

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 and monitoring the institutional effectiveness assessment process; (6) coordinating the strategic planning process; and (7) developing informative documents for the use of the college constituency.

III. Faculty

A. Composition: Appointments and Rank

Appointments to the faculty of Tougaloo College are made by the President of the College. (In the exceptional case in which tenure is granted at the time of appointment, the award of tenure is made by the Board of Trustees.) 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 of the College following the receipt of recommendations from the Provost/Vice President for Academic Affairs and following a process suitable to the specific circumstances involved.

A faculty member receiving a non-tenured tenure-track appointment at the College may request that prior years of suitable experience be accepted for one, two or three years of credit toward tenure. Such requests must be made in writing to the Provost/Vice President for Academic Affairs, either before service at the College begins or before November 1st during the first term of service at the College (before November 1st of the next academic year for faculty members appointed in the spring semester). After appropriate consultation with the Department Chair and the Division Dean, the Provost/Vice President for Academic Affairs will make a recommendation to the President of the College. The President of the College will make a decision on the request prior to the end of the faculty member's first term of service at the College. While normally credit will be granted only for faculty experience at a collegiate institution of recognized standing, in exceptional circumstances the President of the College may grant credit for other appropriate professional experience.

1. Tenured / Tenure- Track Appointments

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

a) Instructor

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

b) Assistant Professor

For appointment at the rank of Assistant Professor, a candidate must have received the master's degree from a graduate institution of recognized standing and have completed at least 24 semester hours of relevant graduate work applicable to an appropriate second graduate degree, or the equivalent (e.g., professional recognition in the creative arts, or library and information services).

c) Associate Professor

For appointment at the rank of Associate Professor, a candidate must have received from one or more graduate institutions of recognized standing: (a) first and second master's degrees in relevant fields, or (b) a first master's degree and a specialist's degree in relevant fields, or (c) advancement to the dissertation stage for the doctoral degree, or (d) the terminal degree. In addition, for appointment at the rank of Associate Professor, a candidate must have had at least three years of prior college teaching experience at the rank of Assistant Professor and/or Associate Professor, or the equivalent (e.g., three years of prior academic library experience at the rank of Assistant Professor and/or Associate Professor).

d) Professor

For appointment at the rank of Professor, a candidate must have received a terminal degree from a graduate institution of recognized standing. In the case of Library Faculty, the candidate must have the Master of Library Science degree from a library school program accredited by the American Library Association; in the case of the creative arts, the candidate must have the Master of Fine Arts degree or its equivalent. A candidate must have had at least three years of prior college teaching experience at the rank of Associate Professor and/or Professor, or the equivalent (e.g., three years of prior academic library experience at the rank of Assistant Professor and/or Associate Professor). Furthermore, appointment at the rank of Professor requires that a candidate have made significant scholarly 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, or to library and information services.

e) Library Faculty

Library Faculty are members of the college faculty, and are subject to the policies described in this document for teaching faculty, with two

exceptions. In the categories prescribed for evaluations, the professional duties of the Library Faculty replace the instructional and instruction-related duties prescribed for teaching faculty members; and, in the evaluation process, the Library Director takes the place of the Department Chairs and Division Deans, and makes a single recommendation according to the deadline prescribed for the Division Dean.

2. Other Appointments

The President of the College makes special designations and appointments of individuals who, while not holding tenured or tenure-track appointments, contribute to the educational mission of the College in a variety of ways.

a) 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 Department Chair by February 1st of the academic year after which retirement is to take place.

The Department Chair, Division Dean, and Provost/Vice President for Academic Affairs will make successive recommendations within two weeks of receipt of the request. Accordingly, the request together with recommendations will normally be presented to the President of the College not later than March 15th. The President of the College will normally make a decision on the request within two weeks of receipt.

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 of the College reserves the right to rescind an Emeritus designation should circumstances warrant it.

b) Visiting Professor

Full time faculty members who 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 do not participate in faculty governance matters, and are not eligible for tenure or promotion.

c) 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 promotion.

d) Lecturer

Individuals who possess acknowledged expertise in particular academic areas, but do not satisfy the requirements for appointments as Adjunct Professors, may be designated as Lecturers at the College. Lecturers typically serve for designated periods of time in collaboration with regular faculty members. They generally will not teach full courses within the College's regular curriculum, but will offer special courses or a specialized series of lectures within their areas of expertise. Lecturers do not participate in faculty governance matters, and are not eligible for tenure or promotion.

3. The Appointment Process

When a tenured/tenure-track faculty position becomes available, the Provost/Vice President for Academic Affairs will constitute a search committee to be chaired by the Division Dean in consultation with the Department Chair and the Provost/Vice President for Academic Affairs. They will select at least one faculty member from within the division and one faculty member from outside the division to serve on the committee, and may name additional committee members if this is deemed desirable. The position will be advertised as the Provost/Vice President for Academic Affairs and the Search Committee agree to be appropriate, including notice of the position vacancy in at least one suitable national publication where fiscally feasible, giving an indication as to whether the position is tenure-track or non-tenure-track.

The search committee will recommend to the Provost/Vice President for Academic Affairs one or more candidates to be invited for campus interviews and class presentations. The Provost/Vice President for Academic Affairs 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/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs 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/Vice President for Academic Affairs.

Adjunct Professors and Lecturers will normally be appointed on the basis of recommendations to the President of the College from the Department Chair and Division Dean and the Provost/Vice President for Academic Affairs.

4. Contracts

Teaching contracts for full-time faculty are for nine months, from approximately the middle of August until the middle of the following May. Adjunct faculty contracts are issued by the semester.

The College attempts to issue contracts for the following academic year to all other continuing full-time faculty by May 1st. If contracts must be issued later than this date, the President of the College has the discretion 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 is part of the contractual agreement between the College and the faculty member, and by signing a contract the faculty member agrees to abide by all policies and procedures published in the Handbook. The College issues each faculty member a Faculty Handbook and updated materials if and when revisions are made.

5. Part-Time Employment Outside the College

Full-time faculty members may work part-time for firms or groups which have no direct association with the College. For such employment, the faculty member must receive approval from the Provost/Vice President for Academic Affairs. Outside employment must not conflict with College responsibilities.

B. Responsibilities: Instruction and Advising

1. Statement on Teaching and Learning Styles