it.
   * 1. Syllabi

During the first class of each course, the faculty member is expected to issue to each student a hard copy of the syllabus. It should also be made available through the College’s online course management system. The syllabus should include the following:

1. a description of course content;
2. course prerequisites;
3. time and place of meetings;
4. instructor’s office hours;
5. required texts;
6. grading policy;
7. student attendance policy;
8. examination pattern;
9. a statement regarding academic integrity;
10. a statement regarding students with disabilities;
11. course objectives; and
12. course expected outcomes

At the discretion of the faculty member, the syllabus may include other relevant information.

The faculty member will send an electronic copy of the syllabus to the Department Chair, who will file and forward same to the Division Dean, who will file and forward same to the Provost.

* + 1. Examinations

Faculty members are encouraged to plan examinations which, along with other methods of evaluation, will assist in measuring student performance and mastery of course material and the more far-reaching outcomes of the pedagogical framework delineated by the College.

Midterm examinations should be given in all courses.

The Final Examination Schedule is an official document issued by the Provost and must not be altered without the Provost’s approval.

At the end of each academic period, the faculty member will send electronic copies of each midterm and final examination to the Department Chair, who will file and forward same to the Division Dean, who will file and forward same to the Provost.

* + 1. Student Class Attendance and Student Absence Verification Policy

Class attendance is a fundamental student responsibility. Tougaloo expects each student to attend every class meeting. In the event of an absence, students are responsible for communicating about absences with the professor and securing all missed course material. Tougaloo recognizes two types of excused absences: personal emergencies and official school activities. In the event of any excused absence, the student is allowed – indeed expected – to make up work. However, faculty may nonetheless use class absences as a factor in determining course grades.

In order to warrant an excused absence from class, students should be prepared to provide their instructor with written documentation of medical treatment, personal emergency or other extenuating circumstances.

Whether the student lives in the Residence Hall or off-campus, no medical excuses will be accepted for missing class unless the student was evaluated in the Student Health Center or by an off-campus health care provider before the missed class.

If treated at the Student Health Center, prior to missing a class, staff will provide medical excuses. If treated by an off-campus physician, the student should obtain a medical excuse from that physician.

If a student is ill in the Residence Hall and cannot attend class, it is the responsibility of the student to notify the Residential Life Coordinator.

All other absences due to the death of immediate family members, significant mental impairments, leadership conferences, military leave, and court subpoenas will require supporting documentation.

* + 1. Student Attendance Records

Faculty members are required to take attendance in all courses and post it contemporaneously on the College’s online course management system.

* + 1. Academic Grading

Near the middle and end of each semester, the faculty will submit grades for the students enrolled in each of their courses, adhering to the procedures outlined by the Registrar. Unless the Registrar has previously entered a “W”, the faculty member must enter a standard letter grade for each student as specified in the College Catalog. If a student

abandons a course without following official “drop” or” withdraw” procedures, the faculty member shall give the student a grade of “F”. Wherever a grade of “F” or “I” is given, the faculty member must give a brief explanation of the reason (e.g., absences, missed assignments, failed examinations).

Faculty members are responsible for timely delivery of all official grade reports to the Registrar’s office by specified deadline dates.

Once final grades are submitted, they become the property of the College. Final grades may be changed only after the faculty member has submitted an approved Letter Grade Change Form to the Registrar’s Office (see Appendix C, Letter Grade Change Form). Faculty responsibility requires care in computation and recording of grades; changes will be approved only where computational error can be shown.

Submission of grades is an obligation for contractual fulfillment and a prerequisite for continued compensation.

* + 1. Letter Grade Changes

Student requests for letter grade changes should be made not later than ten working days after the close of registration for any grade issued the preceding semester.

The student shall submit the Student Grade Change Request Form to the Registrar. The Registrar shall then issue the student a copy of the Student Grade Change Request Form. The student shall then submit the copy to the instructor who issued the disputed grade. In the absence of the issuing instructor, the student should give the Form to the Department Chair for resolution.

Upon receipt of the Student Grade Change Request Form, the instructor shall then secure a Letter Grade Change Form from the Registrar.

If the instructor concurs with the student’s request, the Form is to be signed by the instructor and forwarded to the Department Chair, Division Dean, Academic Standing Committee, and the Provost, with a signature required at each stop.

Within fifteen working days of the student’s request, the Form must have reach the Academic Standing Committee, with the appropriate supporting documents.

The Academic Standing Committee is given up to five working days from the receipt of the information to forward it to the Provost.

The Office of the Provost forwards approved changes to the Registrar’s Office by mid- term.

Approved changes will be entered on the student’s transcript by the end of the semester in which the request was made.

Cumulative averages affected by the letter grade change will be recomputed on the student’s transcript by the end of the semester in which the request was made.

In the event of denial at any level, the student may appeal to the Provost.

Thoughtful adherence to the deadlines for letter grade changes outlined above is critical to recordkeeping. Also central to our campus values is a degree of flexibility regarding hard deadlines. That said, punctuality is the order of the day but a reasonable period of grace may be allowed here under special circumstances as determined by the Registrar and Provost.

* + 1. Incomplete Grade Policy

An Incomplete “(I)” grade indicates that the work completed thus far is of passing quality, but some portion of the work required to complete the course remains unfinished because of illness or for some other reason over which the student had no control. The instructor will submit an Incomplete Grade Assignment Form during the final grade submission, which will detail the work to be completed. When the work is completed, the instructor will submit an Incomplete Grade Removal Form.

If the “Incomplete” is not removed by the end of the mid-term grading period of the following semester in which the student is enrolled, the Registrar will automatically record a grade of “F”. Students are prohibited from enrolling in any course for which the current grade is “I” (see Appendix D, Incomplete Grade Assignment Form and Appendix E, Incomplete Grade Removal Form).

In unusual circumstances where the work cannot be completed, the Dean of the Division may recommend that the “I” be converted to a “PI”, Permanent Incomplete. The grade of “PI” has no impact on the GPA.

The original copy of the Incomplete Grade Assignment Form must be submitted to the Office of the Registrar. A copy must be filed with the Division Dean, one copy must be given to the student, and one copy must be retained by the instructor.

* + 1. Transfer Credits

Cumulative averages affected by credit transfer (e.g., credits earned in summer study or exchange programs) will be recomputed and shown on the transcript by the end of the semester in which the Registrar’s Office receives the transcript.

* + 1. Student Grievance for Academic Issues

If a student has an academic grievance against a faculty member, the student must attempt to resolve the problem with the faculty member. If a satisfactory resolution is not achieved, the student may contact the Department Chair. If the matter is not resolved with the Department Chair, the student may appeal to the Division Dean. If the matter is not resolved with the Division Dean, the student may appeal to the Provost. The Provost

shall appoint an Ad Hoc Committee within the Division to investigate the grievance. The Committee shall consist of at least the Department Chair, the Division Dean, and one student representative.

As to Committee procedure, the Provost calls the first hearing. The Committee elects its own chair and recorder. Both sides are allowed to attend the hearing, present evidence, call witnesses, and make rebuttal. The Committee makes a recommendation to the Provost who makes a recommendation to the President of the College for a final decision.

* + 1. Family Educational Rights and Privacy Act (FERPA) for Faculty

A full working knowledge of FERPA, encompassing the rights of students with respect to their education records, is a core competency for all faculty members and a matter of significant institutional consequence. Noncompliance with FERPA regulations has far reaching Constitutional implications and may carry legal sanctions and financial penalties – including the withdrawal of federal funds from the College.

To refresh our memory and to underscore the urgency of our familiarity with FERPA, key regulations of the Act are summarized in this section of the Handbook.

* **DO** review a copy of the Tougaloo College student records policy before responding to a request for education records
* **DO NOT** release directory information on a student without checking with the Registrar to see whether the information has been flagged for non-release.
* **DO** obtain written permission from the student before sharing educational record information, including grades and grade point averages, with parents or others outside the institution.
* **DO NOT** request information from the education record custodian, or access the student’s file by computer, unless you have a legitimate educational interest and are authorized under the Tougaloo College student records policy to access the information.
* **DO** follow the confidentiality provisions of FERPA by not sharing educational record information with your colleagues unless a legitimate education interest exists.
* **DO NOT** put purely personal notes (for example, from a committee meeting recommending students for a particular program) in the student’s file, as they will become accessible to the student. Such records can be kept confidential only if they are kept in the sole possession of the maker and are not accessible or revealed to any other person. Official committee minutes are likely to be considered accessible.
* **DO** keep only those records pertaining to a student, that are necessary for the fulfillment of your teaching or advising responsibilities.
* **DO NOT** display student grades or scores publicly in association with names, social security numbers or other personal identifiers. If scores are posted, use a code known only to you and the student.
* **DO** keep all passwords and pin numbers in a safe secure location where they cannot be accessed by any other person.
* **DO NOT** leave your computer or laptop on and unattended where a student’s education records can be accessed and/or viewed by unauthorized persons.

Additional FERPA information and relevant release forms are included in the Appendix. See Appendix F, Legal Systems and Student Data Management and Appendix G, Tougaloo College Family Educational Rights and Privacy Act Release Form.

* + 1. Curriculum Changes

Just as we seek to energize interaction in our classrooms, this section of the *Handbook* seeks to encourage faculty to invest the same creative and intellectual energy in campus- wide curriculum development.

Indeed, curriculum development is the rightful purview of faculty.

To facilitate interdisciplinary and collaborative learning, any member of the faculty or Provost (or his/her designee) may propose changes to the curriculum.

While it would prove futile to attempt to list every conceivable curriculum change scenario, the process for shepherding each case through the College’s governance channel is largely the same. To illustrate that point, the below paragraphs provide a framework for initiating changes.

**If the proposal involves an interdivisional change or is likely to have a substantial campus-wide effect on the curriculum**, such as a change to the general education requirements; or the addition, reinstatement, or deletion of a multidisciplinary course, major program, minor program cutting across disciplines, or certificate program, then the innovator shall first assemble background information; gauge the appeal of the proposal to and/or impact on students and colleagues; solicit input and formally confirm buy-in across all relevant Departments, Divisions, Programs and Offices; study similar curriculum models; engage an informal focus group; and estimate costs.

If the innovator finds the proposal to indeed have merit and warrants further consideration, the innovator shall draft a formal proposal to be submitted to the Chair of the Faculty Affairs Committee. After due consideration, the Chair of the Faculty Affairs Committee may place the proposal on the faculty meeting agenda, to be introduced by the innovator.

If the faculty fails to approve the proposal, it dies without prejudice. If the proposal is approved by the faculty, it is sent to the Provost for action as soon as possible. It is assumed that the Provost will convene and seek input from the College Academic Affairs Council to analyze the effect of the proposal on the fiscal and physical operations of the College.

To move through the process, the proposal must be approved by the Provost, President of the College, and Board of Trustees. Likewise, the proposal may be denied without prejudice at any juncture.

The Provost shall provide a written report to the faculty about the Board of Trustees and/or President’s decision regarding the proposal.

The Provost shall add the approved proposal to the College Catalog and any other marketing platforms of the College in a timely manner. Additionally, the Provost shall electronically notify faculty members and staff.

**If the proposal involves an intradivisional change or has fewer moving parts**, such as adding a new minor, concentration, or emphasis within a discipline; changing course credits, pre-requisites to a course, or course numbers outside the current level; or adding an accelerated degree program (e.g. “3+3” programs that do not affect general education requirements), then the innovator shall first assemble background information; gauge the appeal of the proposal to and/or impact on students and colleagues; and establish costs. There will be no need to establish a focus group.

If the innovator finds the proposal to indeed have merit and warrants further consideration, the innovator shall draft a formal proposal. Such proposal has to be approved only by the relevant Department and Division, Faculty Affairs Committee, full faculty, Provost, College Academic Affairs Council, President, and Board of Trustees, respectively. As indicated by the relative complexity of the proposal, the College Academic Affairs Committee may waive its involvement. The proposal may be denied at any juncture and die without prejudice.

If the proposal is approved by the faculty, the procedure outlined above for interdivisional proposals is hence followed.

**If the proposal is non-substantive or technical**, such as a change in the course catalog description (e.g., word choice changes to make the course description more inviting), a change in the course number within the current level (e.g., 101 to 105), or a change in the course name (e.g., Cell Biology to Cell Structure and Function or Pre-Law to Legal Studies) and other minor changes that have little to no impact on students, faculty, or costs, then the procedure outline above for intradivisional proposals shall be followed. However, the College Academic Affairs Committee and Board of Trustees waive its right of approval.

As illustrated, for non-substantive/technical proposals, it is expected that process and approval will be largely perfunctory. Conversely, as the scope and scale of the curriculum proposal broadens, it is expected that process and approval become more thorough and intentional.

When applicable, the innovator shall also complete a “Request For A New Course Form,” or a “Request For A Course Change Form,” or a “Request For A New Program Form,” or

“Request For A Program Change Form.” These Forms are found on the College’s intranet or see Appendix, H-K.

* + 1. Academic Advising

The College recognizes the importance of sound, systematic academic advising to the students’ achievement of their educational goals. Advisors promote retention and timely graduation of students. Thus, the College provides an academic advising system within which each student is assured academic guidance throughout their college career.

The College considers all faculty to be advisors. Some of the most important responsibilities of advisors are listed below:

to encourage the formulation of intelligent short- and long-term educational objectives;

to assist the advisee in recognizing and resolving problems involved in the educational experience;

to help the advisee responsibly interpret the objectives, requirements, and regulations of the College;

to help the advisee develop an emotionally mature attitude for problem solving, conflict resolution, and strategic planning for the future in light of the objectives, requirements, and regulations of the College;

to refer advisees to other offices or services of the College when it is appropriate to do so; to help the advisee build a schedule and register for courses;

to maintain an up-to-date progress folder on each advisee;

to discuss mid-semester grades with the advisee within two weeks after they are distributed by the Registrar’s Office. At this time, the advisor should immediately refer advisees to support services, tutoring and reading, or learning centers, if needed;

to attend periodic meetings called by the Provost or an appointed designee to discuss matters relevant to the advising program.

Updated Advisor Profiles should be saved and electronically forwarded annually to the Dean and copied to the Provost.

* 1. Faculty Composition: Appointments and Rank

Appointments to the faculty of Tougaloo are made by the President of the College. Normal appointments to the faculty are tenure-track appointments without an initial grant of tenure (non-tenured tenure-track appointments), and are made by the President

following the receipt of recommendations from the Provost and following a process suitable to the specific circumstances involved.

The President may also appoint faculty on a non-tenure track who reflect best practices in their respective areas of expertise.

A faculty member receiving a tenure-track appointment at the College may request that prior years of suitable experience be accepted for a maximum of two years of credit toward tenure. This request can be made upon completion of the first year and before completion of the third year. The faculty member must present a formal request for previous experience credit to the Department Chair before December 1st of the second or third year. The Department Chair will present the request to the Division Dean with the reappointment request. After appropriate consultation with the Department Chair and the Division Dean, the Provost will make a recommendation to the President. The President will make a decision on the request by May 1st. While normally credit will be granted only for faculty experience at a collegiate institution of recognized standing, in exceptional circumstances the President may grant credit for other appropriate professional experience.

In the exceptional case in which tenure is granted at the time of appointment, the award of tenure per usual is made by the Board of Trustees.

1. Tenured / Tenure- Track Appointments

Appointments are made at the faculty ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The definition of terminal degree is consistent with standards of the Southern Association of Colleges and Schools.

1. Instructor

For appointment at the rank of Instructor, a candidate must have received the master’s degree from an accredited graduate institution, or its equivalent (e.g., professional recognition in the creative arts).

1. Assistant Professor

For appointment at the rank of Assistant Professor, a candidate must have received the master’s degree from an accredited graduate institution and have also completed at least

24 semester hours of relevant graduate work applicable to an appropriate second graduate degree, or the equivalent.

1. Associate Professor

For appointment at the rank of Associate Professor, a candidate must have received one or more of the following from an accredited graduate institution: (a) first and second master’s degrees in the appropriate and relevant fields, or (b) a first master’s degree and

a specialist’s degree in the appropriate and relevant fields, or (c) the terminal degree in the appropriate and relevant field and must qualify for tenure application.

In addition, for appointment at the rank of Associate Professor, a candidate must have at least three years of prior college teaching experience at the rank of Assistant Professor. Also, a candidate must provide evidence of effectiveness in teaching, professional growth in one’s specific discipline, and participation in professional service to the College and the community. For non-academic experience to be counted toward a candidate’s rank, it must be well-documented, verified by the College, and may include external letters of support.

1. Professor

Tougaloo College treats the promotion to full professor as a singular honor to be granted only in cases of clearly demonstrated achievement. For appointment at the rank of Professor, a candidate must have received a terminal degree in the appropriate and relevant field from an accredited graduate institution. In the case of the creative arts, the candidate must have the Master of Fine Arts degree or the appropriate doctorate. A candidate must have at least three years of prior college teaching experience at the rank of Associate Professor, or the equivalent. Furthermore, appointment at the rank of Professor requires that a candidate has made significant contributions to his/her discipline, as evidenced by the publication of scholarly research, the delivery of papers before appropriate professional audiences, involvement in relevant professional organizations, and/or major professional contributions to the creative arts.

1. Administrative and Professional Faculty

Administrative faculty includes such positions as administrators, directors, counselors and other professional positions. Administrative faculty are required to perform work directly related to the management of activities of the College, Department, or work unit. They typically exercise discretion and independent judgment and generally direct the work of others. Professional faculty members must possess advanced learning and experience acquired by formal education and/or specialized work experience. These individuals may also have instructional responsibilities. These appointments usually extend over a calendar year. Administrative and professional faculty and other twelve- month appointees are required to be in attendance at the College for the entire year unless excused by the appropriate academic officer, with the exception of vacation time.

1. Other Appointments

The President of the College, with the approval of the Board, may make special designations and appointments of individuals who, regardless of academic rank, have furthered the educational mission of the College in profound and far-reaching ways or who are invited to the College to make a particular cutting-edge contribution.

