

# Report

## Faculty Senate Faculty Handbook Committee

November 10, 2023

### Committee Members

Cassandra Newby-Alexander, Chair  
Stephenie Howard  
Cathy Jackson  
Leroy Salary  
Claude Turner

The Handbook Committee met to discuss the recommendations from the previous Handbook Committee's work. In the spirit of respecting our colleagues efforts, we agreed to review the edited Handbook and comment on the recommendations. Our plan is to review the recommendations in phases and to include our own recommendations on the Handbook. This submission in one of several we will make to the Faculty Senate.

1. **The following positions do not have qualifications/requirements for holding those positions in the Handbook:**
  - a. Chief of Staff (2.1.3)
  - b. Executive Advisor to the President and Board of Visitors/Executive Advisor to the President for Governmental Relations (2.1.4)
  - c. Vice President for Finance and Administration/Chief Financial Officer (2.1.7)
  - d. Vice President for Operations and Chief Strategist for Institutional Effectiveness (2.1.9)
  - e. Vice President for Student Affairs (2.1.8)
  - f. Assistant/Associate Vice Provosts (2.1.11)
  - g. Vice Provost for Academic Administration (2.1.12)
  - h. Vice Provost of Academic Effectiveness (2.1.13)
  - i. Athletics Director (2.1.14)
  - j. Chief Compliance Officer (2.1.15)
  - k. Chief Audit Executive (2.1.16)
  - l. Dean of Library
  - m. (2.2.2)
  - n. Associate/Assistant Deans (2.2.3)
  
2. **The following positions are not currently in the Faculty Handbook but are new positions created by the Administration:**
  - a. Executive Advisor to the President for Governmental Relations (2.1.4)
  - b. Assistant/Associate Vice Provost (2.1.11)
  - c. Vice Provost for Academic Administration (2.1.12)
  - d. Vice Provost of Academic Effectiveness (2.1.13)
  - e. Chief Compliance Officer (2.1.15)

**PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE (2022) AND ADMINISTRATION REPRESENTATIVES**

**Executive Advisor to the President for Governmental Relations** needs a job description and qualifications required.

**Assistant/Associate Vice Provosts**

**Description:** are responsible for areas, offices, and departments within Academic Affairs, as delegated and assigned by the Provost. Responsibilities may include, oversight of the Office of Academic Engagement, managing student academic complaints which elevate to the Office of the Provost and Vice President for Academic Affairs, working collaboratively with the Vice Provosts and Academic Deans, and other assignments, duties, and responsibilities as required by the Provost and Vice President for Academic Affairs.

**The Vice Provost for Academic Administration**

**Description:** leads, administrates, and oversees efforts related to faculty and administration in Academic Affairs at Norfolk State University. The Vice Provost for Academic Administration serves as Personnel and Budget Liaison primarily responsible for assisting the Provost and Vice President for Academic Affairs with matters pertaining to faculty, such as the recruitment process, the retention, promotion and tenure processes, faculty grievances, student complaints, disciplinary procedures, financial aspects, budget allocations as well as budget and requisition approvals via eVA and Colleague. Additionally, the Vice Provost for Academic Administration will review, develop, and implement programs and opportunities for professional development for faculty, chairs, deans, and other key administrators in Academic Affairs.

The Vice Provost for Academic Administration provides support to Deans in areas of academic interest. Reviews all contracts and academic proposals for educational content and referral to legal. The Vice Provost for academic proposals serves as deputy to the Provost and Vice President for Academic Affairs and is a key member of the Academic Affairs leadership team, helping to coordinate the planning efforts for the Academic Affairs division with regard to resource matters and personnel. He/she provides key oversight for the Academic Affairs staff as directed by the Provost and Vice President for Academic Affairs along with International Studies/Service Learning, University Curriculum Committee, General Education Council, The Writing Center, and other areas as assigned.

**The Vice Provost of Academic Effectiveness**

**Description:** serves as academic effectiveness liaison primarily responsible for assisting the Provost and Vice President for Academic Affairs with matters pertaining to student learning and student success. The Vice Provost for Academic Effectiveness also assists with evaluating and reviewing the efficiency and effectiveness of academic programs, learning pedagogy, and learning technologies.

The Vice Provost provides support to Deans as needed. She/he serves as deputy to the Provost and Vice President for Academic Affairs and is a key member of the Academic Affairs leadership team. The Vice Provost also assist with coordinating planning efforts for the Academic Affairs division regarding continuous improvement, staff recruitment process, budget allocations as well as budget and requisition approvals via eVA in Colleague. The Vice Provost provides key oversight for the Academic Affairs staff directed by the Provost and Vice President for Academic Affairs along with providing supervision for the following units: Accreditation, Assessment, , and Testing Services.

**The Chief Compliance Officer**

**Description:** reports directly to the University's Board of Visitors through the Audit, Risk, and Compliance Committee, and administratively to the University President. The Chief Compliance Officer is charged with transitioning NSU from a decentralized compliance model to a centralized university-wide compliance program. The Chief Compliance Officer provides strategic and operational leadership, supervision, and the execution of a

high quality, coordinated, risk-based institutional compliance program that provides effective oversight of the distributed processes that support compliance throughout the University.

**3. The Committee agreed with the changes recommended by the previous Handbook Committee [see the attachment]:**

- a. Crisis Communication (9.3) [although the full title needs to be part of the heading]
- b. Crisis Communications Plan Objective (9.3.1)
- c. Crisis Communication Team (9.3.2)
- d. Crisis Aftermath (9.3.3)
- e. Crisis Management Drills (9.3.4)
- f. Communicable Diseases (9.4)
- g. Disability Policy (9.5)
- h. Alcohol and Other Drugs (9.7)
- i. Sexual Harassment (9.8)
- j. Licensure Requirements for Computer Software (9.16)
- k. Financial Mismanagement/Misuse of Public Funds (9.18)
- l. Reporting of Suspected Wrongdoing (9.18.1)
- m. Travel Regulations and Reimbursement (9.20)

**PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE (2022) AND ADMINISTRATION REPRESENTATIVES**

**9.1 CRISIS**

A crisis communication plan outlines procedures for the coordination of communications within the University and between the University, media and the public in the event of an emergency situation or controversial issue. Emergencies may include severe weather, fires, major crimes, hazardous waste accident, computer network sabotage, contagious disease outbreak, etc. Controversial issues may include student demonstrations, police investigations, fiscal mismanagement, sexual harassment, human resource management issues, etc. A crisis could also result from issues left unresolved that become serious enough to be judged as a crisis.