1. Professor Emeritus

Faculty members who retire from the College after ten or more years of distinguished service may receive the title of Professor Emeritus. A faculty member who wishes to be designated as Professor Emeritus should make that request in writing to the Provost in the academic year before retirement is to take place.

The Provost, in consultation with the relevant Dean and Department Chair, will make a considered and timely recommendation. Accordingly, the request together with the recommendation will be presented to the President of the College. The President will make a final decision on the request.

Professors Emeritus do not receive salary, but are accorded the courtesy of the use of college facilities. They may participate in a wide range of faculty activities including discussions of matters that fall within the area of faculty governance, but they do not retain the right to vote in such matters; they do not participate on any committees or in any processes involving recommendations concerning faculty personnel decisions. Professors Emeritus are subject to the same ethical expectations to which other faculty are held. The President reserves the right to rescind an Emeritus designation should circumstances warrant it.

1. Visiting Professor

Applicants whose professional attainment would satisfy the regular requirements for appointment to the College’s faculty, but who accept an appointment at the College for a specific period, normally not more than one academic year, are designated as Visiting Professors. Visiting Professors enjoy all of the academic privileges of tenured and tenure- track faculty members, except the right to vote in governance matters and the right to participate in recommendations relating to faculty personnel decisions. Visiting Professors are indeed welcomed and encouraged to participate in the full life and debate of the College. Visiting Professors are not eligible for tenure or promotion.

1. Adjunct Professor

Part-time faculty members appointed on a semester-by-semester basis, in accord with the specified needs of the College, are designated as Adjunct Professors, as are administrative employees of the College who from time-to-time are asked to teach specific courses. Adjunct Professors earn salaries as agreed upon at the time of appointment, and must meet at least the minimum requirements for initial appointment at the rank of Instructor. Adjunct Professors do not participate in faculty governance matters, and are not eligible for tenure or promotion.

* 1. The Appointment Process

When a tenured/tenure-track or non-tenure track faculty position becomes available, the Provost will appoint a Search Committee to be chaired by the Division Dean in consultation with the Department Chair and the Provost. They will select at least one

faculty member from the Division and one faculty member from outside the Division to serve on the Search Committee, and may name additional Committee members if this is deemed desirable. The position will be advertised as the Provost and the Search Committee agree to be appropriate, including notice of the position vacancy in at least one suitable national publication where fiscally feasible.

The Search Committee will recommend to the Provost one or more candidates to be invited for campus interviews and class presentations. The Provost has the discretion to reject or modify this recommendation, but must provide a written explanation of this decision to the Chair of the Search Committee. Following the interview process, the Search Committee will make its recommendation to the Provost. The Provost will then make a recommendation to the President of the College.

When time and circumstances permit, Visiting Professors will be appointed by a process similar to that described above. In other instances, Visiting Professors will be appointed on the basis of recommendations to the President of the College from the Department Chair and Division Dean and the Provost.

Adjunct Professors will normally be appointed by the Provost on the basis of recommendations from the Department Chair and Division Dean.

* 1. Contracts

Unless specified differently in an individual’s specific employment contract, teaching contracts for full-time faculty are for nine months and appointees are required to be in attendance at the College from approximately the middle of August until the middle of the following May, or an equivalent period, within each year unless excused by the respective Division Dean and the Provost.

Adjunct faculty contracts are issued for one semester.

The College attempts to issue contracts for the following academic year to all continuing full-time faculty by or around May 1st. If contracts must be issued later than this date, the President of the College has the discretion to direct the Provost to notify faculty members in writing about the projected date of issuance. Contracts define annually the terms and conditions under which faculty are employed by the College; appointment, reappointment and tenure policies determine eligibility to receive a contract for employment or continued employment.

Contracts for special programs are issued separately.

The *Faculty Handbook* constitutes the contractual agreement between the College and the faculty member. And by signing an employment contract, the faculty member agrees to abide by all policies and procedures published in the *Handbook*.

Where the terms and provisions of a faculty member’s individual employment contract are inconsistent with the general policies contained in the *Handbook*, the terms and conditions of the faculty member’s individual employment contract shall govern.

The College provides online access to a faculty handbook for each faculty member and the same access to updated materials if and when revisions are made.

Faculty must abide by additional policies and procedures as published by the College.

* 1. Notice of non-reappointment

At the end of the term of appointment, as defined in the employment contract, the appointment of any tenure track faculty member by Tougaloo College ceases unless the faculty member is reappointed. In accordance with AAUP guidelines, faculty members in their first year of employment who have not been recommended for reappointment will be given, in writing, a notice of non-reappointment not later than March 1st.

Faculty members in the second year of employment who are not recommended for reappointment will be given, in writing, a notice of non-reappointment by December 15th.

Faculty members beyond the second year of employment with the College will be given, in writing, a notice of non-reappointment at least twelve (12) months in advance.

* 1. Externally Funded Grants and Contracts

The College will accept only those grants and contracts which are in keeping with its mission. Awards which interfere with the institution’s control over research, instruction, or other activities associated with the awards will be among those not accepted.

Proposals for grants and contracts which have to do with the instructional program or with the use of facilities and equipment assigned to the instructional program must be discussed by the faculty of the Department and Division concerned and, by the Division Dean, recommended to the Provost and approved in writing by the Provost. Equipment purchased under grants and contract, unless specified otherwise in the award, is the property of the College. The first priority in the use of the equipment will be given to the program of the awards throughout the duration of the project.

The President of the College or the Provost may grant faculty members up to 50% release time to engage in research. In exceptional cases, faculty members may receive up to 75% release time to direct an educational project for the College.

When so provided for in the budget of the grant or the contract award, a faculty member may be paid a summer salary commensurate with the grant recipient’s summer responsibilities and academic employment. Salary supplements will be made during the academic year only if these are in keeping with the guidelines of the awarding agency or foundation and provided for in the budget. The final month’s salary of any grant or

contract will be released to the director of the project when the project director has satisfied all of the reporting requirements of the funding agency.

All administrative documents associated with a grant or contract is the property of the College and should be filed with the related Department and Division, the Provost, the President of the College, and the Development/Advancement Officer.

All funds are to be deposited with the Business Office and expended at the authorization of the project director/principal investigator in keeping with the budget of the project. The Business Office makes official reports to the granting body. Project directors/principal investigators must follow the Business Office’s timetable for reporting on the grant to meet grantor requirements.

##### Responsibilities: Administration and Governance

* 1. Administrative Structure

The Provost is the chief academic officer of the College with far-reaching responsibilities for working closely with faculty and academic administrators; and for generating, coordinating, and developing an academic master plan consistent with the College’s strategic plan. The Provost guides the academic administrators and faculty in reviewing and making desirable changes in academic programs. The Provost coordinates and supervises the development and execution of the annual academic budget. The Provost monitors policies and procedures governing appointment, retention, tenure, and promotion of faculty. In toto, the Provost serves as final arbiter over a myriad of issues that relate to the well-being of the College: policies related to curricula, instructor evaluation, and academic standards; policies related to enrollment management; policies related to institutional effectiveness; policies related to student affairs; and policies related to campus security.

*Governance*

To ensure proper communication and efficient management of the different areas that directly affect students, the Provost meets regularly with the Deans’ Council. The Council comprises the Deans of Enrollment Management, Students Affairs, Education, Humanities, Natural Science, Social Science, Instructional Management, and the Director of Institutional Effectiveness.

Division Deans and Department Chairs are appointed and may be removed by the President of the College, upon the recommendation of the Provost. Normally, Deans and Chairs will be appointed, reconfirmed, or removed by the President prior to the beginning of each academic year. Before the Provost recommends an initial appointment or removal of a Dean or Chair to the President, the Provost will consult with the faculty members of the relevant Division or Department. In cases involving initial appointment or removal of Department Chairs, the Provost will also consult with the Division Dean.

A recommendation for reconfirmation of a Dean or Chair normally does not require consultation with the faculty members of the unit. However, in an instance where a majority of faculty members in the Division or Department do not support the reconfirmation of the Dean or Chair, they shall so state said concerns in writing, following protocol with respect to the chain of command. In such cases, the Provost will consult with members of the Division or Department prior to making a recommendation to the President.

*Academic Affairs*

The faculty of Tougaloo College executes the educational mission of the College and the processes and policies through which that mission is pursued.

The academic programs are grouped into the Divisions of Education, Humanities, Natural Sciences, Social Sciences, and the First-Year Experience Program. The Education, Humanities, Natural Science and Social Science Divisions are in turn divided into Academic Departments. Divisions are headed by Deans who report directly to the Provost. Departments are headed by Chairs who report to their respective Division Deans. The First-Year Experience Program activities are coordinated by the Dean of Instructional Management, an administrative staff member, who is also responsible for all instructional technology, and all issues related to scheduling. The Library Director, an administrative staff member, is responsible for all activities related to the library as well as the College’s archives.

*Enrollment Management*

The Dean of Enrollment Management reports directly to the Provost or his/her designee. The Dean is responsible for all functions of this unit which include recruiting, admitting and retaining students, and maintaining official student records.

*Enrollment Office*

The Enrollment Office, in collaboration with other campus units, strives to attract promising students. This office is responsible for hosting enrollment events and partnering with academic divisions and departments to effectively engage and communicate with college-seeking students, their families, and high school guidance counselors.

*Admissions Office*

The Admissions Office evaluates and processes admission applications and records admission decisions for prospective and current applicants. It provides centralized services for admissions events, campus visits, new student orientation, and merit scholarship administration.

*Office of the Registrar*

The Office of the Registrar is responsible for managing official student academic records and is responsible for the accuracy, integrity, and security of those records under the Family Educational Rights and Privacy Act (FERPA). In partnership with various campus units, the Office of the Registrar is responsible for implementing, supporting, and upholding academic policies related to: registration services, enrollment and degree verification, grade processing, transfer and degree audits, commencement, and printing of official academic transcripts and diplomas.

*Student Affairs*

The Dean of Students reports directly to the Provost or his/her designee. This Dean directs, coordinates, and supervises student counseling, career planning and placement, student housing, student activities, and student development.

*Institutional Effectiveness and Research*

The Office of Institutional Effectiveness and Research is responsible for administering the College’s institutional effectiveness process by gathering, coordinating and disseminating information on the characteristics of the College for use in decision making and reports to the Provost. The responsibilities of the Director include: (1) assisting administrators and faculty to acquire information needed by specific units; (2) conducting research studies, collecting and analyzing data, and locating information; (3) coordinating data collection and preparing official statistical reports for outside agencies; (4) assisting the faculty to design studies for the improvement of instruction; (5) coordinating the strategic planning process; and (6) developing informative documents for the use of the College constituency.

*Responsibilities of the Division Dean*

1. Convene regular Division meetings (at least three per semester) and maintain copies of the agenda, minutes of the meetings, and faculty attendance. An electronic copy of these documents should be sent to the Office of the Provost
2. Supervise the work of the divisional administrative assistant, who should provide appropriate administrative support to all Department Chairs and faculty in the Division
3. Develop new program ideas and initiatives that can be used to generate grant proposals
4. Collaborate with other Division Deans to foster interdisciplinary courses and programs.
5. Monitor the work of the Department Chairs
6. Ensure that the faculty members in the Division are fulfilling their responsibilities
7. Provide appropriate encouragement for the faculty in their professional development efforts
8. Ensure that student advising is prioritized, planned and implemented
9. Submit annual evaluation of Department Chairs to the Provost by early April
10. By December 1, submit recommendation for any faculty member in the Division who should not be rehired for the following academic year and has been at Tougaloo for more than one year. There should be proper documentation for the recommendation. See Notice of non-reappointment section.
11. By February 15, submit recommendation for any first-year faculty member in the Division who should not be rehired for the following academic year. There should be proper documentation for the recommendation. See Notice of non- reappointment section.
12. Prepare the divisional reports for the Board of Trustees’ Fall and Spring meetings

*Responsibilities of the Department Chair*

1. Convene regular Department meetings (at least three per semester) and maintain copies of the agenda, minutes of the meetings, attendance of faculty members. An electronic copy of these documents should be sent to the Division Dean and Office of the Provost
2. Develop new program ideas and initiatives that can be used to generate grant proposals
3. Collaborate with other Department Chairs to foster interdisciplinary courses and programs
4. Monitor the work of the faculty in the department and ensure that they are fulfilling their responsibilities.
5. Provide appropriate encouragement for the faculty in their professional development efforts
6. Ensure that student advising is prioritized, planned and implemented
7. Submit annual evaluation of all faculty in the Department to the Division Dean and the Provost by early April.
8. By December 1, submit recommendation for any faculty member in the Department who should not be rehired for the following academic year and has been at Tougaloo for more than one year. There should be proper documentation for the recommendation. See Notice of non-reappointment section.
9. By February 15, submit recommendation for any faculty member in the Department who should not be rehired for the following academic year. There should be proper documentation for the recommendation. See Notice of non- reappointment section.
   1. Meetings of the Faculty

Meetings of the faculty of Tougaloo are the primary means by which the faculty as a whole makes recommendations to the Administration concerning the mission, programs, and operations of the College. These meetings are convened and led by the Chair of the Faculty Affairs Committee as often as deemed necessary, but at least twice during each academic semester. The Provost, as well as the President, in consultation with the Faculty Affairs Committee Chair, reserve the right to call a special meeting of the faculty to address urgent issues.

Tenured and tenure-track faculty members whose current primary assignment is within an Academic Department and/or Division, including Division Deans and Department Chairs, are eligible to vote and to participate in faculty meetings. Other members of the college community are welcome to attend faculty meetings and may speak at such meetings when recognized by the Chair, but they are not eligible to vote.

The Chair of the Faculty Affairs Committee shall consult with the President of the College and the Provost in scheduling faculty meetings and in formulating agendas for these meetings. Administrators of the College may attend meetings.

In setting an agenda, the Faculty Affairs Committee will normally bring maters before the faculty which the Committee itself feels are appropriate for action by the entire faculty. The Committee will also introduce matters on which the Administration has asked for the advice of the entire faculty, matters which have been approved by a faculty committee but on which action of the entire faculty may be appropriate, and matters originating in a Department or Division, which have secured departmental and/or divisional endorsement, and on which action of the entire faculty may be appropriate. In addition, the Faculty Affairs Committee shall bring before the faculty any matter when requested to do so by a petition signed by one-third or more of faculty members eligible to vote at faculty meetings. At its discretion, the Faculty Affairs Committee may bring before the faculty matters suggested by individual faculty members.

At its discretion, the Faculty Affairs Committee may present recommendations to the Faculty with respect to any matter on a faculty meeting agenda.

A quorum for the conduct of official business at a faculty meeting shall be the smallest whole number greater than one-half of the total number of voting faculty members. With unanimous consent, ballots may be conducted by voice vote, but a secret written ballot must be taken if any voting faculty member requests it. Conduct of faculty meetings shall generally proceed in accord with the decisions of the Chair, except that any ruling of the Chair may be overruled by a two-thirds vote of voting faculty members present.

The Chair of the Committee will distribute written notice of each regular faculty meeting, including the agenda, at least one week in advance of the meeting. The notice requirement may be waived if a majority of the members of the Committee determine the need to convene a meeting on an emergency basis, but all reasonable attempts must be made to notify each voting faculty member in such cases. The Committee is responsible

after each meeting for timely delivery of the minutes of the meeting to the President of the College, the Provost, and to each voting faculty member.

The Library Director will maintain a file of all faculty meeting minutes in the Library, available for public review.

Recommendations approved at meetings of the faculty shall be communicated by the Chair to the Provost. The Provost will determine whether other members of the Administration should be involved in consideration of the recommendations and when appropriate shall consult with the President of the College concerning the recommendations. Within a reasonable time, the Provost shall notify the Chair of the Faculty Affairs Committee as to the status of each recommendation made by the faculty. Recommendations may be accepted as written, may be modified in form but not content as deemed necessary and accepted, may be subjected to a request for additional information and/or discussion, or may be rejected. In the event a recommendation is rejected, the Provost shall include a brief rationale.

* 1. Faculty Participation in College Governance

In addition to participating in meetings, faculty members also take part in the governance of the College through membership on faculty committees, college councils, task forces, and boards.

Faculty committees, comprised of voting faculty members, develop, propose and recommend faculty positions on matters within their respective jurisdictions.

Faculty members participate with other members of the College community on councils, which have the purpose of providing ongoing advice to specific administrators.

Faculty members participate with other members of the College community on task forces, which are created to perform a specific function within a limited period of time.

Faculty members participate with other members of the College community on boards, which are established to perform ongoing monitoring and/or coordinating of a specific program or activity of the College.

Committees, councils, task forces, and boards comprise the model through which faculty members participate in the governance of the College. No faculty member will be required to serve on more than two committees, councils, task forces, or boards, except in cases where the President or Provost deems the faculty member’s expertise absolutely necessary for achieving specific goals. In such cases, the faculty member must be relieved of some other regular responsibility or assigned a reduced teaching load.

1. Faculty Committees

Unless specifically stated otherwise and with the exception of the Committee on Faculty Evaluations, Tenure, and Promotion, the election/appointment process is as follows. Each faculty committee will generally consist of nine members. Each Division will elect one member from among its voting faculty to serve on each faculty committee. The Provost and the current Faculty Affairs Committee Chair shall reach consensus to appoint two staff members. The Provost will designate at-large members from the voting faculty, generally three in number, to serve on each committee. The Provost shall not designate more than three at-large members, but may designate only one when the faculty and Provost agree that a smaller committee is more desirable.

Division representatives shall be elected for staggered two-year terms, with members from the Education and Social Sciences Divisions being elected in even-numbered years and members from the Humanities and Natural Sciences Divisions being elected in odd- numbered years.

Division representatives may serve unlimited consecutive terms. Other appointees shall be selected annually on a rotating basis. Divisions shall elect members as necessary to fill unexpired terms when vacancies occur.

Divisions shall elect their representatives on or before August 15th of the new academic year and shall immediately forward the election results to the Provost. The Provost and current Faculty Affairs Committee Chair shall reach consensus to appoint two staff members on or before August 25th of the new academic year. The Provost shall designate at-large members of each committee on or before August 30th of the new academic year.

As soon as possible after confirmation of committee members, the Provost shall ask one of the members to convene its first meeting of the academic year. In no event shall a committee hold its first meeting later than September 30th. At its first meeting, each committee shall elect its new chair. No member of a committee may serve as chair for more than one faculty committee. Each committee shall meet a minimum of two times per semester.

A quorum for the conduct of committee business shall be five for committees with nine members and four for committees with seven members. If, however, a committee is unable to conduct business at a properly called meeting due to lack of a quorum, the quorum at the next meeting of the committee shall be three, provided that the meeting was called with at least one week’s notice.

Faculty committees shall include the Faculty Affairs Committee; the Committee on Faculty Evaluation, Promotion and Tenure; the Academic Standing Committee; the Faculty Handbook Committee; the Tougaloo College – Brown University Program Committee; the General Education Committee; and the Committee on Writing. Other committees may be constituted if deemed necessary by both the faculty and the administration.

The **Faculty Affairs Committee** formulates recommendations to the President of the College and the Provost on matters related to the academic and professional interests of

the faculty and to the operation of the College as a whole. Such recommendations shall normally be placed on the agenda of a faculty meeting for consideration by the faculty prior to transmission to the Provost. The Faculty Affairs Committee also serves, as noted above, as the conduit for other matters to be considered at faculty meetings, and may bring such matters from whatever source before the faculty with or without a specific recommendation of its own. The selection of the Chair will be approved by the Provost.

The Faculty Affairs Committee may establish and configure such subcommittees as it deems necessary. Each subcommittee exists for the specific purpose of making a recommendation on a clearly defined issue to the Faculty Affairs Committee.

The **Committee on Faculty Evaluation, Promotion and Tenure** discharges those duties related to faculty evaluation which are specified in the other sections of this *Handbook*. In addition to the normal qualifications for committee membership, each member of the Committee on Faculty Evaluation, Promotion and Tenure must be tenured.

No faculty member may serve on the Committee on Faculty Evaluation, Promotion and Tenure in an academic year in which he/she is applying for promotion.

The **Academic Standing Committee** maintains oversight of enrolled students’ academic performance and progress. The Committee’s responsibilities include promotion and recognition of student academic achievement as well as monitoring and alerting students whose academic standing places them in danger of probation or suspension.

The Academic Standing Committee reviews the academic records of students, determines which students are to be warned, placed on probation, or suspended from the College for academic reasons and determines whether students are to be readmitted to the College after a period of separation.

The **Faculty Handbook Committee** reviews the *Tougaloo College Faculty Handbook* in September and January to ensure that it accurately reflects current principles, practice and policy; considers all proposed changes; and recommends revisions to the Faculty Affairs Committee.

The **Tougaloo College – Brown University Program Committee** is designed to enrich both campuses through student and faculty academic exchanges, collaborative research ventures, and administrative engagements.

**The Committee on General Education** monitors the General Education curriculum and promotes activities to enhance its quality and effectiveness. The Committee convenes periodic meetings of general education faculty for the purposes of evaluating and improving teaching and learning within the general education curriculum. The Committee reports to the Faculty Affairs Committee at appropriate intervals, and makes such recommendations to that Committee as it deems advisable.

The **Committee on Writing** monitors and promotes efforts related to writing for both students and faculty, publishes the *Tougaloo College Writing Handbook,* and cooperates with the English Department regarding the English Writing Proficiency Examination.

2) College Councils

The **College Academic Affairs Council** is a campus-wide body that makes recommendations to the Provost on institutional matters related to academic operations, including recommendations formally forwarded to the Provost by the faculty. The Provost serves as the Committee’s convener and chair.

The College Academic Affairs Council consists of eight faculty members, two students, and not more than seven administrators, including the Dean of Instruction Management. The faculty includes the Division Deans and one other voting member of the faculty from each Division. Faculty shall be elected by their respective Divisions to serve staggered two-year terms according to the same schedule and manner as that detailed above for Division representatives serving on committee members.

The administrators will be appointed annually on a rotating basis by the Provost. Administrators include the Provost, Dean of Instruction Management, and at least one representative from each sector of the College, preferably the Vice President or the Vice President’s appointee.

Student members are selected by the Student Government Association in the Spring of each year for a one-year term of service the following academic year.

The Council may also give preliminary reactions on proposals being forwarded by a Division for consideration by the Faculty Affairs Committee and the faculty.

The Council may establish appropriate sub-councils or working groups as the Provost deems appropriate.

The **Student Life Council** advises the Dean of Students and Dean of Enrollment Management, who serves as its Co-Conveners and Co-Chairs. The Student Life Council consists of the Provost, five faculty members, four students, and not more than six administrators.

Faculty representatives are elected from each Division in the same manner as faculty representatives to the Academic Affairs Council.

Student representatives are selected by the Student Government Association in the Spring of each year for a one-year term of service the following academic year.

Up to six administrators may be appointed annually and on a rotating basis at the Co- Chairs’ discretion.

The Student Life Council provides advice on matters related to campus life, co--curricular activities, career development programs, and student judiciary committee matters.

The Council may establish appropriate sub-councils or working groups as the Co-Chairs deem appropriate.

1. College Task Forces

The President and/or Provost may from time to time establish and configure task forces to assist in carrying out specific and limited duties related to the activities of the College. Such task forces generally function for a specific period of time with a specific objective.

1. College Boards

College boards are established and configured by the President of the College, in consultation with the Provost, to perform ongoing monitoring and/or coordinating of a specific program or activity of the College.

Institutional Review Board – Use of Human Subjects in Research

Tougaloo College affirms that human subjects should be treated with dignity, respect, and with regard for their welfare. To protect these values, the College establishes the Institutional Review Board ("IRB"). The IRB shall review all research involving human subjects performed under College auspices for compliance with federal guidelines and ethical standards (see Appendix L, Use of Human Subjects in Research Policy, and Appendix M, Form for Student Conducting Interviews as Research for Course).

**The Animal Care Board** monitors the care and use of animals in research activities, and ensures statutory and regulatory compliance.

##### Faculty Evaluation: Reappointment, Promotion and Tenure

Teaching is the primary responsibility of each faculty member. Advising is also a core responsibility. Additionally, Faculty will be evaluated on the following criteria: research, service, innovation, creative pursuits, and ongoing personal and professional development.

* 1. Philosophy and Purposes of Evaluation

The evaluation process for faculty is positive and integral to Tougaloo’s educational mission. Evaluation enables the College to encourage and reward the work ethic and professional excellence of its faculty and provides a framework for improvement and for uplifting the ideals of the College.

Upon employment, it is a new faculty member’s responsibility to internalize the College’s mission, vision, purpose, history, expected student learning outcomes, and strategic plan.

Toward that end, the new faculty member will meet with the Division Dean and Department Chair to immediately begin building a professional partnership with peers and the larger Tougaloo community. To proceed successfully through evaluation for reappointment, promotion and tenure, it is essential that the new faculty member nurtures the professional partnership. Within this partnership, the new faculty member should demonstrate a dynamic commitment to strengthening teaching practices, to cultivating professional interests, to pursuing academic achievement, and to participating in service to the College.

Summative evaluations of tenured and tenure-track faculty members are conducted for the purposes of making reappointment, promotion, and tenure decisions, and providing detailed periodic reviews of performance following the award of tenure. However, all faculty members will be subject to some manner of evaluation.

* 1. General Information: Evaluation of Faculty

Faculty will be evaluated on three criteria: **(1) teaching effectiveness, (2) professional achievement and academic contributions, and (3) service to the College**.

Each Division will develop its own guidelines for preparation of the Annual Individualized Faculty Plans.

* 1. General Information: Schedules and Procedures

Each faculty member will develop an Annual Individualized Faculty Plan, in consultation with the Department Chair and Division Dean. This Plan will outline the faculty member’s expected professional contributions across the criteria of teaching effectiveness, professional achievement and academic contributions, and service to the College. The Plan will delineate the major academic duties of the faculty member (e.g., courses to be taught, committee assignments, advising duties) and set forth the faculty member’s strategy for satisfying the evaluative criteria.

The execution of the Plan constitutes the foundation for reappointment, promotion, and tenure.

By necessity (e.g., a change in teaching assignments) or common agreement, the Plan may be modified throughout the academic year. The faculty member’s performance as measured against the Plan constitutes the starting point for the evaluation of the faculty member’s work during the academic year of the plan.

Again, the Plan may be refined and/or changed at any time by mutual consent of the faculty member, the Department Chair and Division Dean. In cases where agreement cannot be reached with respect to the Plan at the Department or Division level, issues in dispute will be presented in writing by the Division Dean to the Provost for decision.

Faculty members in the first year of employment should develop a Plan as soon as practicable after appointment, but not later than October 1st. For the second and later years of employment, a faculty member should develop a Plan not later than May 15th of the preceding academic year. By these dates, the Plan should be crafted and agreed upon by the faculty member, Department Chair, and Division Dean.

In the beginning of the evaluation process, the faculty member prepares a portfolio of materials which document his/her performance in the context of the Plan for the relevant time period. Reappointment portfolios of first-year faculty should document all work performed at the College, while portfolios for later reappointment decisions should document only performance since the previous reappointment. Portfolios submitted for promotion and tenure evaluations should contain all materials that support the action being requested.

Portfolios for summative evaluations of tenured faculty should contain materials relevant to performance since the previous evaluation or since the granting of tenure, whichever represents the more current body of work.

Again, portfolios for annual evaluation should document performance within the year for which the evaluation is being performed, and may also include materials relevant to activities which occurred too late in the preceding year to be included in that year’s portfolio.

Materials submitted in any evaluation portfolio become a permanent part of the faculty member’s personnel file in the Office of the Provost, and may be used or referenced as appropriate in later evaluations.

The College recognizes that evaluation is a continuing process, and Division Deans and Department Chairs will meet periodically with each faculty member to assess the faculty member’s performance and progress; such reviews will take place at least once a semester during the faculty member’s first two years of employment and at least annually thereafter.

It is a faculty member’s responsibility to initiate the formal process of any evaluation by providing a written statement to the Department Chair describing the type of evaluation to be conducted, and providing with this statement a suitable portfolio of materials as described above.

* 1. Faculty Performance: Review Process

1. By October 5th, the Department Chair shall provide the faculty member with a copy of the current review procedure and notice of the date of review(s). The date of the first review shall not be sooner than 45 days following receipt of the notice.
2. The review(s) shall take place in a meeting between the faculty member and the Department Chair. The faculty member’s performance will be reviewed by the Department Chair. The Department Chair’s performance will be reviewed by the Division

Dean or his/her designee. The Division Dean’s performance will be reviewed by the Provost or his/her designee. Given the purposes of the review, it will not require any other faculty or administrative participation.

1. The faculty member shall provide the Chair with a portfolio. The portfolio shall include the Plan, a current curriculum vitae and evidentiary materials relevant to the review process, as follows:

Criterion 1: Effectiveness in Teaching

* + Course syllabi and examinations
  + Teaching assessment summaries (from Department, Division , and SGA)
  + Teaching evaluations from students in specific courses.
  + Assessments from the Department or Division Chair
  + Results of formal surveys from the Office of Institutional Research.

Criterion 2: Professional Achievement and Academic Contributions

* + Publications Bibliography
  + Award letters for fellowships, prizes, grants, and funded proposals
  + Reviews of published work, recitals, exhibits
  + Annotated list of attendance and/or participation in seminars, workshops, conventions, (may include such on-campus development activities as teaching and learning sessions, writing-across-the-curriculum workshops, general education curriculum development sessions)

Criterion 3: Service to Relevant Professional Disciplines and the Tougaloo College Community

* + Annotated list of memberships in professional organizations, including dates of membership, offices held, special awards, and committee service
  + Documentation of service on peer review panels, accreditation teams, or similar groups
  + Documentation of consulting services
  + Annotated list of memberships on college committees, commissions, task forces, and councils, including dates of service, roles, and responsibilities
  + Annotated lists of memberships and service in civic organizations, including dates of service, roles, and responsibilities

1. Based on the Plan, the faculty member and Chair will examine the faculty member’s current and anticipated scholarship, service interests, and accomplishments in relation to the current departmental needs. When faculty and departmental interests align, no

changes to the Plan will be warranted. When a gap exits, the faculty member and Chair shall explore possible adjustments to the Plan that allow the faculty member’s interests to better serve the needs of the Department and College.

1. The Chair shall prepare a memorandum summarizing the review and providing the faculty member with same. The faculty member shall prepare and provide a response to the Chair. After 20 days, the Chair shall forward the summary memorandum and response to the Dean. Both documents shall be placed in the faculty member’s personnel file.

Dates shown are deadlines for the respective actions indicated. However, deadlines for evaluations are not contractually guaranteed, and the College’s failure to meet evaluation deadlines does not automatically entitle the faculty member to reappointment, promotion, tenure, or any other outcome.

* 1. Responsibilities of the Department Chair

Department Chairs, in consultation with the Division Dean, are normally responsible for initiating recommendations for faculty reappointment, promotion, and the granting of tenure. When the Department Chair is candidate, the Division Dean will recommend a tenured faculty member within the Department to fulfill all of the functions of the Department Chair described in these procedures.

* 1. Responsibilities of the Division Dean

It is the responsibility of the Dean to ensure that a rigorous process of evaluation takes places for each faculty member.

Following the recommendations of the Department Chair, the Dean shall make an independent recommendation to the Committee on Faculty Evaluation, Promotion and Tenure if the faculty member is seeking reappointment or applying for promotion and/or tenure. All pertinent information on a particular candidate must be considered, and the Dean shall provide specific justification based on the record for his/her recommendation. The Dean shall have primary responsibility for ensuring the quality and the rigor of evaluations in the Division. If the Division Dean intends to make a recommendation different from that of the Department Chair, the Dean will confer with the Department Chair prior to completing the recommendation.

In instances where neither the Department chair nor the Dean has recommended the candidate, the evaluation process ends, unless it’s the sixth year review.

* 1. Committee on Faculty Evaluation, Promotion and Tenure

In consideration of faculty members for reappointment, promotion and/or tenure, the Committee on Faculty Evaluations, Tenure and Promotion plays a critical role. The Committee is composed of nine tenured faculty members.

Given its particular task, this is the only Committee composed solely of tenured faculty members. Also - and in contrast to the usual inclusion of two staff members on faculty committees - the Division representatives and Provost shall reach consensus to appoint two uniquely complementary tenured faculty members from any Department to serve in lieu of staff. In all other respects regarding appointments, elections, and terms of service, this Committee is configured as delineated in Section IV(C)(1).

No faculty member may serve on the Committee in an academic year in which he/she is applying for promotion and/or tenure.

Upon the Chair and Division Dean’s completion of a faculty member’s evaluation, the official portfolio will be forwarded to the Committee. The Committee, serving in an advisory capacity to the Provost, provides an independent and substantive review. In the course of its review, the Committee may invite the Department Chair to further comment on and/or clarify his/her recommendation.

The responsibility of the Committee is to ensure that the evaluation in its entirety is consistent with established criteria, best practices in peer review, and the highest College standard of quality.

Each member of the Committee reviews the portfolio of each candidate. Then, the members meet to discuss their individual assessments. In instances where the Committee’s collective assessment differs with the Dean’s recommendation, the Committee may invite the Dean to elaborate on his/her rationale before the Committee makes its final recommendation.

Lastly, the Committee has the high responsibility to make a detailed, written recommendation concerning the candidate and forward same to the Provost.

1. Summative Evaluation for Reappointment

Each faculty member who receives a tenure-track appointment will undergo annual summative evaluations for the purpose of deciding upon reappointment until a decision on tenure is made at the end of the probationary period.

A candidate who receives a negative reappointment decision during the first or second year at the College will cease to be employed at the College at the end of that year. A candidate for reappointment or tenure who receives a negative decision during a later year of employment will receive a one-year terminal appointment for the following academic year.

* 1. Criteria

For reappointment in a tenure-track position, the faculty member must have effectively met or made demonstrable progress toward the goals which have been set out in his/her Plan. The faculty member must have also demonstrated excellence in executing

responsibilities enumerated in the “Faculty Participation in College Governance” section of this *Handbook*.

Reappointment at the rank of Assistant Professor requires, further, that the faculty member has shown creativity in the discharge of his/her instructional assignments, involvement with current developments in the relevant academic discipline, active participation in both the design and implementation of the curriculum provided by his/her academic department, and active participation in the service of the community.

Reappointment at the rank of Associate Professor requires, in addition, that a faculty member be an experienced and innovative teacher, making a substantial contribution to the institution’s instructional mission; and exhibit increasingly significant scholarship within his/her discipline, with corollary contributions to the community.

Reappointment at the rank of Full Professor requires, in addition, that a faculty member clearly demonstrate achievement of the highest order in teaching, service, and scholarly contributions, as evidenced by the publication of scholarly research, the delivery of papers before appropriate professional audiences, involvement in relevant academic and civic organizations, and or/major creative contributions to the arts.

* 1. Schedules and Procedures
     1. **First-Year Faculty**

October 1st Faculty member, Department Chair and Division Dean agree on the faculty member’s Annual Individualized Faculty Plan for the academic year.

January 15th Department Chair completes written recommendation to Division Dean .

February 11th Division Dean completes written recommendation to the Provost. February 21st Provost completes written recommendation to President of the

College.

March 1st President of the College notifies faculty member in writing of the **non-reappointment** decision and furnishes information copies to Department Chair, Division Dean and Provost.

* + 1. Second-Year Faculty

May 15th Faculty member, Department Chair and Division Dean agree on faculty member’s Annual Individualized Faculty Plan for the next academic year.

October 31st Department Chair completes written recommendation to Division Dean.