The crisis communication plan and its concepts can be utilized not only in emergency situations but can also serve as a guide for handling large-scale events such as a U.S. Presidential, Vice Presidential or gubernatorial visit. The action plan contained herein could be used in almost any event requiring widespread mobilization of university resources.

The following are examples of crisis-causing situations:

Natural or man-made disaster

- Public health emergencies
- Violent crime committed on campus
- Student or faculty demonstration/unrest
- Legislation action that seriously challenges the future of the University
- Financial mismanagement/embezzlement/misuse of public funds
- Academic issues (grade disputes & negotiations)

The following scenarios do not constitute every conceivable crisis situation; however, the outline that follows will provide a framework for adequate response to crises of similar characteristics.

### **9.1.1 CRISIS COMMUNICATION PLAN OBJECTIVE**

To assess the crisis and determine if a communications response is necessary.

To identify and assemble a Crisis Communication Team that will make recommendations on appropriate responses.

To implement immediate action to:

- Identify all publics that should be notified about the situation
- Release accurate and complete information to internal and external public communities as soon as it becomes available
- Counteract the effects of rumor and inaccurate information
- Restore order and/or confidence
- Provide a centralized source of information for the University's internal and external public communities

### **9.1.2 CRISIS COMMUNICATION TEAM**

The following is a list of University administrators appropriate to serve on a crisis communication team:

President or designee

Chief of University Police

Vice President for Operations and Chief Strategist for Institutional Effectiveness

Provost and Vice President for Academic Affairs

Vice President for Finance and Administration

Vice President of Student Affairs

Vice President for University Advancement

Director of Media Relations

Communications and Marketing

Executive Director of Residence Life and Housing

Director of Counseling

Associate Vice President, Facilities

These positions will encompass the core crisis communications team – and will be activated during any crisis by the President or designee. This core group will be flexible, adding personnel as needed to respond to a variety of crisis situations.

### **9.1.3 CRISIS AFTERMATH**

Following any type of crisis, appropriate measures should be taken to ensure that members of the University community and other target groups receive needed information and support to assist in bringing closure to the crisis and relief from any effects of the situation. Every crisis situation gives the appropriate University staff the opportunity to review the crisis communication plan and to identify steps to improve communications during a crisis event.

As soon as possible after the crisis, the Crisis Communication Team will assemble for a crisis debriefing session. In this session team members will discuss what worked and what did not work and what was done right or what was done wrong. An open and honest discussion of this type will help in improving the crisis communication plan.

University officials should always and foremost demonstrate concern for the needs of faculty, staff and students who may have been personally involved with the crisis situation. Appropriate officials should assess

the need for crisis counseling for victims and be prepared to make the necessary referrals to assist those affected. Student Affairs and Human Resources (Employee Assistance Programs) should provide follow-up crisis counseling and other appropriate services.

#### **9.1.4 CRISIS MANAGEMENT DRILLS**

In order to prepare University officials and primary responders for various types of crises, the University organization will participate in yearly crisis exercises or drills. The Crisis Communication Team and all other appropriate schools, divisions, departments and other agencies will participate in a mock crisis event. University Police will have the lead responsibility for conducting crisis exercises. On occasion, the University Police may conduct the exercises so that the University organization can receive an objective communications audit and crisis response report. These exercises will assist in preparing key responders and assist in the development of more effective communication strategies that will aid in updating the University's crisis communication plan.

### **9.2 COMMUNICABLE DISEASES**

The University does not condone any mistreatment of or discrimination against individuals in the workplace who have or are suspected of having been exposed to or of having contracted a communicable disease. In determining appropriate measures for protecting the University community from this health risk, the University utilizes the expertise of appropriate health-care professionals. All actions taken are on a case-by-case basis.

#### **9.2.1 LIFE INSURANCE**

**Group Life Insurance** - The State provides group term life insurance coverage at no cost to the employee. The amount of this coverage is equal to the employee's annual salary rounded to the next highest thousand and doubled for natural death or four times the rounded annual salary for accidental death. Dismemberment payments for accidental loss of one or more limbs or eyesight are also included in the coverage. This insurance is provided without a medical examination.

This group life coverage ceases upon termination of employment. The group policy may be converted to an individual policy within 31 days of termination.

**Optional Life Insurance** - Active employees eligible for group life insurance may also participate in the Optional Life and Accidental Death and Dismemberment Plan. Insurance may be purchased for the employee, spouse, and children. Premiums are based on low group rates and are paid through payroll deduction. Enrollment forms completed within 31 days of hire date assure the participant will receive a minimum level of coverage without evidence of good health.

### **9.3 DISABILITY POLICY**

Employees are eligible to be considered for non-work related and work-related disability from the first day of employment. It is the responsibility of the benefits administrator to counsel the member, prepare an estimate and supply a set of application forms and publications. It is the member's responsibility to provide the Virginia Retirement System (VRS) with all information requested. An Optional Retirement Program (ORP) for faculty personnel and faculty administrators is available. Questions regarding eligibility should be directed towards human resources.

### **9.4 SMOKING**

This Policy applies to University facilities, property, and vehicles, owned or leased, regardless of its location. Smoking is not permitted in any enclosed place, including but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, and residential space within university or university-affiliated housing. Smoking shall also be prohibited outdoors in certain areas on Norfolk State University campus property, including, but not limited to, parking lots, loading docks, paths, fields, sports/recreational areas, and stadiums.

Smoking is permitted outdoors on University grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an air intake, entrance or exit of any facility and ash containers or urns are located to deposit ashes and other smoking remnants. This policy (Presidential Policy #02 (2014) – Campus Smoking Policy) applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

### **9.5 ALCOHOL AND OTHER DRUGS**

The Commonwealth of Virginia’s Policy on Alcohol and Other Drugs prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace. The drug-free policy also prohibits an employee being impaired in the workplace due to the use of alcohol and other drugs. In addition, the policy entitles the Commonwealth to discipline any employee who has been convicted of violating any criminal drug law, and certain alcoholic beverage control laws governing driving while intoxicated.

When an individual becomes a state employee, they receive a summary of the Commonwealth’s Policy on Alcohol and Other Drugs.

### **9.6 SEXUAL HARASSMENT**

Norfolk State University is committed to maintaining a learning and working environment free from sexual harassment. The university prohibits the practice of sexual harassment and requires that its employees and students refrain from conduct that gives rise to allegations of sexual harassment. The use of a position to intimidate an employee or student or otherwise subject the employee or student to unwelcome sexual advances is considered sexual harassment and will not be tolerated. Sexual harassment and any other form of harassment are unacceptable behaviors and will not be condoned at Norfolk State University.

Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimands, suspension, or termination of employment and loss of academic status (see Office of Human Resources and Title IX Handbook For Students and Employees at <https://www.nsu.edu/policy/titleix-handbook>). Additional information is outlined in Board of Visitors Policy # 26.

### **9.7 VIOLENT CRIME COMMITTED ON CAMPUS**

The possibility of these types of events is quite significant considering the size, diversity and setting of the University. Even with strict guidelines, precautions, and measures for students, faculty, staff and the public using the University facilities, violence episodes could still occur.

In the event of campus and/or workplace violence, the University Police and security would have primary responsibility for incident response in coordination with the City of Norfolk Police.

### **9.8 STUDENT/FACULTY UNREST INCIDENT**

In an organization where different cultures are present, where diverse ideas can be expressed freely and where there are numerous opportunities for the interaction of students, faculty, and staff in customer- client oriented relationships, the possibility exists for student and/or faculty unrest. Organized protests and demonstrations can bring media attention to the University and place the organization in the spotlight.

In the event of a faculty and/or student demonstration or protest event, the University Police and security would have primary responsibility for incident response in coordination with the City of Norfolk Police.

### **9.9 SAFETY**

The University administration strives to provide a safe and secure environment for university life for faculty, staff and students. Each person is expected to conduct their activities on campus and at off-campus sponsored activities of the University in a safe manner. The possession, sale or use of firearms and controlled substances are prohibited on campus or at university sponsored activities. The university community is urged to be safety and security conscious. This includes the prompt reporting of unsafe conditions accidents, and suspicious individuals or conditions. Please make such reports to the Campus Police Office at (757) 823-8102. It is also expected that members of the University community will cooperate and participate in any safety or security-related investigations authorized by NSU or the appropriate authorities. Employees are encouraged to use the LiveSafe and Everbridge platform for campus safety notifications.

### **9.10 PARKING**

Faculty may purchase parking permits of various types for on-campus parking. Please consult the Motor Vehicle Traffic and Parking Regulations publication which may be obtained from the Department of Parking.

### **9.11 PERSONAL USE AND THE LOAN OF UNIVERSITY PROPERTY**

University property may not be borrowed for personal use. Property loan agreement forms must be properly executed prior to the removal of property from its assigned location. University property can only be utilized for legitimate university business and initiatives.

### **9.12 POLITICAL ACTIVITIES**

Faculty members who are considering running for political office must consult with the Provost about possible conflicts of interest and university policy pertaining thereto. This directive applies also to faculty elected to political office.

The university encourages public service. However, some activities may have time requirements that adversely affect the faculty member's ability to perform assigned duties and responsibilities. In such instances, the university retains the right to determine whether an activity requires some form of leave of absence.

Norfolk State University is committed to complying with Internal Revenue Service regulations that prohibit the use of university resources in connection with political campaign activities. State time and resources must be properly used in furtherance of the business of the Commonwealth and not spent on political activities, including activities that support or oppose a political party, a candidate for elective office, or a ballot question. NSU is also committed to free and open discussion of ideas and opinion and encourages active citizenship. It is therefore important that the University Community, including appointees and state employees, abide by laws and policies requiring separation of state business and any political activity.

Additional information is outlined in Board of Visitors Policy # 26, [Statement on Political Activities on Campus](#).

### **9.12.1 ON-CAMPUS**

The university shall maintain a non-partisan posture regarding political parties and/or candidates. When taking political positions, faculty members must take care to ensure that it is clear that they are speaking in a personal capacity, and not for the university. Because of the special faculty-student relationship, the faculty member should be especially careful to avoid any activity within the university community that might be interpreted as coercive.

### **9.12.2 Off-Campus**

The university supports the right of faculty to participate in political activity in the community, provided that such activity does not interfere with the faculty member's university responsibilities. The faculty member must exercise careful judgment regarding the injection of his or her own political interests or activities into the university community and should avoid presenting personal views in the name of the university.

### **9.13 PURCHASING AND PROCUREMENT**

All university procurement transactions, regardless of source of funds, shall be made in strict compliance with the Virginia Public Procurement Act, Agency Procurement and Surplus Property Manual, Vendors' Manual, Conflict of Interest Act, and university policy.

All procurement shall be subject to a purchase requisition through the university's accounting system unless otherwise authorized in advance by the vice President for finance and administration. Faculty should contact the Office of the Vice President for Finance and Administration for details and guidance.

### **9.14 LICENSURE REQUIREMENTS FOR COMPUTER SOFTWARE**

All computer software must be installed with and used according to all applicable licensure requirements. Please contact the Vice President for Research and Technology for information regarding all aspects of university computer hardware and software use.

### **9.15 REPORTING THE LOSS AND THEFT OF UNIVERSITY PROPERTY**

All lost or stolen property must be reported to the University Police and Internal Audit. The reports must originate at the departmental level and must be submitted in writing. Such property, if on the university's inventory, requires the execution of an inventory change form.

### **9.16 FINANCIAL MISMANAGEMENT/MISUSE OF PUBLIC FUNDS**

Norfolk State University is a state-assisted institution of higher education. In that the University utilizes public tax dollars it must follow state guidelines for the purchasing of equipment, goods, and services. The University must also follow specified guidelines for raising money. The violation or abuse of state procurement laws or the mishandling of funds by university officials could cause embarrassment, damage to the University's reputation and unsolicited media attention for the University.

In the event of financial mismanagement or the misuse of public funds, the Vice President for Finance and Administration and all business areas under this division shall have the responsibility of notifying the President's office, and the Vice President of the division affected. Employees must report misuse to the Fraud, Waste and Abuse Hotline.

### **9.17 FRAUD REPORTING POLICY**



The reporting of suspected fraud is the responsibility of all university employees. Suspected fraud may be reported to the university's Internal Audit Office or the State Fraud, Waste and Abuse Hotline.

#### **9.17.1 REPORTING OF SUSPECTED WRONGDOING:**

The University will not tolerate fraud, theft, waste or abuse of State or University property or resources. Upon discovery of information or circumstances suggesting fraud or misuse of University property or funds, the individual should report the information to the Chief Audit Executive as soon as possible. To avoid conflict, employees are discouraged from personally conducting investigations or interviews. In addition, self-investigating may also compromise the investigation.

Suspected fraud may be reported to the University's Internal Audit office in Wilson Hall or the State Fraud Waste and Abuse Hotline (1-800-723-1615). Concerns related to employee's moral, ethics or behavior should be referred to the University Human Resource Department or the State Department of Human Resource Management. If unsure whether or not actions are considered as fraud or whom to contact, the employee should contact Internal Audit for guidance.