November 15th Division Dean completes written recommendation to Provost. November 30th Provost completes written recommendation to President of the

College.

December 15th President of the College notifies faculty member in writing of the **non-reappointment** decision and furnishes information copies to Department Chair, Division Dean and Provost.

* + 1. Later Summative Reappointment Evaluations until Tenure

Schedule and Procedures - See Second-Year Faculty (above)

May 15th President of the College notifies faculty member in writing of the non-reappointment decision at least twelve (12) months in advance.

1. Summative Evaluation for Promotion

The College has a responsibility to continually improve its academic stature. This improvement calls for increasing rigor in the application of evaluation criteria in the promotion process. However, the College recognizes that no faculty member can simultaneously and successfully engage in all of the areas listed below while preparing for promotion to an advanced rank. Each faculty member seeking promotion will make long- range plans in consultation with the Department Chair and Division Dean, to develop a program to successfully address such criteria that would best assist them in meeting their professional goals and attaining the desired rank.

* 1. Criteria for Promotion

Faculty seeking promotion to a higher rank will be evaluated in three broad areas.

1. *Teaching effectiveness: In class*: quality of course content, organization of materials, presentational style, clarity of delivery and explanation, responsiveness to student questions, student involvement in discussion, use of teaching aids, evaluation of student achievement*. In personal relationships with students:* openness and accessibility, stimulation of intellectual curiosity and growth, sensitivity to personal history, problems and needs, soundness of academic advisement, and strength of student evaluations.
2. *Professional Achievement and Academic Contributions:* activity in recognized professional associations and societies; publication or presentation of research or other scholarly or creative work recognized in the faculty member’s academic discipline; participation in advanced professional courses, seminars, institutes; other professional involvement or contributions.
3. *Service to the College:* effective participation on committees of the Department, Division, and/or College; quality of working relationships with other faculty, staff, and administration; active participation in the intellectual, social, and religious life of the college; service as advisor to student organizations and activities; representation of the College in community and civic activities; participation in faculty meetings.
   1. Requesting Summative Evaluation for Promotion

A faculty member may request evaluation for promotion if he/she possesses the minimum qualifications for appointment to the rank being sought, has completed at least one full year of tenure-track service at the College and believes that his/her performance at Tougaloo meets the standards set for advancement to the rank being sought.

Nonetheless, a candidate lacking the normal minimum qualifications may request promotion if he/she meets the stated performance criteria for the rank being sought and feels that exceptional circumstances justify the request.

Otherwise, candidates for promotion to the ranks of Assistant Professor, Associate Professor, and Professor must meet the requirements for appointment to the rank being sought and for reappointment at that rank.

* 1. Schedule and Procedures for Promotion

In reaching a recommendation, the Committee on Faculty Evaluations, Tenure and Promotion will consider carefully the portfolio submitted by the candidate together with the written recommendations of the Department Chair and the Division Dean. In addition, the Committee may seek additional information either in writing or in oral testimony from the faculty member, the Department Chair, and/or the Division Dean. If appropriate, the Committee may seek external opinion(s) from authorities in the candidate’s discipline.

While the recommendation of the Committee is shared with the faculty member, the deliberations of the committee are confidential to the extent permitted by law. Where possible, the Committee should forward a consensus recommendation, with supporting rationale, to the Provost. When the Committee finds it impossible to reach a consensus verdict, it shall make a report to the Provost. The report shall indicate rationales for both positive and negative recommendations, together with the information as to which recommendation is supported by the Committee’s majority. The report shall also include the names of faculty members, context of the dispute, and direction of faculty vote. In a separate and confidential memorandum to the Provost, the Dean will indicate the division of opinion on the Committee with respect to the candidate. This confidential memorandum will be available only to the Provost, the President of the College and in cases involving tenure decisions, the Board of Trustees.

April 1st Faculty member intending to request promotion asks Department Chair to certify eligibility for the promotion sought.

May 15th Faculty member, Department Chair and Division Dean agree on faculty member’s Annual Individualized Faculty Plan for the next academic year.

Department Chair responds to request for determination of eligibility for promotion including a statement of reasons in those cases in which certification of eligibility is being denied. Information copies are furnished to the Chair of the Committee on Faculty Evaluations, Tenure and Promotion and Division Dean.

September 15st **Eligible faculty:**

* + 1. Formally request promotion in writing to Department Chair;
    2. Submit portfolio to the Department Chair for review.

Department Chair:

1. Provides copies of the faculty member’s formal request to Division Dean and Chair of the Committee on Faculty Evaluations, Tenure and Promotion;
2. Convenes a committee of at least two tenured faculty members from the Department and/or the Division to review the portfolio with the Department Chair.

October 15th Department Chair completes written recommendation to Division Dean and furnishes information copies to faculty member, Chair of the Committee on Faculty Evaluation, Promotion, and Tenure, and the Provost.

November 1st Division Dean completes written recommendation to Committee on Faculty Evaluation, Promotion, and Tenure and furnishes information copies to faculty member, Department Chair and Provost.

January 10th Committee on Faculty Evaluation, Promotion and Tenure completes written recommendation to Provost and furnishes information copies to faculty member, Department Chair and Division Dean.

February 15th Provost completes written recommendation to President of the College and furnishes information copies to faculty member, Department Chair and Division Dean.

President of the College notifies the faculty member in writing of the results of the evaluation, and furnishes information copies to Department Chair, Division Dean and Provost within 10 working days following the May meeting of the Board of Trustees.

4. Promotion of Tenured Faculty

A tenured faculty member may request of the department chair that he/she be evaluated for promotion. The request shall be granted for tenured faculty members who have been

at least six years in the current rank and have not been evaluated for at least four years. Such evaluation shall be carried through each level of review, including that of the Committee on Faculty Evaluation, Promotion and Tenure.

##### Summative Evaluation for Tenure

Tenure is an expression of mutual confidence between the College and a faculty member. Tenure carries an implicit expectation that a faculty member will continue to be a valued colleague, an excellent teacher, and an active scholar, artist or leader in the Tougaloo community.

Tenure is granted by the Board of Trustees to a faculty member who has completed a probationary period within the College and has received positive recommendation through the prescribed faculty and administrative review processes. To the faculty member, tenure provides a reasonable assurance of continuing faculty service, continuing exercise of the opportunity and responsibility of academic freedom and an accompanying degree of financial stability. To the institution, tenure provides a reasonable assurance of commitment and continuity in the faculty.

Tenure is an affirmation that the faculty member has shown evidence of personal and professional development during the pre-tenure probationary period, aspires to continue this development, and accepts and embraces the mission and standards of the College.

The granting of tenure to a faculty member suggests a commitment by the College to continuing employment for that faculty member throughout his/her professional life. All tenure decisions are therefore immensely important both to the individual faculty member involved and to the College itself. While recognizing that the process of reaching tenure decisions necessarily requires navigation of subjective terrain at each stage, the College delineates a transparent decision-making process so as to make the tenure decision and all faculty personnel decisions as fair and as objective as possible.

While the granting of tenure guarantees the possibility of employment at Tougaloo until retirement, the tenured faculty member may be subject to dismissal if (1) a situation of financial exigency exists for the College as a whole, (2) duly approved changes in the educational programmatic needs of the College’s student body preclude the faculty member from making a productive contribution, or (3) he/she engages in unethical or unprofessional conduct shocking to the College and/or local community’s conscience. This type of conduct shall include, but is not limited to, violation of the Sexual Harassment policy (Appendix O) and the Drug/Alcohol policy (Appendix P). A tenured faculty member may be dismissed only by action of the Board of Trustees pursuant to the procedures mandated later in this Handbook.

* 1. Criteria for Tenure

1. The candidate must be fulfilling the criteria for his/her present rank.
2. The candidate must have a terminal degree from an accredited institution or its equivalent.
3. The terminal degree must be appropriate and relevant to both the Division and Department in which the faculty member is assigned. In cases of any disagreement, the Provost will determine what constitutes “appropriate and relevant.”
4. The candidate must be judged to have expertise which the College deems to be pertinent to the advancement of its educational goals.
5. The candidate must show promise of remaining a productive member of the academic community and the College.
6. The candidate must demonstrate the highest standards of personal and professional integrity and command the professional respect of his/her colleagues.
7. The candidate must demonstrate commitment to the mission and standards of the college.

Tenure for initial appointees will be subject to the tenure requirements established by the College and will not be granted automatically upon leaving a tenured position from another institution.

Tenure is granted only to faculty members who hold the rank of Associate Professor, or Full Professor. To be awarded tenure, a faculty member must therefore have met all requirements for the achievement of the rank of Associate Professor, or Full Professor.

An Assistant Professor may simultaneously apply for promotion to the rank of Associate Professor and for tenure. If promotion to the rank of Associate Professor is approved by the President of the College, the candidate is then eligible for consideration for tenure by the Board of Trustees.

* 1. Third Year Review

During the third year of employment, each tenure-track faculty member must undergo a cumulative review of potential for tenure. The review identifies areas where the faculty member may need assistance to ensure continuous intellectual and professional development. A mid-course review is also conducted for faculty who are employed with prior credit toward tenure.

The initial performance review will be conducted by both the Department Chair and the Department/Division Committee and the Committee on Faculty Evaluation, Promotion and Tenure. This review is designed to complement ongoing mentoring efforts at the department level. The cumulative review is different from the annual review in that it encompasses a longer term perspective on the faculty member’s accomplishments. The Department Chair will discuss the recommendations from both Committees with the faculty member. This allows the opportunity for adjustments for subsequent tenure consideration.

Specific procedures for the Third Year Review will be issued by the Provost.

* 1. Requesting Summative Evaluation for Tenure

A faculty member will normally request evaluation for tenure the sixth year of tenure- track employment at the College. The request is advanced by a maximum of two years if credit toward tenure for prior experience has been granted. If a faculty member does not request evaluation for tenure or receives a negative tenure decision during the sixth year of tenure-track employment (or earlier if indicated by credit for prior experience), he/she will be given a one-year terminal appointment for the following academic year. However, the Provost may offer the faculty member consecutive one-year employment contracts to make use of faculty who possess skill sets deemed valuable to the College despite the denial of tenure.

* 1. Schedule and Procedures for Tenure

The Schedule and Procedures for Tenure are the same as those for Promotion.

Beginning with a full-time, tenure-track appointment at the rank of instructor or a higher rank at the College, the probationary period shall normally not exceed seven years of full- time continuous service. Also included is prior time at other institutions, up to a maximum of two years, when the person has held a full-time appointment in the rank of instructor and above, and after the Ph.D. has been conferred, or the terminal degree normally required for the particular discipline has been attained.

1. Tenure review normally occurs during the sixth year of the probationary period, and is based upon the record of teaching, scholarship, and service accumulated during the previous five years,
2. The College may recognize superior performance by offering an early consideration for tenure (less than 6 years); however, the individual faculty member may not apply for early review.

See Appendix N for more information on the overall faculty evaluation timeline.

##### Evaluation of Tenured Faculty

A faculty member who is awarded and accepts tenure at the College thereby accepts a commitment to sustained excellence in teaching, scholarship, and service.

* + 1. Evaluation Types

1. **Formative**

Formative evaluations of a tenured faculty member are conducted for the purposes of documenting teaching effectiveness and accomplishments and providing a basis for the awarding of discretionary salary increases. Materials submitted in this process become part of the faculty member’s file in the Office of the Provost, and may be used in subsequent summative evaluations. In those years in which a summative evaluation of

the faculty member is being conducted, the formative evaluation is subsumed in the summative evaluation, so that a faculty member is evaluated through only one process in any given year.

1. Summative

Following the award of tenure, a summative evaluation of the tenured faculty member’s performance will be conducted every five years, or as determined appropriate by the Provost. The purposes of such evaluations will be to provide comprehensive and cumulative detailed assessments of an individual’s achievements and to assist the individual faculty member and the College in providing for continuing professional growth following the achievement of tenure.

* + 1. Criteria

A faculty member who is judged to be performing at a level of sustained achievement when measured against each of the three criteria listed under criteria for promotion will be evaluated as outstanding. If sustained achievement is judged to be demonstrated in teaching and in one of the other two areas, the faculty member will receive a positive evaluation. If sustained achievement is judged to be demonstrated in teaching and in neither of the two other areas, the faculty member shall receive a neutral evaluation. A faculty member who fails to demonstrate sustained achievement in at least one of the other two areas will receive a negative evaluation.

A faculty member receiving a neutral or negative evaluation may request an interim summative evaluation prior to the expiration of the normal five-year period between such evaluations; such an evaluation shall take place no sooner than two years following the neutral or negative evaluation, and may result in an upward revision of the evaluation judgment.

* + 1. Schedules and Procedures

1. **Formative Evaluation for Tenured Faculty**

May 15th Faculty member, Department Chair and Division Dean agree on the faculty member’s Annual Individualized Faculty Plan for the next academic year.

February 1st Faculty member presents evaluation portfolio to Department Chair, with information copies furnished to Division Dean and Provost.

February 21st Department Chair completes written recommendation to Division Dean and furnishes information copies to faculty member and Provost.

March 15th Division Dean completes written recommendation to Provost and furnishes information copies to faculty member and Department Chair.

April 7th Provost completes written recommendation to the President of the College and furnishes information copies to faculty member, Department Chair and Division Dean.

May 15st President of the College notifies faculty member in writing of the results of the evaluation, and furnishes information copies to Department Chair, Division Dean and Provost.

1. Summative Evaluation for Tenured Faculty

May 15th Faculty member, Department Chair and Division Dean agree on faculty member’s Annual Individualized Faculty Plan for the next academic year.

February 1st Faculty member presents evaluation portfolio to Department Chair, with information copies furnished to Division Dean and Provost.

February 21st Department Chair completes written recommendation to Division Dean and furnishes information copies to faculty member and Provost.

March 15th Division Dean completes written recommendation to Provost and furnishes information copies to faculty member and Department Chair.

April 7th Provost completes written recommendation to the President of the College and furnishes information copies to faculty member, Department Chair and Division Dean.

May 15st President of the College notifies faculty member in writing of the results of the evaluation, and furnishes information copies to Department Chair, Division Dean and Provost.

##### I. Evaluation of Non-Tenure-Track Faculty

Individual circumstances will determine the nature of appropriate evaluations for Visiting and Adjunct Professors. Evaluations of a suitable nature are essential in those cases in which re-appointment beyond the initial period of service is contemplated, and the processes for such evaluations will be determined by the Provost in consultation with the relevant Department Chair and Division Deans.

##### J. Appeals

At any stage of the evaluation process, a faculty member may respond to the written recommendation made with respect to his or her case. The response, in writing, must be directed to the author of the recommendation to which the response is being made. Provided that the faculty member’s response is received in a timely manner (10 working days), the author of the recommendation will take full account of such additional information as the faculty member may provide.

If an evaluation process results in a negative decision by the President of the College, the faculty member may ask for a reconsideration of that decision if he or she feels that there are significant substantive or procedural grounds for such a request. The request must be in writing to the President within one week of the faculty member’s notification of the decision. The President will consider each request for reconsideration expeditiously, and will notify the faculty member within two weeks of receipt whether the request for reconsideration is to be granted. If reconsideration is granted, the President will inform the faculty member of the process and the timetable for the reconsideration.

Decisions of the Board of Trustees with respect to tenure are not subject to appeal.

##### K. Grace Period

Thoughtful adherence to the deadlines outlined in this section on “Faculty Evaluation: Reappointment, Promotion, and Tenure” is critical. Also central to our campus values is a degree of flexibility regarding hard deadlines. That said, punctuality is the order of the day but a reasonable period of grace may be allowed here under special circumstances as agreed upon by the interested faculty member, the Provost, and the Committee on Reappointment, Promotion, and Tenure.

##### Retirement, Resignation and Dismissal

* 1. Retirement

Retirement benefits for Tougaloo College faculty members are described in the *Tougaloo College Retirement Plan.*

Concerns for the academic programs and the students of the College dictate that faculty members should give as much notice as possible with respect to a planned retirement. The faculty member shall give written notice to the Provost with copies of the notice sent to the Division Dean and the Department Chair. Under normal circumstances a faculty member who plans to retire at the end of an academic year will be expected to inform the College not later than December 31st of that academic year.

* 1. Resignation

Concerns for the academic programs and the students of the College dictate that faculty who decide to resign from the College or to not accept reappointment at the College give notice as soon as possible. Faculty members are expected to accept or reject contracts within ten working days of their issuance. A faculty member who wishes an extension of the ten-day deadline must make the request in writing to the President of the College, who may grant such a request if it is deemed to be in the best interest of the College. Continuing faculty members who accept reappointment contracts are allowed twenty days to rescind that acceptance.

* 1. Dismissal

Tougaloo faculty can be assured of a full hearing should charges of misconduct arise against them. The Tougaloo Dismissal Policy is informed by an unflinching commitment to due process and human rights. As an HBCU, Tougaloo brings a heightened sensitivity to discriminatory practices in higher education, the damage done by competitive malice and unfounded gossip, and the dangers of false accusations and wrongful convictions.

As noted above, a tenured faculty member may be dismissed by action of the Board of Trustees if (1) a situation of financial exigency exists for the College as a whole, or (2) duly approved changes in the educational programmatic needs of the College’s student body preclude the faculty member from making a productive contribution, or (3) he/she engages in unethical or unprofessional conduct shocking to the College and/or local community’s conscience.

Non-tenured faculty members are also subject to dismissal for cause.

The College guarantees due process to any faculty member for whom dismissal is contemplated. Thus a tenured faculty member may be dismissed for financial or programmatic reasons only after the Board has formally adopted a statement of general financial exigency or formally specified the change in programmatic mission which makes continued productive contributions by the faculty member impossible. A faculty member so dismissed will be entitled to at least a year’s notice unless financial circumstances render such notice impossible.

The following procedure pertains only to cases involving accusation of wrongdoing.