All reported allegations will be fully reviewed, and substantiated activities will be communicated to the University President, Audit Committee and University Counsel. In accordance with Code of Virginia § 30-138 circumstances suggesting the reasonable possibility of fraud will be reported to the Auditor of Public Accounts, Office of the State Inspector General, and Virginia State Police.

#### **9.18 TRAVEL REGULATIONS & REIMBURSEMENT**

The university encourages faculty and staff participation in conferences and workshops and provides for reimbursement of expenses incurred during travel to such activities if funds are available. Travel funds are allocated in departmental budgets, and each trip must be properly approved prior to travel. The university is governed by State Travel Regulations for reimbursements of travel expenses; therefore, faculty must familiarize themselves with these regulations.

1. All university travelers are bound by the rules and regulations published in the Commonwealth of Virginia Accounting Policies and Procedures Manual, (CAPP), Section 65. Copies of this manual can be reviewed in the accounts payable manager's office. Detailed regulations are available on request from the accounts payable manager.
2. The travel voucher must be submitted to the Accounts Payable Office within five (5) days after the completion of the trip.
3. Each travel voucher must contain a concise statement explaining the purpose or reason for the travel, the name(s) of the person(s) for whom the expense was incurred, and the reason for the expense.
4. Expenditures for meals and lodging must be reasonable. Meal charges are subject to view by the Vice President, the state auditors and the Accounts Payable Office. Alcoholic beverages are not a reimbursable expense. Meals and certain other incidental travel expenses are reimbursable only for overnight official business travel outside the traveler's official station.
5. Phone calls, telegrams and facsimiles that pertain to official university business may be reimbursed. If calls are made by the traveler, full disclosure must be made pertaining to the party called and the reason for the call. The incidental expense reimbursement for overnight travel is included in the per diem rates authorized by the regulations set forth in the CAPP Manual.
6. Travel credits, frequent flyer mileage, reduced rates, or free service received from public facilities by person for whatever reason, accrue to the Commonwealth. Any such credit, reduced rate, or free service must be reported to the Office of Finance and must be deducted from the amount of travel expenses

claimed. Failure to comply with this requirement may result in disciplinary action.

7. Examples of non-reimbursable expenses include:

- Lost of stolen articles
- Alcoholic beverages
- Excessive meals and lodging
- Damage to personal vehicles, clothing and other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to the personal negligence of the traveler, such as fines
- Entertainment expenses
- Towing charges
- Expenses for children, spouses, and companions while on travel status

Please contact the Accounts Payable office for the state's travel guidelines. This entry is not exhaustive and intended only as a summary of information.

### **9.19 COMMUNICATIONS AND MARKETING**

The Office of Communications and Marketing is the chief liaison office for all media contacts. It is the responsibility of the Office of Communications and Marketing to work with those faculty members most directly involved with news, helping to coordinate the release of news items, to respond to inquiries from the news media, and to offer counsel to administrators and faculty regarding their interaction with media representatives.

While the Office of Communications and Marketing is primarily responsible for responding to the majority of news media queries, Norfolk State University faculty members sometimes receive press questions or inquiries directly. Faculty should feel free to respond to issues relative to their individual area(s) of expertise and responsibility; however, administrative policy matters are to be referred to the Office of Communications and Marketing since they are derived from administrative decisions. In these instances, the President, Board of Visitors, or a designee of these entities, will respond to the media. In cases where a faculty member has been contacted directly by the media, said faculty member should notify the Office of Communications and Marketing as soon as possible. This enables the Office of Communications and Marketing staff to track news stories where Norfolk State University faculty have been featured or quoted. For more information on dealing with the media, or the dissemination of public information (see NSU Policy 50-01 Dissemination of Public Information).

### **9.20 UNIVERSITY SEAL, LOGO, AND ATHLETICS LOGO**

The university seal is reserved for use on the following official documents ONLY:

- Degrees
- Legal Documents
- Proposals to the Commonwealth
- Commencement Program
- Official Resolutions
- Documents from the Office of the President

The seal should not be used in any publications or marketing materials without prior approval from the Office of Communications and Marketing (see Use of University Seal, Logo, and Athletics Logo Policy).

### **9.21 OTHER POLICIES AND PROCEDURES**

The Office of Human Resources is the source for benefits, policies, and procedures. Some have been referenced in this *Teaching Faculty Handbook*, but others have not. For detailed information regarding each policy, please

see the Office of Human Resources. Academic units should be notified of any changes pertaining to these policies and procedures. The following enumeration is designed to be informative rather than exhaustive:

- Change of Address
- Disability Policy
- Exit Interview Policy
- Flexible Spending Accounts
- Faculty Orientation
- Health Care Benefits Leave Policy
  - Annual Leave
  - Sick Leave
  - Maternity Leave
  - Leave of Absence
  - Family Medical Leave
- Life Insurance
- Optional Insurance
- Additional Insurance
- Deductions
  - Miscellaneous Deductions
  - Payroll Deductions
  - Voluntary Deductions
- Personnel Payment of Garnishments
- Premium Conversion
- Prepaid Legal Assistance Plan
- Recovery of Debts Owed
- University Retirement Benefits
  - Virginia Retirement System
  - Optional Retirement Benefits
- Substance Abuse Policy
- Tax Sheltered Annuities
- Title IX (see NSU BOV Policy #05 (2017) - Title IX; Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence; Title IX Handbook at <https://www.nsu.edu/policy/titleix-handbook>)
- Verification of Employment
- Workers' Compensation
- State Vehicle Use/Motor Pool

#### 4. Comments/Suggestions to the Edited Handbook Proposal

- a. In the Vice President of University Advancement (2.1.6) position, the new description is fine except for the word “publics” that was inserted. We do not know what that means.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
The Vice President for University Advancement (VPUA) is responsible for planning and initiating programs intended to foster the	The Vice President for University Advancement is the chief advancement officer for the university and is responsible for planning and initiating programs intended to foster the

<p>cultivation of the University's constituents and for carrying out activities intended to encourage voluntary support by those constituents. The VPUA is responsible for the management of all gifts and non- research grants. This office encourages and facilitates efforts to secure grants and gifts for the benefit of the University. Under the direction of the Vice President for Advancement are several broad areas of responsibility, including events planning, development, alumni relations, marketing, media relations, and annual giving.</p>	<p>cultivation of the University's many "publics" and carrying out activities intended to encourage voluntary support by those publics. The Vice President for University Advancement serves as the Executive Director of the Norfolk State University Foundation, Inc. and has overall management responsibility for external affairs and for all gifts and non-research grants, as well as encourages, coordinates, and facilitates efforts in securing grants and gifts for scholarships and the university's foundation. The Division of University Advancement includes alumni relations; advancement research; development activities in corporate and foundation relations, sustained giving (annual and planned) and endowment relations; communications, marketing services, news and media relations, and university event planning.</p>
---	--

b. We agree with changes in University Counsel and Senior Assistant Attorney General (2.1.10)

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
<p>In accordance with Section 2.1-121 of the Code of Virginia, the Attorney General's Office of the Commonwealth of Virginia must provide all state agencies with necessary legal services. The University Counsel provides legal services in civil matters for the institution and the Board of Visitors and conducts or supervises all civil litigation in which they are interested.</p> <p>The University Counsel obtains approval from the Attorney General in advance of filing any court actions on behalf of the University and provides to the Education Section of the Attorney General's office a copy of all court complaints, petitions, or motions for judgment filed against the University.</p> <p>As University Counsel, the Senior Assistant-Attorney General attends meetings of the Board of Visitors and other official functions or meetings as requested by the governing board, University officials, or the Office of the Attorney General. The University Counsel is housed in the Office of the President.</p>	<p>In accordance with Section 2.1-121 of the <i>Code of Virginia</i>, the Attorney General's Office of the Commonwealth of Virginia must provide all state agencies with necessary legal services. The General Counsel to the University provides legal services in civil matters for the institution and the Board of Visitors and conducts all civil litigation in which they are interested.</p> <p>The General Counsel obtains approval from the Attorney General in advance of filing any court actions on behalf of the University (excluding collection litigation such as loan defaults, parking fines, library fines, etc.) and provides a copy to the Education Section of the Attorney General's office of all court complaints, petitions or motions for judgment filed against the University.</p> <p>As General Counsel, the Special Assistant to the Attorney General attends meetings of the Board of Visitors, and other official functions or meetings as requested by the governing board, university officials or the Attorney General's office. The University Council is housed in the Office of the President.</p>

c. We agree with the addition of Assistant/Associate Vice Provosts positions (2.1.11). The number and type should be spelled out. There needs to be a clear

delineation as to what differentiates assistant from associate. As it is, this area is too wide open, especially since one Vice Provost is designated as senior.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
NO DESCRIPTION LISTED	Assistant/Associate Vice Provosts are responsible for areas, offices, and departments within Academic Affairs, as delegated and assigned by the Provost. Responsibilities may include, oversight of the Office of Academic Engagement, managing student academic complaints which elevate to the Office of the Provost and Vice President for Academic Affairs, working collaboratively with the Vice Provosts and Academic Deans, and other assignments, duties, and responsibilities as required by the Provost and Vice President for Academic Affairs.

- d. Under the Vice Provost for Academic Administration (2.1.12) includes duties normally associated with the Provost. I am unclear what the Provost is doing if the Vice Provost's duties are longer than those of the Provost. Some of these duties, including serving as the liaison with Budget and the reviewing of contracts and educational contest and referral to legal, appear to be more within the duties of the Provost.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
NO DESCRIPTION LISTED	<p>The Vice Provost for Academic Administration leads, administrates, and oversees efforts related to faculty and administration in Academic Affairs at Norfolk State University. The Vice Provost for Academic Administration serves as Personnel and Budget Liaison primarily responsible for assisting the Provost and Vice President for Academic Affairs with matters pertaining to faculty, such as the recruitment process, the retention, promotion and tenure processes, faculty grievances, student complaints, disciplinary procedures, financial aspects, budget allocations as well as budget and requisition approvals via eVA and Colleague. Additionally, the Vice Provost for Academic Administration will review, develop, and implement programs and opportunities for professional development for faculty, chairs, deans, and other key administrators in Academic Affairs.</p> <p>The Vice Provost for Academic Administration provides support to Deans in areas of academic interest. Reviews all contracts and academic proposals for educational content and referral to legal. The Vice Provost for academic proposals serves as deputy to the Provost and Vice President for Academic Affairs and is a key member of the Academic Affairs leadership team, helping to coordinate the planning efforts for the Academic Affairs division with regard to resource matters and personnel. He/she provides key oversight for the Academic Affairs staff as directed by the Provost and Vice President for Academic Affairs along with International Studies/Service Learning, University Curriculum Committee, General Education Council, The Writing Center, and other areas as assigned.</p>

- e. Under the Vice Provost of Academic Effectiveness (2.1.13), the statement, “serves as deputy to the Provost and Vice President for Academic Affairs” is confusing. Does this mean that the person operates as the Provost in lieu of the Provost’s absence?

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
NO DESCRIPTION LISTED	<p>The Vice Provost serves as academic effectiveness liaison primarily responsible for assisting the Provost and Vice President for Academic Affairs with matters pertaining to student learning and student success. The Vice Provost for Academic Effectiveness also assists with evaluating and reviewing the efficiency and effectiveness of academic programs, learning pedagogy, and learning technologies.</p> <p>The Vice Provost provides support to Deans as needed. She/he serves as deputy to the Provost and Vice President for Academic Affairs and is a key member of the Academic Affairs leadership team. The Vice Provost also assist with coordinating planning efforts for the Academic Affairs division regarding continuous improvement, staff recruitment process, budget allocations as well as budget and requisition approvals via eVA in Colleague. The Vice Provost provides key oversight for the Academic Affairs staff directed by the Provost and Vice President for Academic Affairs along with providing supervision for the following units: Accreditation, Assessment, , and Testing Services.</p>

- f. Under the Chief Compliance Officer (2.1.15), the statement, “is charged with transitioning NSU from a decentralized compliance model to a centralized university-wide compliance program” appears to be too time and job specific for a job description. Instead, we recommend the following: “Is charged with maintaining continuous quality improvements and keeping the compliance system up-to-date.”

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
NO DESCRIPTION LISTED	<p>The Chief Compliance Officer reports directly to the University’s Board of Visitors through the Audit, Risk, and Compliance Committee, and administratively to the University President. The Chief Compliance Officer is charged with transitioning NSU from a decentralized compliance model to a centralized university-wide compliance program. The Chief Compliance Officer provides strategic and operational leadership, supervision, and the execution of a high quality, coordinated, risk-based institutional compliance program that provides effective oversight of the distributed processes that support compliance throughout the University.</p>

- g. Under Dean of Library (2.2.2), the position description and duties need more definition and specificity. Is the position’s only requirement to supervise?