When reasons arise to consider the dismissal for cause of a faculty member with tenure or with time remaining on a faculty contract, the President of the College or an appointed designee shall invite the faculty member to discuss the matter in a personal conference. The matter may be resolved by mutual consent at this and any other point in the process and both the faculty member and the President (or designee of the President) have the option of assistance by counsel at this and every other stage of the process. If there is no resolution at this point, the President may assign the Provost to recommend whether formal proceedings should begin and if so to formulate a reasonable specific statement of the grounds for dismissal.

If the President feels that there is adequate basis for formal proceedings to commence, the President shall present a written statement of grounds for dismissal to the faculty member. If the matter is not resolved within three working days, the President shall charge the Provost to transmit the statement of grounds for dismissal to the Faculty Affairs Committee; the Provost in consultation with that Committee will appoint a five- person Dismissal Hearing Panel.

Formal proceedings begin with a written communication from the President to the faculty member, notifying the faculty member that charges of misconduct, sufficient to warrant dismissal if proved, have been made; in this communication, the President shall formally state those charges. While these charges will normally parallel those presented earlier to the faculty member in the statement of the grounds for dismissal, the President may supplement, modify, or truncate the charges in light of all information available at this stage of the process. Copies of the communication from the President to the faculty member shall be provided to each member of the Dismissal Hearing Panel and to the Provost.

Within a week of receipt of the communication from the President, the faculty member shall provide to the Dismissal Hearing Panel a written response to the charges being brought as grounds for dismissal.

The Dismissal Hearing Panel meets in private to consider both the communication from the President and the written response of the faculty member, and may communicate with both parties in an attempt to reach a mutually agreeable resolution. If proceedings are to continue, the Dismissal Hearing Panel consults with the President and the faculty member as to whether hearings on the charges should be public or private. The faculty member has the right to insist that the hearings be public. If the faculty member does not so insist, the Dismissal Hearing Panel shall exercise its best judgment on this question.

The Dismissal Hearing Panel determines the order of evidence, conducts the questioning of witnesses, and, if necessary, secures presentation of evidence relevant to the case. The Dismissal Hearing Panel shall grant all reasonable requests by the faculty member for the submission of evidence which the faculty member feels is pertinent.

After completing its hearing, the Dismissal Hearing Panel deliberates in executive session and determines the recommendation it wishes to make to the President. The Dismissal Hearing Panel has a duty to reach a majority decision as to whether charges against the faculty member have been substantiated. The Dismissal Hearing Panel also has discretion to recommend whether charges, if substantiated, are sufficient to warrant dismissal, or whether a lesser penalty might be appropriate. As expeditiously as possible, the Dismissal Hearing Panel shall present in writing to the President and the faculty member its findings, including its recommendation(s) and a detailed report of the hearings. If the hearings have been public, the written findings of the Dismissal Hearing Panel shall also be made public.

The President transmits the full report of the Dismissal Hearing Panel to the Board of Trustees, along with the recommendation of the President. The President also provides a copy of his or her recommendation to the faculty member. After receipt of the recommendation of the President, the faculty member has one week to provide any additional written response to the findings of the Dismissal Hearing Panel and/or to the recommendation of the President. Any such response shall be delivered to the President for transmission to the Board of Trustees.

The Board of Trustees makes the final decision on the matter and communicates this decision in writing to the President of the College, who then informs the faculty member, the Provost and the Dismissal Hearing Panel of the decision of the Board of Trustees.

A faculty member will be suspended during dismissal proceedings only if the President judges that the faculty member’s continued performance of duties would constitute a danger to the faculty member or to others at the College. If a faculty member is suspended during dismissal proceedings, the suspension shall be with pay unless the faculty member is legally prevented from discharging his or her duties by a party other than the College itself.

##### Absence from the College

Prior approval must be obtained for absence from faculty responsibilities for professional or personal reasons. Absence must be approved by the Division Dean, the Department Chair, and the Provost (see Appendix T, Request for Official Absence Form).

In case of illness or other emergency, the earliest possible notification should be submitted to the Department Chair and Division Dean, and the absence form must be submitted when the faculty member resumes his or her responsibilities. Faculty must work in conjunction with the Division Deans and Department Chairs to assure that classes are covered.

* 1. Leave for Professional Development
     1. **Leave of Absence**

After at least two years of full-time teaching at Tougaloo, a faculty member may request an unpaid leave of absence for professional development activities, research or creative work. The request should be made by December 15th in the academic year preceding the proposed leave period. The faculty member requesting such a leave should submit a written request to the Department Chair, who makes a recommendation to the Division Dean who, in turn, makes a recommendation to the Provost. The Provost then makes a recommendation to the President of the College, whose recommendation is forwarded to the Board of Trustees for a final decision.

When the Board grants a leave of absence, the leave time does not count toward tenure or promotion. The individual remains a faculty member of record, and returns to service at the College with their prior rank and status. Unless prohibited by the relevant insurance

company, the faculty member, while on leave, may retain life and health insurance coverage and active or inactive retirement fund membership. The College may require the faculty member to contribute all or part of the College’s direct cost of life insurance and active retirement fund participation.

* + 1. Sabbatical Leave

After six years of full-time service at the College, a faculty member is eligible for one sabbatical leave during each subsequent seven-year period of full-time service, including time on sabbatical leave. Thus a faculty member may be granted one sabbatical leave in the seventh through thirteenth years of service, one in the fourteenth through twentieth years of service, and so on. Ordinarily, however, a sabbatical leave will not be granted within four years of the completion of a preceding sabbatical leave.

Sabbatical leave will be for one semester at full salary or one academic year at half salary. An eligible faculty member may make application to the Department Chair who will make a recommendation to the Provost by January 1st of the academic year preceding the proposed leave. The President will make a decision on the leave request and notify the faculty member in writing of that decision by March 1st. Note, however, that the failure of the President to meet this deadline does not automatically entitle the faculty member to a positive decision.

Subject to three conditions, decisions regarding sabbatical leaves are discretionary with the President: (1) no more than five percent of the total full-time faculty, rounded if necessary to the next highest whole number, shall have sabbatical leaves during any one academic year; (2) contingent only on the availability of funds, the College shall grant at least one sabbatical each year if there is at least one qualified applicant; and (3) there shall be no more than one sabbatical leave in any one department during a single academic year.

Each sabbatical leave request shall include a summary of the anticipated activities during the leave. Because the purpose of a sabbatical is to give a faculty member time to update professional skills through educational activities or to participate in other activities which will increase teaching effectiveness, the faculty member is not normally permitted to take a teaching position at another institution during the period of the leave.

Persons on sabbatical leave enjoy the same fringe benefits as other full-time faculty members.

* 1. Leave for Personal Reasons
     1. **Sick Leave**

Tenured and tenure-track faculty members shall accrue sick leave with pay at the rate of eight (8) hours per full month of employment, retroactive to the first day of employment. Accrued sick leave not used during the anniversary year earned may accumulate from pay period to pay period and from year to year not to exceed ninety (90) days.

Although it is personal to each faculty member, sick leave does cover leave required due to the illness of immediate members of the faculty member’s family within the same household. A doctor’s certificate will be required for illness extending beyond three days (see also Parental Leave).

Faculty members who have not completed the initial employment period of six months are ineligible for sick leave; however, upon successful completion of this period, sick leave will be retroactive to the first day of employment. Throughout a period of absence, the faculty member should keep the Department Chair and/or Division Dean informed of his or her physical condition and estimated date of resumption of his or her responsibilities. Holidays occurring during paid sick leave shall be paid as holidays and not as sick days. Sick leave will not be paid during a period of compensable injury.

* + 1. Parental Leave

Male and female faculty members are eligible for parental leave without pay after completion of their initial six months employment period. Parental Leave is defined as time granted a faculty member for pregnancy, childbirth, and post-natal care. It may not exceed four and one-half months. Annual leave and sick leave do not normally accrue during parental leave, although credit earned prior to parental leave may be carried forward. For purposes of promotion and tenure, parental leave time will be carried forward and included in calculating length of service to the College.

A faculty member may request the use of paid accrued annual leave during this time. Overstaying parental leave without proper notification and approval, or seeking and/or accepting other employment during the parental leave, may constitute an automatic resignation and loss of benefits.

Any faculty member intending to take parental leave, or any pregnant faculty member, must notify the Division Dean, Department Chair and the Personnel Officer, in writing, of the expected date of childbirth as determined by the mother’s physician. This notice must be given not later than the beginning of the fifth month of pregnancy. As soon as possible, a female faculty member should provide to the Director of Human Resources a statement from her physician giving the length of time that she can safely continue in her present appointment and responsibilities. Ordinarily, the faculty member’s leave may begin after the twenty-sixth week of pregnancy. The faculty member will be required to present a physician’s statement in order to return to her responsibilities at the College.

* + 1. Bereavement Leave

Faculty may be allowed up to a maximum of five consecutive working days of paid leave in the case of death of an immediate family member. “Immediate family” refers to spouse, parents, children, siblings, grand-parents, aunt, uncle, grandchildren and in-laws.

* + 1. Voting Time

Voting is one of our most fundamental constitutional rights. The right to vote gives us a voice in the political, social, and economic direction of the country in which we live. In fact, our constitutional democracy depends upon us being active citizens in electoral politics. Towards uplifting that principle of participatory democracy, all faculty members are urged to vote in all municipal, state, and federal elections. If a faculty member’s scheduled responsibilities would preclude the opportunity to vote, the schedule may be adjusted by the minimum amount of time reasonably required to exercise the right.

* 1. Mandated Personal Leave
     1. **Military Leave**

Leave of absence without pay for military service shall be granted to a faculty member as required by the Veterans Reemployment Rights Act, but generally for up to four years for individuals who enlist. Faculty members who are members of the Reserves or National Guard may be excused from regular duties to fulfill training or active duty requirements.

In the case of leave of absence for military service, if the faculty member requests re- employment within ninety (90) days after an Honorable Discharge, and is still qualified, he or she will be reappointed in the same position or in a similar available position. Military leave will be considered as continuous employment in computing fringe benefits; however certain benefits including sick leave shall not accrue during military leave. Earned credit for those benefits may be carried forward. Members of the Reserves or National Guard required to go on active duty will be granted leave without pay. A copy of military orders must be given to the Department Chair before military leave commences. The Department Chair must submit the order to the Director of Human Resources.

* + 1. Jury Duty

Jury duty is a civic duty which should be honored and respected. Particularly as an HBCU, the College is alert and sensitive to the fact that a basic protection against racial, economic, and gender bias is the principle that juries must reflect a cross-section of the community. Towards uplifting that principle, the College encourages its faculty members to perform jury services and it is hoped that each faculty member will respond to the obligation when summoned.

Any faculty member attending a trial for reasons other than being summoned or subpoenaed to testify for jury duty will be entitled to use other leave with approval of his or her supervisor.

#### Benefits

* 1. Holidays

Faculty members receive time off for the holidays specified in the academic calendar of the College, including the following: New Year’s Eve; New Year’s Day, Martin Luther King Jr.’s Birthday; Good Friday (2 days); Memorial Day; Independence Day; Labor Day; Thanksgiving Day (2 days); and Christmas (3 days).

* 1. Health and Medical Insurance

Employees are eligible to join the College’s health/medical insurance plan. The current plan includes benefits for physician and prescription needs. Enrollment is optional but not automatic. Interested employees **must** sign-up during the first 30 days of employment or during the open enrollment period. Employees desiring enrollment **must** pay 50% of premium rate for the first three (3) months of enrollment in the plan, after which the College will pay 100% of the employee’s premium rate thereafter. At present, the employee’s portion is twenty (20) percent of medical expenses, an out –of-pocket expense of $1500.00, an annual deductible of $1000, a doctor’s visit co-pay of $25 for general practitioner and $40 for a specialist, and a drug co-pay of $10 for generics, $25 for non-preferred brands, and $50 for preferred brands. Spouse, child, and family coverage are also available at the full expense of the employee. Coverage for family must also take place within the first 30 days of employment. An application for enrollment and detailed information is made available in the Human Resources Department. The open enrollment period is held in May during the Employee Benefit Fair.

Requests for changes in coverage (additions, deletions, or corrections) may be filed on an Application for Change Form, which may be obtained from the Human Resources Department. Permission to make changes outside the open enrollment period are only allowed in cases of marriage, divorce, childbirth, death or adoption. Employees are issued identification cards shortly after enrollment into the plan. The card should be carried at all times and presented to the attending medical facility whenever services are rendered.

In most cases, claims will be processed at a medical facility, which participates in the network. Claim forms for reimbursement for cash payments may be obtained from the Human Resources Department.

* 1. Cobra

Employees who terminate their employment for any reason other than “gross misconduct” or who are approved for an extended leave of absence may apply for continuation of their medical insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA allows the covered employee and their eligible dependents who were covered under the Plan on the day of termination the right to continue their coverage under COBRA for a maximum of 18 months; or for 29 or 36 months for other specified reasons. It is mandatory that terminating employees (who are

eligible to continue under COBRA) complete a COBRA Continuation Form and opt to continue or waive continuation of medical coverage. Employees who elect continuation of medical coverage under COBRA will be responsible for the entire premium(s). Nonpayment of the premiums will result in termination of the coverage under COBRA.

* 1. Group Life Insurance

Full – time employees are eligible to enroll in the College’s Group Life Insurance Plan (Basic and Voluntary Life) as a new employee or during the College’s Open Enrollment Period (usually conducted during the first week of the Month of May).

Basic Life Insurance coverage is three times the amount of the employee’s annual salary. The premium cost is per thousand. The employee contributes a portion of the premium (currently .22 cents per thousand) and the employer contributes a portion of the premium (currently .15 cents per thousand). Employees must be enrolled in Basic Life to be eligible for enrollment in Voluntary Life. Voluntary Life Insurance is additional life insurance and the premiums are based on the employee’s age and the additional amount of insurance that the employee desires up to a maximum of $100,000.00. The cost of the Voluntary Life Insurance is paid totally by the employee. The employee may also cover their spouse up to a maximum of $25,000.00 if the employee maintains at least $50,000.00 of Voluntary Life Coverage. Eligible dependent children may also be covered under this policy.

If the new employee does not enroll in the group life plan when first eligible as a new employee, and chooses to enroll during the Open Enrollment Period, proof of insurability may be required by the College’s Group Life Provider.

* 1. Retirement

Full-time employees are eligible to enroll in the College’s retirement plan as a new employee or during the College’s Open Enrollment Period (usually conducted during the first week of the Month of May). Eligible employees may enroll in one of three retirement plans. The College permits employees to postpone enrollment, if elected, until their two years anniversary. Enrollment is mandatory upon two years of employment at a minimum of at least 3% of their monthly gross salary. The College will contribute 5% throughout the term of continued employment starting at two years of employment based on the employee’s monthly gross salary. Enrollment information may be obtained from Human Resources. A request for retirement must be submitted in writing to the Immediate Supervisor, the Department Chair, and Human Resources Director, who will implement the retirement procedures and conduct an exit interview with benefit explanations. When applicable, a request for retirement must be submitted to the President and Provost.

* 1. Dental Insurance

Full-time employees are eligible to enroll in the College’s Group Dental Insurance Plan as a new employee or during the College’s Open Enrollment Period (usually conducted

during the first week of the Month of May). Dental Insurance is optional and the premium

(s) is paid 100% by the employee. Coverage is also available for eligible dependents.

* 1. Vision Insurance

Full-time employees are eligible to enroll in the College’s Group Vision Insurance Plan as a new employee or during the College’s Open Enrollment Period (usually conducted the first week of the Month of May). Vision Insurance is optional and the premium (s) is paid 100% by the employee. Coverage is also available for eligible dependents.

* 1. Worker Compensation Benefits

Employees who experience injury or illness in connection with their employment may receive workers compensation benefit. Eligibility automatically begins on the first day of employment. This coverage may also provide for medical expenses, including doctor’s visitation, treatment, surgery, drugs, hospitalization, and cannot be altered in any way. Employees who fail to adhere to the policies listed below may be considered ineligible to receive compensation.

###### STEPS TO FOLLOW:

During Normal Work Hours

All injuries, no matter how minor, **must** be reported to the employee’s supervisor, Campus Clinic, Office of Public Safety, and Human Resources Officer.

When possible, the injured employee **must** report to the College nurse located in the student health center in the Owens Health and Wellness Center.

Employees who require off campus medical assistance **must** go to the MEA Medical Center, 5606 Old Canton Road, Jackson, MS.

Employees who encounter serious injury while on duty **must** go immediately to an emergency room. Employees have the right to visit their personal physician; however, such visits may not qualify for worker’s compensation benefits.

The injured employee **must** report to the Human Resources Department as soon as possible but not later than three (3) days and submit a First Report of Injury Form.

The Human Resources Department **must** report the claim to the worker’s compensation provider.

During After Hours

All injuries, regardless of how minor, **must** be reported to a supervisor or Campus Security.

In the event the MEA is closed, the injured employee must go to an emergency room. A follow-up visit to the medical facilities listed above must take place the next working day. In this case, employees must present the First Report of Injury Form to the Campus Clinic or the Human Resources Department.

In the event the College is closed for extended holidays such as Spring Break and/or Christmas Break and no one from Campus Health Clinic or the Human Resources Department can be contacted, the employee’s supervisor must contact the Human Resources Department.

During Travel

If injury occurs while attending an off campus meeting/conference, the employee may be eligible for workers’ compensation benefits depending on the circumstances. The following steps **must** be followed:

All work related injuries, no matter how minor, **must** be referred to a nearby physician or medical facility. The injury **must** be reported to a supervisor, the Campus Health Clinic, or the Human Resources Department.

Employees who encounter serious illness **must** go immediately to a nearby emergency room.

The injured employee **must** submit a First Report of Injury Form, name, address, and telephone number of the emergency medical facility to the Human Resources Department within three (3) days.

Vehicles

Only authorized employees who travel in College vehicles will be covered by the College’s auto insurance. If injury occurs while on duty, employee will be eligible for workers’ compensation benefits.

Employees who travel in their personal vehicles may qualify for workers’ compensation benefits (depending on the circumstances) but **must** file a claim under their personal auto insurance.

Only authorized drivers will be covered by the College’s auto insurance.

* 1. Social Security Benefits

Employees and Tougaloo College are required to contribute toward Social Security Benefits Program from the first day of employment. The College automatically deducts the employee’s contribution. Both the employee’s and the College’s contribution rates are established by law and represent a percentage of earnings up to a maximum amount.

Social Security Benefits are composed of four basic provisions consisting of retirement income, disability, death, and health care. Eligibility varies among benefits, and entitlements are subject to individual circumstances. Detailed information can be obtained from booklets explaining this benefit and are available at your nearest Social Security Office.

* 1. Tuition Remission

Faculty and non-Instructional staff, who have completed satisfactorily one academic year of employment, their husbands or wives, and their dependent children under the age 23, are eligible for a qualified tuition remission. Dependent children are defined as either natural born or legally adopted, and are listed and allowed on the faculty member’s most recent Federal Income Tax Return. The staff or faculty member requesting tuition remission **must** show that all available avenues of federal, financial aid and/or scholarships have been explored. In cases where financial aid packages have been granted, the staff or faculty member will be eligible for 75% tuition remission on any remaining balance. Faculty and/or staff members who are not eligible for any federal financial aid and/or scholarships will be eligible for 80% tuition remission. The tuition remission may be allowed during the period of a semester for four years, including eight semesters and up to three summer school sessions. This tuition remission plan is not taxable to the employee or his/her dependent under Section 117 of the Internal Revenue Code. In no cases will refunds be given on federal funds.

Employees who wish to take advantage of the benefit for themselves must have approval their immediate supervisor. The faculty member is responsible for the total number of full-time work hours and must make satisfactory arrangements regarding a flexible schedule with the supervisor. The maximum number of course hours that a full-time employee is allowed to take during a single semester is six during the workweek.

A Fee Remission/Tuition Wavier Request Form must be completed. This form can be secured from the Bursar’s Office. To apply for tuition remission, contact the Bursar.

Budgetary consideration make it necessary to grant tuition remission on a semester by semester basis only, and this plan is subject to review and/or change at the start of any fiscal year.

* 1. Supplemental Insurance Benefits

All employees are eligible to participate in supplemental insurance benefit plans. Benefits are offered for accident, burial, cancer, disability and intensive care. Enrollment may be obtained from designated benefit providers. Participation is totally at the expense of the employee. Contact information can be obtained from the Human Resources Department. Participation is optional but not automatic**.**

* 1. Cafeteria Plan

Employees are eligible to participate in the Cafeteria Plan. The Cafeteria Plan was established under provisions of Section 125 of the Internal Revenue Code. The Cafeteria Plan allows employees to pay certain insurance premiums, major un-reimbursed medical expenses before tax rather than after. Employees may choose to participate in this plan at the time of employment or during the open enrollment period. Enrollment in the Cafeteria Plan **must** remain constant for at least one year (July 1 through June 30). The only exception to this rule involves having a major change in family status such as employment, marriage, divorce, death, or ineligible dependents. Enrollment in the Cafeteria Plan is optional and is free to participants. Application forms and general information may be obtained from the Human Resources Department.

##### Campus Facilities and Services

* 1. Campus Post Office

The Tougaloo College Post Office (zip code 39174) is located in the basement of the Blackmon Building and maintains regular office hours: Monday through Friday, 8:00

a.m. until 5:00 p.m.

Mail requiring postal fees to be paid by the College should be at the Post Office for stamping not later than 1:45 p. m. each day.

Campus mail is usually posted in department boxes, but individual boxes may be assigned to faculty members if needed and/or available. Campus mail should be routed in used envelopes to reduce stationery expenses. Further, the recycling of envelopes via our campus mail is a small but instructive reminder of our much larger responsibility to share in both the theoretical study and the actual building of sustainable communities.

Personal mail should not be regularly delivered to a faculty member through the campus Post Office unless he or she has a campus box.

* 1. College Bookstore

The College Bookstore is located in Warren Hall. It has many items available for faculty members, including new, used and digital textbooks, school branded apparel and accessories, gifts and collectibles, supplies, computers, tablets, cell phones, audio equipment, toiletries, cosmetics, and much more.

* 1. Food Services

Faculty are welcome and urged to enjoy reasonably priced meals, snacks and beverages at Warren Hall. Indeed, it is hoped that faculty will regularly use our dining room for conversation with colleagues and campus visitors, to convene breakfast mentoring sessions, networking luncheons, co-curricular dinner meetings - or in other ways use

Warren Hall as a hospitality hub for building relationships within the Tougaloo community and beyond.

* 1. Library Services

The L. Zenobia Coleman Library provides individual study carrels, classrooms, conference rooms, an archives room, and special collection areas. Faculty members may check out books for an entire semester and have the use of inter-library loan services. Faculty may also request information literacy instruction for individual classes.

Faculty members are encouraged to provide to the circulation desk reserve lists and copies of course syllabi to be retained for student use.

* 1. Financial Services

The Jackson Area Federal Credit Union provides both savings and loan services to Tougaloo College faculty members. Loans are available at a favorable interest rate, with a maximum of sixty (60) months for repayment. Loans may also be secured for the purchase of new and good condition used automobiles. There is a regular salary deduction plan for both savings and loans whereby amounts stipulated may be deducted from salaries monthly. The Credit Union offers telephone and internet banking services.

The Jackson Area Federal Credit Union, P.O. Box 1403, Jackson Mississippi 39205 (601) 960-2180 is open for business Monday through Thursday from 9:00 a.m. to 4:30 p.m. and on Friday from 9:00 a.m. to 6:00 p.m.

* 1. Tougaloo Health Center

Central Mississippi Health Services is located in the George and Ruth Owens Health and Wellness Complex. Health service is provided for treating emergencies which might occur while a faculty member is on duty. The faculty member must arrange for the continuation of his/her medical care with his or her personal physician(s). Regular services from the Health Center are not a fringe benefit.

Central Mississippi Health Services hours of operation are Monday through Friday from 8:00 a. m. to 11:30 a.m. and from 2:00 p.m. to 4:00 p.m. During these hours, health services are under the supervision of a medical doctor.

The phone number for Central Mississippi Health Services is (601) 957-6776.

##### Extracurricular/Co-Curricular Events

Faculty are urged to support and actively shape the multi-faceted creative life of the College. The cultural genius of our campus community is a powerful vehicle for extending our recruitment reach and building our reputation as a leader in the Arts and Humanities. Since its inception, Tougaloo artists and intellectuals have worked in concert as change agents. Faculty are encouraged to enthusiastically invite friends and family to student recitals, exhibits, plays and other performances.

* 1. Athletic Activities

When the College hosts intercollegiate athletic activities, faculty members shall be admitted without charge.

* 1. Intellectual and Cultural Activities

In addition to student sponsored cultural activities and lectures, the Lectures and Concert Committee offers an array of speakers known nationally and internationally. These activities are offered throughout the academic year in addition to the weekly assembly programs held on Wednesdays at 10:00 a.m.

The Music Department sponsors student recitals and the concert choir. Students usually conduct and participate in a regular Gospel choir.

Concerts arranged by the Mississippi Academy of Ancient Music (MAAM) are often presented in historic Woodworth Chapel and are offered at a discounted ticket price to members of the College community.

The Humanities Division usually presents plays each year.

Every July, Tougaloo hosts the vibrant and influential Summer Art Colony. The Art Department exhibits student and professional art year round in Coleman Library.

Each spring semester, the Humanities Division sponsors a week-long Humanities Festival featuring cultural events and activities such as dance performances, concerts, poetry readings, an international food festival, films, and more. These are free to the public.

Each academic department or division sponsors lectures and speakers of national and international prominence.

Faculty members and their families are encouraged to attend auxiliary activities on campus; most of them are free.

##### Policies and Procedure for Revising the Faculty Handbook

* 1. Official Faculty Handbook

The current version of the *Tougaloo College Faculty Handbook* supersedes all previous versions. The Provost and Director of Library Services will maintain official hard copies of the *Faculty Handbook*. The *Handbook* may be amended as necessary according to the procedures outlined below. Substantive revisions become binding after approval by the Board of Trustees.

* 1. The Faculty Handbook Committee

The Faculty Handbook Committee reviews the *Tougaloo College Faculty Handbook* in September and January to ensure that it accurately reflects current principles, practice and policy; considers all proposed changes; and recommends revisions to the Faculty Affairs Committee.

* 1. Receipt and Review of Faculty Handbook

Faculty members are responsible for accessing the *Faculty Handbook* from the College website, reading and acknowledging review of it by executing the “Receipt of Handbook” form attached to the employment contract and/or found in the *Handbook.*

* 1. Protocol for Changing the Handbook

Revisions to the Faculty Handbook may be proposed by the Board, the President, the Provost, Administrators, and Faculty. The President of the College or Provost provides written notice to the Faculty Handbook Committee Chair regarding changes mandated by local, state, or federal law as well as changes mandated by accrediting agencies. The Faculty many not legislate – or in other ways – act in opposition to such mandates.

After review of the proposal for legality, consistency in content and editorial style, the Faculty Handbook Committee Chair forwards the proposal and committee recommendation to the Faculty Affairs Committee Chair. The Chair of the Faculty Affairs Committee may place the proposed revision(s) on the faculty meeting agenda, to be introduced by the Chair of the Faculty Handbook Committee and/or the author of the proposed revision(s).

If the faculty fails to approve the proposal, it dies without prejudice. If the proposal is approved by the faculty, it is sent to the Provost for action as soon as possible. It is assumed that the Provost will convene and seek input from the College Academic Affairs Council if the proposal has the potential to impact the fiscal or physical operations of the College.

To move through the process, the proposal must be approved by the Provost, President, and Board of Trustees. Likewise, the proposal may be denied without prejudice at any juncture.

Only proposals related to policies and procedures need be presented to the Board of Trustees (e.g., questions of grammar, word choice, etc., need not be presented to the Board of Trustees).

The Provost shall provide a written report to the faculty about the Board of Trustees and/or the President’s decision(s) regarding the proposal(s).

The Provost will add the approved proposal(s) to the online Handbook in a timely manner and immediately send same via online mail to all pertinent staff, faculty, and administrators.

1. Faculty Handbook Interpretation

In cases where faculty or the administration believes that the other has misinterpreted or violated the *Handbook*, then any party who feels aggrieved should address the dispute with the appropriate administrative officers: the Department Chair, the Division Dean, and the Provost. If the matter can be resolved at this level by mutual consent, then the resolution should be documented and retained by each officer. If the matter cannot be resolved at this level, then the aggrieved may continue to pursue resolution through the President, who makes the final decision.

### APPENDIX

**PART-TIME EMPLOYMENT PERMISSION FORM APPENDIX A**

TOUGALOO COLLEGE

NAME DEPARTMENT: POSITION:

ADDRESS:

PHONE (CELL): EMAIL:

HOME:

PART-TIME EMPLOYMENT OUTSIDE COLLEGE REQUEST WHERE: POSITION: TOTAL HOURS PER WEEK:

INSTRUCTOR/PROFESSOR: DEPARTMENT CHAIR:

APPROVED DISAPPROVED

SIGNATURE: DATE:

DIVISION DEAN:

APPROVED DISAPPROVED

SIGNATURE: DATE: PROVOST:

APPROVED DISAPPROVED

SIGNATURE: DATE:

**LOW ENROLLMENT CLASS RECOMMENDATION FORM APPENDIX B**

Approve the following course for credit during the semester, 20 :

###### OR

Cancel the following course for credit during the semester, 20 :

Dept. Course No. Title of Course No. of Students/Census Date

Justification:

Instructor: Date:

Department Chair :

Approved Disapproved: Signed: Date:

Dean’s Review:

Approved Disapproved: Signed: Date:

Provost’s Review:

Approved: Disapproved: Signed: Date:

**APPENDIX C**

**LETTER GRADE CHANGE REQUEST FORM**

**INCOMPLETE GRADE CHANGE FORM**

Tougaloo College Office of the Registrar 601-977-7764

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: (Last) (First) (MI) | | | | ID# |
| Course Number: | Section Number: | | Semester/Year: | |
| Course Title: | | Instructor: | | |

Reason for making change:

|  |  |  |
| --- | --- | --- |
| Name of Instructor |  | Date |
| Signature of Instructor |  | Date |
| **Approvals** | **Yes/No** | **Comments** |
| Department Chair |  |  |
| Division Chair |  |  |
| Academic Standing |  |  |
| Provost |  |  |

*The original copy must be submitted to the Office of the Registrar. A copy must be filed with the Division Dean, one copy must be given to the student, and one copy must be retained by the instructor.*

**Incomplete Grade Policy**

An “Incomplete” (I) grade indicates that the work completed thus far is of passing quality, but some portion of the work required to complete the course remains unfinished because of illness or for some other reason over which the student had no control. ***The instructor will submit an Incomplete Grade Assignment Form during the final grade submission, which will detail the work to be completed. When the work is completed, the instructor will submit an Incomplete Grade Removal Form***. If the “Incomplete” is not removed by the end of the mid-term grading period of the following semester in which the student is enrolled, the Registrar will automatically record a grade of “F”. ***Students are prohibited from enrolling in any course for which the current grade is “I”.***

***Permanent Incomplete***

*In unusual circumstances where the work cannot be completed, the dean of the division may recommend that the “I” be converted to a* ***“PI”, “Permanent Incomplete.”*** *The grade of “PI” has no impact on the GPA*

### APPENDIX D

**INCOMPLETE GRADE ASSIGNMENT FORM**

**INCOMPLETE GRADE ASSIGNMENT FORM**

Tougaloo College Office of the Registrar 601-977-7764

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: (Last) (First) (MI) | | | | ID# |
| Course Number: | Section Number: | | Semester/Year: | |
| Course Title: | | Instructor: | | |

In order to complete the course the student must:

Signature of Instructor Date

Signature of Department Chair Date

Signature of Division Dean Date

*The original copy must be submitted to the Office of the Registrar. A copy must be filed with the Division Dean, one copy must be given to the student, and one copy must be retained by the instructor.*

**Incomplete Grade Policy**

An “Incomplete” (I) grade indicates that the work completed thus far is of passing quality, but some portion of the work required to complete the course remains unfinished because of illness or for some other reason over which the student had no control. ***The instructor will submit an Incomplete Grade Assignment Form during the final grade submission, which will detail the work to be completed. When the work is completed, the instructor will submit an Incomplete Grade Removal Form***. If the “Incomplete” is not removed by the end of the mid-term grading period of the following semester in which the student is enrolled, the Registrar will automatically record a grade of “F”. ***Students are prohibited from enrolling in any course for which the current grade is “I”.***

***Permanent Incomplete***

*In unusual circumstances where the work cannot be completed, the dean of the division may recommend that the “I” be converted to a* ***“PI”, “Permanent Incomplete.”*** *The grade of “PI” has no impact on the GPA*

### APPENDIX E INCOMPLETE GRADE REMOVAL FORM

**INCOMPLETE GRADE REMOVAL FORM**

Tougaloo College Office of the Registrar 601-977-7764

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: (Last) (First) (MI) | | | | ID# |
| Course Number: | Section Number: | | Semester/Year: | |
| Course Title: | | Instructor: | | |

Reason for making change:

Name of Instructor Date

Signature of Instructor Date

*The original copy must be submitted to the Office of the Registrar. A copy must be filed with the Division Dean, one copy must be given to the student, and one copy must be retained by the instructor.*

**Incomplete Grade Policy**

An “Incomplete” (I) grade indicates that the work completed thus far is of passing quality, but some portion of the work required to complete the course remains unfinished because of illness or for some other reason over which the student had no control. ***The instructor will submit an Incomplete Grade Assignment Form during the final grade submission, which will detail the work to be completed. When the work is completed, the instructor will submit an Incomplete Grade Removal Form***. If the “Incomplete” is not removed by the end of the mid-term grading period of the following semester in which the student is enrolled, the Registrar will automatically record a grade of “F”. ***Students are prohibited from enrolling in any course for which the current grade is “I”.***

***Permanent Incomplete***

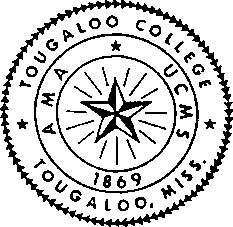
*In unusual circumstances where the work cannot be completed, the dean of the division may recommend that the “I” be converted to a* ***“PI”, “Permanent Incomplete.”*** *The grade of “PI” has no impact on the GPA*

### APPENDIX F

#### Legal Systems and Student Data Management

* FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34CFR 99). Congress enacted FERPA, also referred to as the “Buckley Amendment, in 1974.
* FERPA afford students certain rights with respect to their education records.
* The right to inspect and review.
* The right to request the amendment to the student’s education records.
* The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
* The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA.
* A Student becomes under FERPA law when he or she registers on Campus.
* The Following is covered under FERPA
  + Data on Student Information Systems
  + Data on Course Management Systems, WEB, Blackboard, E-mail, MOODLE, etc.
  + Employment records
  + Records in Financial Aid and the Registrar’s Office
* FERPA conditions federal educational funding on providing student access to, as well as maintaining the privacy of, education records.
* Faculty, staff and officers at Tougaloo are required by FERPA to treat education records in a legally specified manner.
* FERPA requires that a student’s education record must NOT be disclosed to persons who do not meet the strict definition of a school official.
* A school official is:
  + A person employed by the college who has a legitimate educational interest in the records (or others explicitly granted access under the law).
  + A trustee or outside contractor such as health or medical staff, an attorney or auditor acting as an agent for the college
  + A student, alumni or other person serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another official in performing his or her tasks.

### APPENDIX G



STUDENT INFORMATION

**TOUGALOO COLLEGE**

Family Educational Rights and Privacy Act

**RELEASE FORM**

LAST NAME FIRST NAME STUDENT ID#

CONTACT # EMAIL ADDRESS

I give permission to Tougaloo College to release the selected information to the recipient listed for the purpose of providing access to parents.