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
-------------------------------------	--

<b>NO DESCRIPTION LISTED</b>	The Dean of the Library has direct responsibility for the University Library, which includes supervision of all librarians, support staff and administrators within the unity. The Dean of the Library reports to the Provost and Vice President for Academic Affairs. The Dean of the Library works closely with the Academic Deans.
------------------------------	---

- h. Under Associate/Assistant Deans (2.2.3), the position needs more clarity about requirements for position. What does it mean to say that the Assistant and Associate Dean must have qualifications and experiences that complements the Dean? It would be important if these were spelled out.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
Associate/assistant deans in the academic division support the deans in all matters related to management and oversight of the instructional programs within the respective colleges/schools. Associate/assistant deans are tenured faculty within the college/school and are appointed by the dean and approved by the Provost. The qualifications and experience of the associate/assistant dean must complement those of the dean. Associate/assistant deans will be evaluated annually by the dean of the college/school. The annual evaluation of the associate/assistant deans will include evaluations by full-time faculty in each college/school.	<b>NO CHANGES LISTED</b>

- i. Under Department Chairs (2.2.4), it is unnecessary to include the statement that they have temporary administrative responsibilities. If it is in the Administrative Handbook, that should be corrected as well because the position is not permanent. It has a timeline of a maximum of 6 years.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
Department chairs report to deans and are accountable to faculty for the proper conduct of their departments. Chairs are responsible for the proper management and oversight of all activities related to instruction, student learning, and academic advisement within the academic department. Academic departments are administrative units established to manage the resources associated with the programs under their jurisdiction.	Department chairs report to deans and are accountable to faculty for the proper conduct of their departments. Chairs are responsible for the proper management and oversight of all activities related to instruction, student learning, and academic advisement within the academic department. Academic departments are administrative units established to manage the resources associated with the programs under their jurisdiction.  Department chairs are teaching faculty with

<p>Department chairs are teaching faculty with temporary administrative responsibilities. Chairs have the opportunity for the closest professional contact with faculty. As such, they have a basic responsibility for the quality of instruction, research, professional progress of staff, curriculum development, recruitment, departmental budget preparation and management, and administrative tasks required to process data connected with instruction. Responsibilities of department chairs include assigning faculty course schedules (with faculty input), maintaining student records in the departments, supervising academic counseling of students, directing instructional and program assessment, and developing the faculty input for long-range and annual reports essential for departmental health and growth. Copies of these reports will be available for review by faculty.</p> <p>Department chairs will be evaluated annually by the college/school dean based on the evaluations from full-time faculty in the department within the respective college/school.</p>	<p><b>temporary administrative responsibilities.</b> Chairs have the opportunity for the closest professional contact with faculty. As such, they have a basic responsibility for the quality of instruction, research, professional progress of staff, curriculum development, recruitment, departmental budget preparation and management, and administrative tasks required to process data connected with instruction. Responsibilities of department chairs include assigning faculty course schedules (with faculty input), maintaining student records in the departments, supervising academic counseling of students, directing instructional and program assessment, and developing the faculty input for long-range and annual reports essential for departmental health and growth. Copies of these reports will be available for review by faculty. Department chairs will be evaluated annually by the college/school dean based on the evaluations from full-time faculty in the department within the respective college/school.</p>
--	--

- j. Under Academic Deans Council (2.3.5), the specific responsibilities of the council need to be spelled out. The current description is vague. In addition, there needs to be an explanation as to why the Academic Council idea was removed.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
<p>The Academic Council consists of the deans and directors of units within the Office of the Provost and Vice President for Academic Affairs. The purpose of the council is to serve as an advisory group to the Provost. The council, as a part of its responsibility, makes suggestions designed to facilitate the coordination and management of instructional programs.</p>	<p>The Academic Deans Council is comprised of the five University school deans. The purpose of the Council is to serve as an advisory group to the Vice President for Academic Affairs. The Council, as a part of its responsibility, makes suggestions designed to facilitate the coordination and management of instructional programs. The President serves as an ex-officio member of the Council.</p>

- k. Comments regarding the certification of faculty at the time of hiring (3.4.2 – 3.4.3) should not be changed because there are faculty hired at these different ranks. There was a recommendation from some members of the previous committee. This does not simply apply to those who may have been promoted.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
--	---



<p><b>SAME AS OTHER SECTION. RECOMMEND LEAVING IT AS IS.</b></p>	<p>Appointment at the rank of professor requires the earned doctorate or equivalent terminal degree from an accredited institution in the appointee's teaching discipline (or a related discipline as justified by the department chair and approved by the dean at the time of hiring) and at least seven years (7) of outstanding teaching, scholarship, and service with a minimum of five (5) years of teaching at the associate professor level. Outstanding scholarship may be demonstrated through refereed publications, creating and performing artistic and creative works, regional or national recitals or exhibitions, substantive grants for research, or honors as a result of scholarly achievement. Regional, national, and/or international prominence in the discipline is expected at the academic rank of professor.</p>
--	---

1. We agree with the insertion in Application Process for Promotion (3.5.3)

<p><b>ORIGINAL FACULTY HANDBOOK STATEMENT</b></p>	<p><b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b></p>
<p>Before submitting an application for a change in academic rank or status, it is the responsibility of the eligible faculty member to become thoroughly familiar with all established criteria related to the academic rank sought.</p> <p>Each department must employ specific criteria that relate to teaching, scholarly activity, and service within its discipline that are also consistent with University standards. The criteria for promotion and tenure will be consistent with those used for the annual evaluation and any additional standards appropriate to the rank sought. These criteria, inclusive of rubrics, must be vetted by the departmental faculty and approved by the dean and Provost and Vice President for Academic Affairs. The criteria must be provided to faculty at the time of their appointment.</p> <p>Each department will designate a Tenure and Promotion Review Committee composed of the senior (associate and full professors), tenured faculty in the department. In departments where there are fewer than three tenured members, the chair, in consultation with the dean, will appoint enough additional tenured faculty members from other</p>	<p>Before submitting an application for a change in academic rank or status, it is the responsibility of the eligible faculty member to become thoroughly familiar with all established criteria related to the academic rank sought.</p> <p>Each department must employ specific criteria that relate to teaching, scholarly activity, and service within its discipline that are also consistent with university standards. The criteria for promotion and tenure will be consistent with those used for the annual evaluation and any additional standards appropriate to the rank sought. These criteria, inclusive of rubrics, must be vetted by the departmental faculty and approved by the dean and Provost and Vice President for Academic Affairs. The criteria must be provided to faculty at the time of their appointment.</p> <p>Each department will designate a Tenure and Promotion Review Committee composed of the senior (associate and full professors), tenured faculty in the department. In departments where there are fewer than three tenured members, the chair, in consultation with the dean, will appoint enough additional tenured faculty members from other departments within the same college/school to form</p>

<p>departments within the same college/school to form a committee of at least three. . .</p>	<p>a committee of at least three. . . .</p>
--	---

- m. In the Application Process for Promotion (3.5.3),
  - i. Under section #3, the insertion of “one working day” is problematic because of the short turnaround. I would recommend within “two working days.” We concur with the capitalizations and with the insertion of material from BOV recommendations.
  - ii. Under section #4, this is problematic for the Schools that do not have department chairs. This section needs to be tabled until more discussion occurs.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
<p>3. The applicant downloads the Application(s) for Promotion and/or Tenure form from the University website and submits the completed application to the departmental Tenure and Promotion Review Committee via the department chair by February 15 of each calendar year. The completed application shall include annual review data and requested supportive documents. Applicants should ascertain that all materials provided in their electronic portfolios are accessible to the reviewers. If there are technical issues that prevent the reviewers from accessing the materials within the portfolios due to missing links, invalid links, or links that do not open, the reviewers should alert the applicants so that they can resolve such issues and make the necessary edits within one (1) working day before a full review is conducted.</p>	<p>3. The applicant downloads the Application(s) for Promotion and/or Tenure form from the university website and submits the completed application to the departmental Tenure and Promotion Review Committee via the department chair by February 15 of each calendar year. The completed application shall include annual review data and requested supportive documents. Applicants should ascertain that all materials provided in their electronic portfolios are accessible to the reviewers. If there are technical issues that prevent the reviewers from accessing the materials within the portfolios due to missing links, invalid links, or links that do not open, the reviewers should alert the applicants so that they can resolve such issues and make the necessary edits within one (1) working day before a full review is conducted.</p>

- a. Under Denial of Promotion (3.5.4.), we recommend including specific information about the following:
  - i. At every level, the applicant is receives a letter informing the applicant of their decision (Department Review Committee, Department Chair, Dean, University Review Committee, Provost)
  - ii. The section should state that the Provost should inform the applicant about denial of tenure and why this occurred.
  - iii. Missing from this section is information about the appeal process.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
Faculty not recommended for promotion may submit an application for promotion the next review cycle. An explanation for denial is included in the notification.	Faculty not recommended for promotion may submit an application for promotion the next review cycle. An explanation for denial is included in the notification.

- b. Under Application for Tenure Procedures (3.6.3),
- i. Under section #1, the insertion of “one working day” is problematic because of the short turnaround. We recommend within “2 working days.”
  - ii. We agree with the capitalizations and with the insertion of material from BOV recommendations.
  - iii. In section #4, the location of this under Mid-Tenure Review seems strange. If a dean is being hired, prior to hiring, the dean should be tenured.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES

- c. Under Academic Freedom and Responsibilities (4.2), we do **not** agree with the following insertion:

Faculty members should avoid using the name of Norfolk State University (NSU) or expressing their personal views on university letterhead or via the university’s electronic means of communication without express approval from the NSU Office of Communications and Marketing.

As faculty experts, they are contacted because of their university affiliation and have the right to speak as content experts. Denying faculty the ability to state where they teach because they are expressing their personal/professional views based on their expertise is inconsistent with university practices in the country. We recommend deletion of this statement.

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES

- d. We agree with insertion of statement under Teaching Faculty Portfolio (6.1.4.1).

ORIGINAL FACULTY HANDBOOK STATEMENT	PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES
Each faculty member is required to submit a portfolio that adheres to the guidelines indicated below. Portfolios must be submitted during the February period as specified in the annual faculty evaluation calendar.	Each faculty member is required to submit a portfolio that adheres to the guidelines indicated below. Portfolios must be submitted during the February period as specified in the annual faculty evaluation calendar. <ol style="list-style-type: none"> <li>1. Portfolio documentation should be provided for the previous calendar year (January-</li> </ol>

<ol style="list-style-type: none"> <li>1. Portfolio documentation should be provided for the previous calendar year (January-December)</li> <li>2. All forms and accompanying narrative information and supporting documentation must be submitted by the date and time specified in the annual faculty evaluation calendar.</li> <li>3. An annual evaluation portfolio template will be made available through the Office of the Provost and Vice President for Academic Affairs' website.</li> <li>4. Once the entire evaluation process is complete, supervisors shall return the annual portfolios to the faculty members by May 1<sup>st</sup>.</li> </ol>	<p>December).</p> <ol style="list-style-type: none"> <li>2. All forms and accompanying narrative information and supporting documentation must be submitted by the date and time specified in the annual faculty evaluation calendar.</li> <li>3. An annual evaluation portfolio template will be made available through the Office of the Provost and Vice President for Academic Affairs' website.</li> <li>4. Once the entire evaluation process is complete, supervisors shall return the annual portfolios to the faculty members by May 1<sup>st</sup>.</li> </ol>
---	--

- e. We agreed that in the section, Under Sick, Family, and Medical Leave (7.6), the new insertion limiting time away being approved must be tabled pending further discussion with faculty.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
<p>The Office of Human Resources maintains leave records on all personnel under the program or plans as outlined: Commonwealth of Virginia Department of Personnel and Training Sick Leave Plan for classified, twelve-month faculty (with administrative duties) and faculty administrators; Virginia Sickness and Disability Program (VSDP) for all Virginia Retirement System (VRS) employees; Norfolk State University Sick Leave Plan for nine-month faculty; and the Optional Retirement and Short-term Disability Sick Leave Plan (ORP/STD) for faculty members enrolled in one of the Optional Retirement Plans.</p> <p>Twelve-month (with administrative duties) faculty, administrators, and nine-month faculty must be enrolled in one of the plans.</p> <p>NSU's Sick Plan is operated by the University and may be used for absences due to personal illness, injuries, and preventive and well-patient doctor visits. However, nine- month faculty are not</p>	<p>The Office of Human Resources maintains leave records on all personnel under the program or plans as outlined: Commonwealth of Virginia Department of Personnel and Training Sick Leave Plan for classified, twelve-month faculty (with administrative duties) and faculty administrators; Virginia Sickness and Disability Program (VSDP) for all Virginia Retirement System (VRS) employees; Norfolk State University Sick Leave Plan for nine-month faculty; and the Optional Retirement and Short-term Disability Sick Leave Plan (ORP/STD) for faculty members enrolled in one of the Optional Retirement Plans.</p> <p>Twelve-month (with administrative duties) faculty, administrators, and nine-month faculty must be enrolled in one of the plans.</p> <p>NSU's Sick Plan is operated by the university and may be used for absences due to personal illness, injuries, and preventive and well-patient doctor visits. However, nine- month faculty are not covered during a summer appointment under any sick leave policy.</p>