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF EDUCATION INFORMATION TO  RELEASE | | |  |
| Check | Name | Description | |
|  | All Records | All records listed below | |
|  | Accounting | Includes tuition and fee balances, financial holds, mailing and billing address, payments plans account statements,  collections and debt information. | |
|  | Registration | Includes current enrollment, dates of enrollment activity, enrollment status, semesters attended and mailing address  information. | |
|  | Academic Records | Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree awarded | |
|  | Financial Aid | Includes all general financial aid information. | |
|  | Admissions | Includes dates of application, programs selected, documents received, documents pending, dates of admission , admission  status and conditions of admission. | |
|  | Cancel Previous Release | Cancels any previous request. | |

INDIVIDUAL TO RELEASE INFORMATION TO

LAST NAME FIRST NAME CONTACT # RELATIONSHIP

This authorization is valid until canceled or until the student is no longer enrolled at Tougaloo College. The student may cancel this release at any time by submitting another FERPA form to Tougaloo College.

**APPENDIX H**

## TOUGALOO COLLEGE

**“*Where History Meets the Future”***

### REQUEST FOR A NEW COURSE

*A sample syllabus must accompany this request*

Date: Department: Division:

**Proposed Course Information**

**Course Prefix and Number:**

**Course Title:**

**Credit Hours:**

**Co-requisites:**

**Prerequisites:**

**Cross-Listing(s)\*:**

**Course Description:**

**Course Syllabus: Please submit a sample syllabus for the course with this request**

**Additional Course Information**

(Check all that apply and elaborate if additional clarification is needed)

1. Explain the need for the course?
2. **How often will the course be offered? Semester: Year:**

Fall Every Year

Spring Alternating Years Summer

1. What is the estimated enrollment for each section of the course?

10-20 40-50

20-30

30-40

50+

1. What is the format for the course?

Lecture Practicum

Seminar Studio

Laboratory Honors

1. **How will this course fit into the Tougaloo College curriculum?** General Education Requirement Major Required Course General Education Elective Major Elective Course
2. Who will teach the course?

(Please list the name of faculty members who are qualified to teach the course\*)

Full-time faculty

Adjunct faculty

Note: \*If the faculty members are not already employed by Tougaloo College and are not within the department

requesting approval for this course, a copy of the individual’s curriculum vitae should be attached.

1. Will the course require additional library resources?

Yes (please explain) No

1. Will the course require additional technology resources?

Yes (please explain) No

1. Will the course require special facilities?

Yes (please explain)

No

1. Will the course require additional funding?

Yes (please explain) No

Effective date for implementation of new course:

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

###### \*\*\*\*\*\*\*\*\* APPROVAL

Department Chair Date

\*Department Chair (Cross-listed courses) Date

Division Dean Date

\*Division Dean (Cross-listed courses) Date

Faculty Affairs Committee Chair Date

VP for Academic Affairs Date

**APPENDIX I**

## TOUGALOO COLLEGE

**“*Where History Meets the Future”***

### REQUEST FOR A COURSE CHANGE

Date: Department: Division:

**Current Course Information**

**Course Prefix and Number: Course Title:**

**Credit Hours:**

**Co-requisites:**

**Prerequisites:**

**Cross-Listing(s)\*:**

**Course Description:**

**Requested Changes**

(Check all that apply)

Course Number

Course Title

Credit Hours

Co-requisites

Prerequisites

Cross-Listing(s)

Description

Other

**Proposed Course Information**

**Course Prefix and Number: Course Title:**

**Credit Hours: Co-requisites: Prerequisites:**

**Cross-Listing(s)\*:**

**Course Description:**

**Additional Course Information**

1. The course being revised is a

(Check all that apply)

General Education Requirement General Education Elective

Core Major Course Elective Major Course

1. **Explain the reason for the requested change.**
2. **What benefits or improvements will result from the requested change?**

**Effective Date for Course Change:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

###### \*\*\*\*\*\*\*\*\* APPROVAL

Department Chair Date

\*Department Chair (Cross-listed courses) Date

Division Dean Date

\*Division Dean (Cross-listed courses) Date

Faculty Affairs Committee Chair Date

VP for Academic Affairs Date

**APPENDIX J**

## TOUGALOO COLLEGE

**“*Where History Meets the Future”***

### REQUEST FOR A NEW PROGRAM

**Date:**

**Department:**

**Division:**

**Proposed Program Information Major:**

**Degree Offered:**

**Certificate Offered:**

**Number of Core Requirements:**

**Number of Program Requirements for Graduation:**

**Minimum GPA for graduation:**

**Program Catalog Description: *Please attach the proposed catalog description for the new program along with requirements, course prefixes and numbers, course titles, credit hours, co- requisites, prerequisites, course description, and any effect this new program has on general education requirements.***

1. **Explain the reason for the new program.**
2. **What benefits or improvements will result from the new program?**
3. **What is the estimated enrollment for the new program?**

Yes (please list) No

1. Will the new program affect other programs?

Yes (please explain) No

1. Will the new program have any effect on accreditation?

Yes (please explain) No

1. Will the new program require additional faculty?

Full-time faculty

Adjunct faculty

Note: \*If the faculty members are not already employed by Tougaloo College and are not within the department

requesting approval for this course, a copy of the individual’s curriculum vitae should be attached. Please note which

faculty member will teach each course under the new program.

1. Will the new program require additional library resources?

Yes (please explain) No

1. Will the new program require additional technology resources?

Yes (please explain) No

1. Will the new program require additional or special facilities?

Yes (please explain) No

1. Will the new program require additional funding?

Yes (please explain) No

1. What is the timetable for implementation of the new program?

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

###### \*\*\*\*\*\*\*\*\* APPROVALS

Department Chair Date

|  |  |
| --- | --- |
| \*Department Chair (Cross-listed courses) | Date |
| Division Dean | Date |
| \*Division Dean (Cross-listed courses) | Date |
| Faculty Affairs Committee Chair | Date |
| VP for Academic Affairs | Date |

**APPENDIX K**

## TOUGALOO COLLEGE

**“*Where History Meets the Future”***

### REQUEST FOR A PROGRAM CHANGE

**Date:**

**Department:**

**Division:**

**Current Program Information Major:**

**Degree Offered:**

**Number of Core Requirements:**

**Number of Program Requirements for Graduation:**

**Minimum GPA for graduation:**

**Program Catalog Description: *Please attach the current catalog description for the program along with requirements and course descriptions***

**Proposed Program Information Major:**

**Degree Offered:**

**Number of Core Requirements:**

**Number of Program Requirements for Graduation:**

**Minimum GPA for graduation:**

**Program Catalog Description: *Please attach the proposed catalog description for the program along with requirements and course descriptions***

1. **Explain the reason for the requested change.**
2. **What benefits or improvements will result from the requested program change?**
3. **Will there be courses taken out of the program requirements?**

Yes (please list) No

1. Will there be courses added to the program requirements?

Yes (please list) No

1. Will this program change result in the modification of student learning outcomes?

Yes (please explain) No

1. How will current students be affected by the modifications to the program?

Yes (please explain) No

1. Will the program change affect other programs?

Yes (please explain) No

1. Will the program change have any affect on accreditation?

Yes (please explain) No

1. Will the program change require additional faculty?

Full-time faculty

Adjunct faculty

Note: \*If the faculty members are not already employed by Tougaloo College and are not within the department

requesting approval for this course, a copy of the individual’s curriculum vitae should be attached.

1. Will the program change require additional library resources?

Yes (please explain) No

1. Will the program change require additional technology resources?

Yes (please explain) No

1. Will the program change require special facilities?

Yes (please explain) No

1. Will the program change require additional funding?

Yes (please explain) No

1. What is the timetable for implementation of the new program?

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

###### \*\*\*\*\*\*\*\*\* APPROVALS

Department Chair Date

\*Department Chair (Cross-listed courses) Date

Division Dean Date

\*Division Dean (Cross-listed courses) Date

Faculty Affairs Committee Chair Date

VP for Academic Affairs Date

#### Appendix L.

**Policy on Use of Human Subjects in Research**

###### STATEMENT OF PURPOSE AND AUTHORITY:

Tougaloo College (hereinafter "the College") affirms that human subjects should be treated with dignity, respect, and with regard for their welfare. To protect these values, the College establishes the Institutional Review Board (hereinafter "IRB"). The IRB shall review all research involving human subjects, performed under College auspices, for compliance with federal guidelines and with ethical standards.

It is in the best interest of the ethical and scholarly reputation of the College to maintain a regulating body that provides a check on the procedures of research projects involving human subjects. The IRB is not designed to be punitive or overly critical in its review of applications. Rather, the basic intent of the IRB is to provide technical assistance to researchers in order to facilitate research that meets the highest standards of human subject protection. In this way, the IRB serves both regulatory and didactic functions.

###### SCOPE OF REVIEW:

IRB approval is required for any research involving human participants that 1) is conducted by or under the direction of Tougaloo College faculty, staff or students in connection with the fulfillment of institutional responsibilities or academic requirements, or 2) is performed with or involves the use of college records, facilities or equipment belonging to the College.

###### GENERAL PRINCIPLES OF THE IRB REVIEW:

* 1. It is the policy of the College that its IRB review all research involving human participants. The IRB has the responsibility and authority to review, approve, disapprove, or require changes in and monitor research activities involving human participants. No individual involved in the conduct and/or supervision of a specific project shall participate in IRB review, except to provide information.
  2. Certain research supported by the U.S. Department of Education shall be reviewed in accordance with the requirements of 34 CFR Parts 350 and 356 which require that IRB’s include at least one person who is primarily concerned with the welfare of handicapped children or mentally disabled persons.
  3. No involvement of human participants in research, including recruitment, is permitted until the IRB has reviewed and approved the research protocol and informed consent has been obtained. It is the responsibility of the investigator to obtain approval from the IRB prior to the initiation of any

research, including pilot or pre-test studies, involving the use of human participants.

* 1. All activities involving humans as research participants must provide for the safety, health, and welfare of every individual. Rights, including the right to privacy, must not be infringed. No participant in a research activity shall be exposed to unreasonable risk to his or her health or wellbeing.
  2. An individual does not surrender any rights by consenting to be a research participant. A participant has the right to withdraw from a research project at any time or can refuse to participate without loss of benefits to which the subject would otherwise be entitled. Further, a participant has the right to receive appropriate professional care, to enjoy privacy and confidentiality in the use of personal information, and to be free from undue embarrassment, discomfort, anxiety, and harassment.
  3. The direct or potential benefits to the participant, or the importance of the knowledge to be gained, must not preclude consideration of the inherent risks to the individual.
  4. The confidentiality of information received from participants in experiments or

respondents to questionnaires or surveys shall be fully protected, both during and after

the conduct of a research activity, within the limits of the law.

* 1. Participation in projects must be voluntary. Informed consent must be obtained from all participants and must be documented (unless the requirement for documentation of consent is specifically waived by the IRB). Methods in accordance with the requirements of 45 CFR 46.116 and 46.117, appropriate to the risks of the research, must be used to obtain the participants' informed consent.
  2. In research involving more than minimal risk or substantial stress or discomfort, such risk, stress, or discomfort shall be carefully explained to the participant before his or her participation and justified by expected benefits of the research. The investigator shall be satisfied that the explanation has been understood by the participant; and the written consent of the participant (unless otherwise waived by the IRB), containing the substance of the explanation, shall be obtained and kept as a matter of record.

###### CRITERIA FOR IRB APPROVAL:

Risk/Benefit: In order to approve research covered by this policy, the IRB shall determine that the following requirements are satisfied:

* + 1. Risks to participants are minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose participants to risk.
    2. Risks to participants are reasonable in relation to anticipated benefit, and the importance of the knowledge that may be expected to result from the research.

The IRB will consider the risks and benefits that may result from the research.

The IRB will not consider long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy that fall within the purview of its responsibility.

The IRB will examine study design or scientific merit of a proposed study only within the context of its risk/benefit analysis.

###### CONTINUING REVIEW

1. The IRB is required to reevaluate research projects at intervals appropriate to the degree of risk but not less than once a year. For research involving no more than minimal risk, the approval period is generally one year. For research involving greater than minimal risk, the IRB will determine the appropriate approval period. The approval letter from the IRB will indicate the approval period and the date for submitting a request for continuation.
2. For research with a one-year approval period, investigators must request a continuation for the approval period. Investigators must request a continuation for approval yearly if the activity lasts more than one year. Only two (2) continuations will be granted for a given project. Then, the project must be resubmitted to the IRB as a new protocol.

###### MODIFICATIONS

All modifications to currently approved research are required to have IRB review and approval prior to implementation. Minor changes that do not increase the risk to research participants may receive an expedited review. Modifications to approved research projects that may affect the risk to participants are forwarded to the full IRB for review.

###### REVIEWING REPORTS OF AD VERSE EVENTS

The IRBs are responsible for reviewing reports of any adverse events to research participants or any unanticipated problems that involve risk to human participants in the course of approved research.

Upon the receipt of an adverse event, the IRB will determine whether the study should be modified to reduce the level of risk to participants, or whether the consent form

should be modified to include a description of activities or procedures that could result in adverse effects.

###### EQUITABILITY OF PARTICIPANT SELECTION AND RECRUITMENT

Selection criteria should consider all populations that might potentially benefit from the research. Utilization of populations based solely upon ready availability should be avoided The IRB will take into account the purposes of the research and the setting in which the research will be conducted.

The IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB requirements or that has been associated with unexpected harm to participants (45 CFR 46.113).

Any suspension or termination of approval shall include a statement of the reasons for the IRBs action and shall be reported to the investigator and to the Research Compliance Officer (Office of Institutional Advancement). The Research Compliance Officer shall inform other appropriate institutional officials, and department or agency head, as applicable.

Any research activity initiated or completed will be reviewed by the IRB on a case-by-case basis. The IRB will review the project, consider how the project was conducted (i.e., if the investigator has initiated or conducted the research without approval, or was unaware of the requirement) and if the procedures used in the research violated any of College's standards of ethical conduct in research. In these cases, the IRB will decide if the investigator:

* can use data already collected;
* must provide proof of consent, re-consent participants; or retroactively consent;
* can continue the research (if not already completed); or what, if any, modifications need to be made;
* must destroy all data collected to date.

A letter from the Chair of the IRB will be sent to the investigator indicating the reasons for the IRB's decision, what actions the IRB is requiring, and an opportunity to respond to the Board. A copy of the letter will be sent to the faculty advisor if the researcher is a student. A copy of the letter will be sent to the Chair of the department if the researcher is a faculty member.

###### RESEARCH LACKING DEFINITE PLANS FOR THE INVOLVEMENT OF HUMAN PARTICIPANTS

As provided for under 45 CFR 46.118, applications and proposals lacking definite plans for involvement of human participants will not require IRB review and approval prior to award. However, except for research exempt or waived under 45 CFR 46.110(b), human participants may not be involved in any project supported by such awards until IRB review and approval has been certified to the appropriate Federal department or agency.

###### SUSPENSION OR TERMINATION OF IRB APPROVAL OF RESEARCH

1. The IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB requirements or that has been associated with unexpected harm to participants (45 CFR 46.113).
2. Any suspension or termination of approval shall include a statement of the reasons for the IRBs action and shall be reported to the investigator and to the Research Compliance Officer. The Research Compliance Officer shall inform other appropriate institutional officials, and Department or Agency head, as applicable.

###### RESEARCH UNDERTAKEN WITHOUT THE INTENTION OF INVOLVING HUMAN PARTICIPANTS

As required under 45 CFR 46.119, the IRB will review proposed involvement of human participants in Federal research activities undertaken without prior intent for such involvement, but will not permit such involvement until certification of the IRB's review and approval is received by the appropriate Federal department or agency.

###### IRB RECORDS

Records pertaining to human subjects involved in research will be housed in the Office for Institutional Advancement (OIA)

###### SUSPENSION OR TERMINATION OF IRB APPROVAL OF RESEARCH

The IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB requirements or that has been associated with unexpected harm to participants (45 CFR 46.113).

Any suspension or termination of approval shall include a statement of the reasons for the IRBs action and shall be reported to the investigator and to the Research Compliance Officer. The Research Compliance Officer shall inform other appropriate institutional officials, and Department or Agency head, as applicable.

###### TYPES OF RESEARCH

* 1. FUNDED RESEARCH. Investigators seeking research support from the College must submit an application for "Approval of Sponsored Research Involving Human Subjects." No funds shall be released until the IRB has reviewed and approved the research.
  2. NON-FUNDED RESEARCH. Investigators must submit an application for "Approval of Research Involving Human Subjects" to the IRB Proposed research

projects shall not proceed until written IRB approval has been secured

###### NON-EXEMPT RESEARCH

Examples of non-exempt research include projects that are:

* + 1. Experiments in which participants experience a manipulation of their behavior;
    2. Surveys, questionnaires or interviews that enable the researcher to link the identity of subjects to their responses AND these responses, if known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; target a particularly vulnerable subject population such as children, prisoners, mentally or physically disabled persons, juvenile delinquents, the homeless, undocumented migrants and refugees, homosexuals; substance abusers, etc; or
    3. Target sensitive topics such as sexual orientation, sexually-transmitted diseases, incest, rape or date-rape, sexual harassment, molestation, race relations, use of licit or illicit drugs, eating disorders, abortion, contraception or pregnancy, the subjects' own mental health (suicide, depression, compulsive behaviors), religion, illegal conduct, stressful experiences.

###### RESEARCH EXEMPTED FROM FURTHER REVIEW

Federal guidelines and this policy permit certain types of research to proceed without IRB approval. The determination whether any particular research project qualifies as "exempted" must be made by the Chair of the IRB usually after consultation with at least two members of the IRB. Investigators do not have discretion to make this determination. Investigators who believe their research projects should be classified as "exempted" must secure concurrence from the Chair of the IRB. The following research activities shall normally be exempt from IRB review.