<p>covered during a summer appointment under any sick leave policy.</p> <p>Nine-month teaching faculty members are credited with sick leave and family and personal leave on January 9 of each year based upon their years of service. However, unused sick and personal leave may not be carried over to the next calendar year, and the faculty members will not be paid for any unused leave credited when they separate or terminate employment.</p> <p>Sick leave must be reported to the Office of Human Resources using the Leave Activity Reporting Form. When a faculty member is on sick leave, the time charged will be based on instructional time only. Supervisors and department chairs are responsible for ensuring that the leave reports and doctor statements are forwarded to the Office of Human Resources in a timely manner when a faculty member is out. Doctor statements are required for extended illnesses, more than five (5) consecutive working days, and for illnesses with restrictions.</p> <p>Family and personal leave can be used for short-term absences because of family illness, unforeseen emergencies, and any other permitted purpose, provided reasonable notice is given to the supervisor and the absence does not impede the ability of the agency to perform essential services.</p> <p>Except in emergencies, mitigating circumstances, or doctor's orders, use of sick leave and family and personal leave in excess of five (5) consecutive working days must be approved by a supervisor.</p>	<p>Nine-month teaching faculty members are credited with sick leave and family and personal leave on January 9 of each year based upon their years of service. However, unused sick and personal leave may not be carried over to the next calendar year, and the faculty members will not be paid for any unused leave credited when they separate or terminate employment.</p> <p>Sick leave must be reported to the Office of Human Resources using the Leave Activity Reporting Form. When a faculty member is on sick leave, the time charged will be based on instructional time only. Supervisors and department chairs are responsible for ensuring that the leave reports and doctor statements are forwarded to the Office of Human Resources in a timely manner when a faculty member is out. Doctor statements are required for extended illnesses, more than five (5) consecutive working days, and for illnesses with restrictions.</p> <p>Family and personal leave can be used for short-term absences because of family illness, unforeseen emergencies, and any other permitted purpose, provided reasonable notice is given to the supervisor and the absence does not impede the ability of the agency to perform essential services.</p> <p>Except in emergencies, mitigating circumstances, or doctor's orders, use of sick leave and family and personal leave in excess of five (5) consecutive working days must be approved by a supervisor.</p>
--	--

- f. The new insertion in the section, Administrative Leave (7.7), needs to be tabled pending further discussion with the faculty.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
<b>NO DESCRIPTION LISTED</b>	Certain circumstances may warrant administrative leave for a faculty member from employment prior to or in lieu of termination. As used in this policy, administrative leave means the temporary cessation of employment.

	<p>Administrative leave may be partial or total, short term or long-term, and may be with or without pay.</p> <ol style="list-style-type: none"> <li>1. Faculty members may be placed on leave pending court action, official University investigation, or other official investigation by federal, state or local law enforcement agencies, or the University's Campus Police Department provided such action or official investigation involves alleged criminal violations that occur on or off the job and are plainly related to job performance or are of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the University's responsibilities to the public, students, or other University employees.</li> <li>2. Written notice of administrative leave shall be afforded the faculty member, which notice shall include a statement of reasons for the action.</li> <li>3. Upon completion of any University investigation, court action, or other official investigation, the faculty member either may be terminated or reinstated with or without full or partial back pay.</li> </ol> <p>If termination is imposed following administrative leave or if the faculty member is reinstated from leave with less than full back pay, the action may be appealed.</p>
--	---

- g. The Faculty Grievance process is a very involved process that could include up to three major phases and therefore needs to be reviewed more carefully to avoid the process being too convoluted. Therefore, we recommend tabling the Faculty Grievance Procedure (8.7) section for the following reasons:
- i. What if one party refuses to sign the Grievance Resolution Form?
  - ii. The process deals with grievance against a supervisor. How would a grievance against another colleague be handled? If it is handled by HR, what are the procedures?
  - iii. How are the rights of the supervisor being protected?
  - iv. Recusal citing bias should be automatic, not voted on by the committee.
  - v. Who decides if the original grievance met the basic requirements?
- h. We are confused as to why the number of Academic Deans is proposed to be 5 when both the Honors College and Graduate Deans are academic positions.

<b>ORIGINAL FACULTY HANDBOOK STATEMENT</b>	<b>PROPOSALS MADE BY PREVIOUS FACULTY HANDBOOK COMMITTEE AND ADMINISTRATION REPRESENTATIVES</b>
<b>NO DESCRIPTION LISTED</b>	The Academic Deans Council is comprised of the five University school deans. The purpose of the Council is to serve as an advisory group to the Vice President for Academic Affairs. The Council, as a part of its responsibility, makes suggestions designed to facilitate the coordination and

	management of instructional programs. The President serves as an ex-officio member of the Council.
--	--

**4. Missing from the Handbook are 2 Dean positions.**

**WE PROPOSE THE FOLLOWING ADDITIONS AND DESCRIPTIONS:**

**a. Dean of Research and Graduate Studies**

Dean of Research and Graduate Studies oversees all graduate programs within the university's schools and colleges and provides leadership and vision for the graduate and research missions of the University. The dean works closely with faculty to promote and encourage research, secure funding, build outside partnerships, and to create a campus climate that enhances robust research, creative and scholarly activities for faculty and students. The dean has broad responsibility to promote research opportunities for faculty and students, and to oversee doctoral and masters programs. The dean implements policies and procedures for external grants, contracts, and fellowship applications in collaboration with the university's Graduate Council and the Office of Sponsored Programs. The dean also works with the Institutional Review Board (IRB).

Responsibilities include:

- representing the Graduate School and university to internal and external constituents and supporting professional outreach and service regionally, nationally, and internationally;
- overseeing changes proposed to the graduate curricula;
- leading the Graduate Council, which consists of representatives appointed by the deans in consultation with graduate faculty in the colleges and works collaboratively with college and school deans, and graduate directors, to advance the mission of graduate education across the university;
- serving on the Deans' Council and reports directly to the Provost and Vice President for Academic Affairs.

The position requires that the individual is a full professor, holding a terminal degree in one of the degrees offered at the university.

**b. Dean of Honors College**

Dean of the Honors College oversees all honors programs within the university's academic program offerings, providing a variety of interdisciplinary academic and co-curricular engagement and enrichment opportunities to undergraduate students in the program. The Honors College dean works closely with other deans and faculty from across the University, and a dedicated professional staff, to provide enhanced opportunities that broaden and deepen students' academic and personal development. The dean serves on General Education Council and also oversees academic and cultural opportunities afforded through the Honors College,

developing Honors seminars, and facilitating travel to conferences by both students and Honors College Faculty Senior Fellows.

The dean will serve as a connector and a catalyst to unite students and faculty to extend and enhance their academic experiences. The dean will also be heavily involved in fund raising for the College and engaging the larger university community in Honors College activities. The position requires that the individual is a full professor, holding a terminal degree in one of the undergraduate degrees offered at the university.