* 1. Research conducted in established or commonly accepted educational settings involving normal educational practices.
  2. Research involving the use of educational tests if the information taken from these sources is recorded in such a manner that the subjects cannot be identified either directly or indirectly.
  3. Research involving the observation of public behavior or research.
  4. All research involving survey or interview procedures when the respondents are elected or public officials or candidates/or public office.
  5. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens if these sources are publicly available and if the information is recorded by the investigator in such a manner that subject cannot be identified directly or identified indirectly.
  6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contamination at or below the level found to be safe, by the FDA or the EPA.
  7. Research Reviewed Elsewhere. The Chair of the IRB may waive review requirement that ordinarily would apply to a project when the investigator has already secured approval for the particular projects from an IRB at another institution that operates according to 45CFR 46. Investigators seeking a waiver under this provision must submit evidence of prior formal IRB and approval to the Chair of the IRB after contacting the Office of Institutional Advancement for current procedures.

###### EXPEDITED REVIEW

Expedited review is not normally available exceptions will be made for:

* + 1. those proposals which clearly fall within an exempted category or
    2. protocol revisions submitted in response to a previous IRB review.

###### MERIT REVIEW

Ordinarily, the IRB will not review research proposals for scientific merit

###### FEDERAL REGULATIONS, APPLICABLE STANDARDS AND RESEARCH APPROVAL FORMS

Research protocol forms and federal regulations are available in the Office of Institutional Advancement

###### IRB MEMBERSHIP

The IRB shall consist of at least five (5) members, with varying backgrounds and professional competence necessary to promote complete and adequate review of research activities commonly conducted under the auspices of the College.

At least one member shall be primarily concerned in a scientific area and one member shall be primarily concerned in a non-scientific area.

The IRB may invite other qualified persons with competence in special areas to assist it in the review of complex research.

When necessary, or when in the best interest of the IRB, other individuals may be invited by the Chairperson to attend and participate in meetings as an invitee. Invitees shall not be eligible to vote.

No member of the IRB may participate in the review of any project in which that member has a conflicting interest.

The College has established its IRB in accordance with the compositional requirements of 45 CFR 46, Section 107.

The IRB shall include qualified persons of both sexes so long as no selection is made on the basis of gender.

The IRB shall include at least one member who is not otherwise affiliated with the college and who is not part of the immediate family of a person who is affiliated with the college.

The IRBs shall be sufficiently qualified through the experience and expertise of its members, and the diversity of its members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes and issues related to vulnerable populations, to promote respect for its advice and counsel safeguarding the rights and welfare of human participants.

###### IRB APPOINTMENTS:

The Provost/Executive Vice President for Academic Affairs with input from the Office of Institutional Effectiveness and Research shall appoint the Chair of the IRBs on an annual basis.

IRB membership lists and qualifications

The names, qualifications and affiliations of the members of the IRB shall be on while with the U.S. Office for Human Research Protections (OHRP), in accordance with the requirements of the College/PHS Multiple Project Assurance, and at the Office of Institutional Advancement (MSC) 312.

All changes in IRB membership are reported to OHRP as appropriate.

###### FACULTY TEACHING RESEARCH-RELATED ACTIVITIES

Some teaching-related activities are sufficiently research-related that they raise questions for faculty about what does or does not come under the province of the IRB. The following categories are based on the federal definition of research as "a systematic investigation (i.e. the gathering and analysis of information) designed to develop or contribute to generalizable knowledge." In the spirit of trying to give guidance (not hard-and-fast rules), three broad categories of activities are suggested.

###### CATEGORY 1: DEMONSTRATIONS

Data are collected from students enrolled in a course for the purpose of demonstrating principles of science and/or behavior firsthand. Such demonstrations are public within the context of the class, the risks are known to be minimal, and students can choose not to participate or they may choose other options. (Data not collected for publication in scholarly journals or as a report disseminated outside the course.) There are no restrictions about how long the demonstration lasts (one or more class periods), where the data are initially collected (during or outside class time), or how "well-known" the principle being demonstrated is (as long as it is sufficiently like known phenomena to assure that the risks are minimal). Category 1 activities do not need IRB contact (although nothing precludes a professor from seeking advice from the IRB).

* 1. CATEGORY 2: STUDENTS LEARNING TO DO RESEARCH (including

**statistical analysis) IN A FORMAL CLASS**

This category may/or may not need IRB approval. The following is suggested: If students are enrolled in a course (such as research-methods), then they may be required to become involved as participants in class projects (just as they may be required to write papers, or do oral presentations, take tests, etc.). The catalog and course syllabus would alert students to this fact, and students "agree to this participation by enrolling in the course." Although this does not eliminate the possibility of "risk" to them, it is a matter of professional teaching ethics that govern such class assignments, rather than the research ethics considerations.

If, on the other hand, such students are asked to serve as researchers, WITH NON CLASS PARTICIPANTS SERVING AS SUBJECTS, then the interests to these nonclass members takes precedence. If the project would readily fit under the exemption categories of the IRB, then the Professor MAY seek "blanket" IRB approval in advance, based on a generic description of topics and/or methods that the professor will subsequently allow students to pursue. Otherwise, the project should be submitted under standard IRB procedures.

###### CATEGORY 3: STUDENTS DOING RESEARCH UNDER FACULTY GUIDANCE

Students doing research under faculty guidance (e.g., thesis, independent study, tutorials) may/or may not require IRB review. Consultation with the IRB is recommended where there is uncertainty.

Human Subjects Institutional Review Board (IRB)

Policy for Interviewing Students in Academic Courses at Tougaloo College

The Tougaloo College adopts the following policy for use in Courses in which students conduct interviews part of their research.

The College's Institutional Review Board (IRB) also known as the Human Subjects Review Committee), must approve interviews by students that deal with vulnerable populations (e. g., children, the mentally impaired or very elderly, prison inmates, etc.), sensitive topics of behavior (sex, drugs, alcohol), and topics that pose legal or financial risk if subjects' identities were to be revealed. The procedure below should identify the possibility of any such interviewing occurring. The Chair will send a copy of this document and appended form, which contains the guidelines, to all members of the department at the beginning of each academic year.

In courses in which students conduct interviews as a part of a research project, the instructor will distribute two copies of the appended form to students early in the semester and explain the professional ethics as well as Federal and IInstitutional policies call upon interviewers to follow guidelines specified it.

Before the interviewing process begins, the instructor will require each student- interviewer to fill out and sign one copy of the appended form to reserve the other for reference as a record. The instructor will retain the signed form for one full year after the end of the semester in which the project is completed.

In any situation in which an instructor has concerns about the nature of a proposed project, but in which the student feels strongly about proceeding, the instructor will direct the student to gain approval of the IRB before conducting interviews in connection with the project.

#### Appendix M.

**Form for Students Conducting Interviews as Research for Courses**

(To be used in conjunction with published departmental guidelines) Student's

Name Course:

Professor:

Topic of Research:

I, , agree and pledge to do the following:

To inform each of my interviewees of the nature and purpose of my research;

To inform each interviewee with whom and under what circumstances my work might be shared with others;

To respect each interviewee's confidentiality to the extent that he or she specifies; To conduct each interview in a considerate and sensitive manner;

Preferably, to tape record each conversation and make scrupulously accurate notes about it;

To use and cite responses accurately and fairly;

To consult with the course instructor about proposed interviews that may need to be approved by the College's Institutional Review Board (IRB) before the student proceeds. The IRB wants to see any proposal that deals with vulnerable populations (e.g., children, the mentally impaired or very elderly, prison inmates, etc.), sensitive aspects of behavior (sex, drugs, alcohol), topics that pose legal or financial risk if subjects' identities were to be revealed.

Signature: Date: This signed form must be submitted to the instructor before a student conducts any interviews for a research project in this course.

#### Appendix N. Faculty Evaluation Steps/Timeline Overview

Steps/ Timeline for Evaluation for Reappointment

* + 1. Develop Annual Individualized Faculty Plan, AIFP October 1 for first year faculty

May 15th for second and later years

* + 1. Begin collection of materials for portfolio which documents performance as outlined in the AIFP. (This portfolio will be needed for reappointment and later for promotion and tenure).
    2. Department chair will schedule a review with the faculty member at an agreed time.

Steps/ Timeline for Evaluation for Promotion and Tenure

1. Develop Annual Individualized Faculty Plan, AIFP May 15th for second and later years
2. Continue collection of materials for portfolio which documents performance as outlined in the AIFP. (This portfolio should be current).
3. Faculty may request evaluation for promotion after one full year of service in a tenure – track position.
4. Follow schedule as outlined in the handbook

Steps/ Timeline for Evaluation for Tenure

1. Develop Annual Individualized Faculty Plan, AIFP May 15th for second and later years
2. Continue collection of materials for portfolio which documents performance as outlined in the AIFP. (This portfolio should be current).
3. Complete yearly evaluations in years one and two with the Department Chair.
4. Year three, complete the third-year review.
5. Complete yearly reviews in years four and five.
6. Request evaluation for tenure in the sixth year. (Follow schedule as outlined in the handbook.

#### Appendix O. Sexual Harassment Policy

General Provisions

* 1. Tougaloo College will not tolerate sexual harassment in the work place or on campus.
  2. Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, request for sexual favors, and other sexually-oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to: epithets; derogatory or suggestive comments; slurs or gestures; offensive posters, cartoons, pictures, or drawings and patting or excessive touching.
  3. An individual violates this policy when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, course work, or academic grade (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision or academic decision affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or academic performance or creating an intimidating, hostile or offensive working or academic environment.
  4. Management, at all levels, is responsible for taking corrective action to prevent harassment in the work place.
  5. A faculty member, employee or student has the right at any time to raise the issue of sexual harassment without fear of reprisal.
  6. Allegations of sexual harassment will be promptly investigated giving due regard to the need for confidentiality.

Procedures

1. Faculty
   1. Complaints of sexual harassment should be brought to the attention of the Vice President for Fiscal Affairs, or Personnel Officer.

The faculty member may also choose to make the complaint through his or her Department or Division Dean, who will in turn contact either of the above listed offices.

1. Students

Complaints of sexual harassment should promptly be brought to the attention of the (1) Vice President of Student Affairs, or (2) Campus Equal Employment Opportunity (EEO) representative.

1. Faculty or Student Relations
   1. After notification of the faculty member’s or student's complaint, an investigation will immediately be initiated to gather all facts about the complaint by one of the above listed individuals.
   2. After the investigation has been completed, a determination will be made by the President of the College regarding the resolution of the case. If warranted, disciplinary action of the individual harassing the faculty member or student will be taken up; up to and including involuntary termination.

**Appendix P. Drugs and Alcohol Policy**

No alcoholic beverages may be brought onto or consumed on the campus, except in faculty and employee private residences, and other than at a College –sponsored function at which alcoholic beverages are served. Drinking or being under the influence of alcoholic beverages during working hours is cause for discipline up to and including dismissal.

Any faculty member whose off-duty abuse of alcohol or of prescription drugs results in excessive absenteeism, tardiness, or is the cause of accidents or poor performance may be disciplined up to and including dismissal.

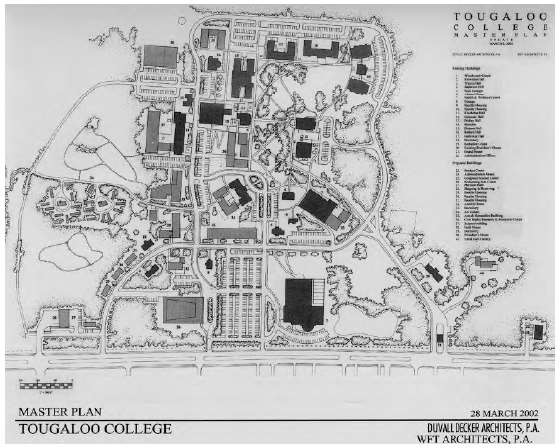
The use of any illegal drug, or the abuse of any other drug or intoxicant, while on duty, or while off duty in a manner that affects performance of responsibilities, is cause of discipline up to and including dismissal. Further, the unlawful manufacture, distribution, dispensation, possession, sale, trade, or delivery of an illegal drug or controlled substance is prohibited at the College and may be cause of immediate dismissal and for referral to law enforcement authorities.

All faculty and employees performing work on a federal grant must, as a condition of employment, notify the Vice President for Fiscal Affairs of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The college may, at its discretion; either disciplines the faculty member or employee up to and including dismissal, or may require that the faculty member or employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposed by a federal, state or local health, law enforcement, or other appropriate agency.

#### Appendix Q. Confidential Information Policy

Faculty members often handle information which is highly confidential. Such confidential information is not to be discussed within the College or outside, except as the normal course of business makes it necessary. Confidential data or records are not to be shown or released to anyone without the authorization and approval of the custodian of the confidential information and/or supervisor in charge of the confidential information. No faculty member should allow student workers to handle confidential information. Anyone found to be in violation of this policy may be subject to disciplinary action.

**Appendix R. Tougaloo College Map**



**Appendix S.**

### REQUEST FOR OFFICIAL ABSENCE FORM

I, request permission to be absent from my assigned duties in the

Division (Department) as described below. Date: From: to .

Date Date

To attend a professional meeting

Name

Illness

To participate in a professional meeting

Name

Other

(Describe briefly)

PLACE

**Disposition of classes. (Planning for absence should provide for some kind of on-going learning activities)**

**Class**

**Day**

**Time**

**Class Activity**

**ACTION:**

**Signed:**

**Instructor**

Department Chair

Approved Disapproved

Division Dean

Approved Disapproved

Provost/Executive Vice President for Academic Affairs

Approved Disapproved

# INDEX

***A***

Absence from the College 53

Academic Advising 20

Academic Affairs 6

Academic Freedom 8

Academic Grading 14

Academic Standing Committee 35

Accreditation 6

Adjunct Professor 23

Adjustments for Class Size 10

Administration 6

Administrative Structure 6

Annual Individualized Faculty Plan 36

Appeals 50

Assistant Professor 21

Associate Professor 21

Athletic Activities 64

***B***

Benefits 59

Bereavement Leave 55

Board of Trustees 6

***C***

Cafeteria Plan 62

Campus Activities 62

Campus Facilities and Services 62

Chief Information Officer 7

Cobra 57

College Academic Affairs Council 34

College Bookstore 62

College Councils 34

College Task Forces 34

Commencement Exercises (See Formal College Events) 12

Committee on Writing 34

Commissions 31

Committees 31

Committee of Faculty Evaluation, Promotion, and Tenure… 33

Contracts 24

Credit Union 63

Criteria 42

Criteria for Promotion 42

Criteria for Tenure 45

Curriculum 18

Curriculum Changes 18

***D***

Dental Insurance 58

Department Chair 29

Director of Institutional Research, Assessment, and Planning 7

Dismissal 51

Division Dean 28

***E***

Enrollment Minima 10

Equipment 63

Evaluation 36

Evaluation of Faculty… 36

Evaluation of Non-Tenure-Track Faculty 49

Evaluation of Tenured Faculty 47

Evaluation Types 36

***F***

Faculty Affairs Committee 32

Faculty Benefits 57

Faculty Committees 31

Faculty Composition 20

Faculty Handbook Committee 33

Faculty Participation in College Governance 31

Committee on Faculty Evaluation, Promotion and Tenure 33

Financial 63

First-Year Experience Program 20

First-Year Faculty 20

Food Services 62

Formative 47

Formative Evaluation for Tenured Faculty 47

***G***

Grants 25

***H***

Handbook 65

Health and Medical Insurance 58

Health Center 58

History 3

Holidays 57

***I***

Incompletes 16

Instructor 21

Intellectual and Cultural Activities 63

IRAP 7

***J***

Jury Duty 56

***L***

Later Summative Reappointment Evaluations 40

Leave for Personal Reasons 54

Leave for Professional Development 54

Leave of Absence 53

Letter Grade Changes 15

Library Services 63

Life Insurance 58

***M***

Mandated Personal Leave 56

Medical Insurance 57

Meetings of the Faculty 30

Military Leave 50

***O***

Office Hours 12

Other Appointments 12

***P***

Parental Leave 55

Part-Time Employment Outside the College 10

Philosophy and Purposes of Evaluation 35

POLICIES AND PROCEDURES 64

Post Office 62

President of the College 6

Professional Development 50

Professor 22

Professor Emeritus 23

Promotion 43

Provost/Executive Vice President for Academic Affairs 6

***R***

Rank 21

Reappointment 40

Registrar 27

Requesting Evaluation for Promotion 40

Requesting Summative Evaluation for Tenure 43

Research 25

Resignation 58

Responsibilities of the Department Chair 21

Responsibilities of the Division Dean 26

Responsibilities: Administration And Governance 26

Responsibilities: Instruction and Advising 26

Retirement 58

Retirement, Resignation and Dismissal 58

***S***

Sabbatical Leave 54

Schedules and Procedures 41

Schedule and Procedures for Promotion 43

Schedule and Procedures for Tenure 45

Sick Leave 54

Social Security Benefits 60

Statement on Teaching and Learning Styles 9

Strategic Planning 14

Student Class Attendance 14

Student Grievance for Academic Issues 16

Student Life Council 34

Summative Evaluation for Promotion 42

Summative Evaluation for Reappointment 40

Summative Evaluation for Tenure 45

Summative Evaluation for Tenured Faculty 48

Summative evaluations for promotion and/or tenure 43

Supplemental Insurance Benefits 57

Syllabi and Examinations 13

***T***

Teaching 9

Teaching Schedules and Classroom Assignments 11

The Appointment Process 23

Tuition Remission 61

Third Year Review 46

Transfer Credits 16

***V***

Vehicles… 59

Vice President for Student Affairs 6

Vice President for Facilities and Real Property Management 7

Vice President for Finance Administration 6

Vice President for Institutional Advancement 7

Vice President for Information Technology/ Chief Information Officer 7

Vision Insurance 59

Visiting Professor 22

Voting Time 56

***W***

Worker Compensation Benefits… 59