



Faculty Handbook

Revised: 11/2018

Office of the Provost and Vice President for Academic Affairs

PREFACE

The *Faculty Handbook* contains three major sections. The first section, Section A, contains information and policies, including the Faculty Bylaws, which may only be changed with the official approval of the Board of Trustees. The second section, Section B, contains procedures and information relative to the divisions of the University and may be edited and updated as needed. The third section, Section C, contains general benefits, policies and procedures which apply to all employees and are controlled by the Samford University Policy Manual and approved by the Board of Trustees. It is understood, however, that ultimate responsibility for the University rests with the Board of Trustees and that nothing in any section of this *Faculty Handbook* can “compromise, restrict or otherwise diminish the ultimate authority of the Board of Trustees...” (Section A1.5.8).

The University, through Trustee action or otherwise, retains the right to change, delete and/or modify any provisions of the *Faculty Handbook*, the *Staff Handbook*, and the *Samford University Policy Manual* as may be consistent with good management.

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

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A1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

A1.1

Foundati

onal Statements

The great seal of Samford University bears the inscription "Deo Doctrinae Aeternitate," which is translated "For God, for learning, forever." In recent years this principle has been interpreted as "Academic Excellence in a Christian Environment."

The foundational statements adopted in 2005 by the faculty and the Board of Trustees is as follows:

IDENTITY

Samford University is a Christian community focused on student learning.

Samford was founded in 1841 by Alabama Baptists. In the present day, it maintains its ties to Alabama Baptists, extending and enhancing their original commitment to developing and maintaining in the campus community an exemplary Christian ethos and culture.

Samford University's corporate expression of faith commitment is *The Statement of Baptist Faith and Message of 1963*, without amendment.

Samford offers bachelor's, master's, and professional doctoral degrees, as well as continuing education and various types of worthwhile, non-degree learning.

Samford serves students through ten organizational units: Howard College of Arts and Sciences, School of the Arts, Brock School of Business, Beeson School of Divinity, Orlean Bullard Beeson School of Education, Cumberland School of Law, and the College of Health Sciences, which includes the Ida V. Moffett School of Nursing, School of Health Professions, School of Public Health, and the McWhorter School of Pharmacy.

MISSION

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian University, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility and service to others.

CORE VALUES

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community

VISION

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the Community will be *innovative* in teaching, learning and research; *sensitive* to global issues; *aggressive* in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

A1.2 Educational Assumptions and Objectives

Samford University's educational program rests upon three primary assumptions:

1. The quest for academic excellence is a goal worthy of the Christian faith.
2. A dynamic Christianity is fostered by the continual development of Christian leaders for widely varied fields of service.
3. A broad, high-quality instructional program set in a distinctively Christian context is the noblest ideal of the educational enterprise.

The University's educational objectives include helping students to develop a vital, intelligent faith and a set of personal values based on Christian ideals, to understand themselves and to appreciate the natural and cultural aspects of their environment, to think logically, express themselves effectively, and act rationally, to prepare to serve and lead in their chosen fields, to function as active, informed, and responsible citizens, and to feel a personal responsibility for fostering international understanding and peace.

A1.3

Universi

ty Governance

A1.3.1 Organization

Samford University is an Alabama nonprofit corporation originally chartered in 1841 by the State of Alabama.

A1.3.2 The Board of Trustees

Samford University is managed and its affairs are conducted by a Board of Trustees (the "Board") consisting of (i) thirty-six (36) members, called Active Members, who shall be elected by the Board, and (ii) Life Members. One-fourth of the Active Members of the Board are elected each year for a four-year term, commencing with the election at the first regular meeting of the Board in each academic year, and terminating four years later with the election of their respective successors. After the election to three consecutive four-year terms, a Trustee may not be reelected until a lapse of one year. Vacancies in the Board occurring by death, resignation, expiration of term of office or otherwise, are filled by the Board as and when such vacancies occur. Persons elected to fill vacancies in unexpired terms are appointed by the Board to serve the remainder of the then-vacant unexpired term. A trustee filling an unexpired term is eligible for election to three consecutive four-year terms in addition to the unexpired term for which elected. In addition to the Active Members, the Board may elect Life Members of the Board who may hold that office for life. Life Members have all the rights, powers, and privileges of Active Members of the Board. To be eligible for election as a Life Member, a person must (i) have served for at least twenty (20) years as an Active Member of the Board, (ii) have consistently rendered service on behalf of the university during that period, and (iii) be nominated for the position of Life Member pursuant to the procedures for the nomination of Trustees then provided in the Bylaws of the university. The Board may also elect from time to time, from those who have served as Active Members of the Board, Honorary Members of the Board who shall hold office for life and shall have all the rights, powers, and privileges of the Active Members and Life Members, except the right to vote.

The Executive Committee of the Board of Trustees includes those currently serving Trustees who formerly served at least one term as Chairman of the Board of Trustees, plus sixteen (16) additional

Active and Life Members, including the Chairman, Vice Chairman, Secretary, and Assistant Secretary of the Board of Trustees, and the chairmen of the Academic Affairs, Audit, Business and Financial Affairs, Investment, Operations and Planning, Student Affairs and Enrollment Management, and University Advancement committees and Committee on Trustees. Members serve terms of one calendar year. The Executive Committee has authority to transact all business of the University in the interim of meetings of the Board of Trustees and has the full power of the Board of Trustees, except where limited by the Board of Trustees.

University Bylaws provide for eight general Board committees, which report to the President and the Board as necessary. They include: (1) Academic Affairs Committee, (2) Audit Committee, (3) Business and Financial Affairs Committee, (4) Investment Committee, (5) Operations and Planning Committee, (6) Student Affairs and Enrollment Management Committee, (7) University Advancement Committee, and (8) Committee on Trustees.

The Bylaws also provide for three annual meetings of the Board of Trustees and such special meetings as may be necessary.

The Board of Trustees elects the President of the University and authorizes the President to appoint, employ, and have direction over administrators, faculty members, and all employees of the University in accordance with policies of the Board. The President shall assist the Board in formulating policy, and he shall be responsible for the implementation of Board policy. The President shall work with the Board and be accountable to the Board in advancing the University. The Board delegates to the President the administrative responsibility and authority for the operation of the University.

A1.3.3 University Advisory Boards

Samford

The Board of Trustees of Samford University has authorized advisory boards to:

1. Provide a means by which professionals, practitioners and experts in pertinent fields can share their knowledge and experience with the University.
2. Enlist prominent citizens who have achieved distinction in professional, civic and societal circles as ambassadors for both the University and the specific programs of the University related to their respective marketplaces and/or communities.
3. Afford a channel for involvement of distinguished citizens in the evaluation, planning and operation of the University.
4. Serve as a sounding board to assure that University plans and programs are reasonable and practical.

The Board of Overseers and the Board of Ministerial Mentors advise the President on University-wide matters. Other advisory boards include those found in the schools and various programs of the University.

Members of the advisory boards are approved by the Board of Trustees.

The advisory boards shall have as their principal duty the sharing of information from the professional and business world with the University, and the sharing of information about the University with the professional and business world. Each advisory board shall make such recommendations as it deems appropriate to the President of the University and the Dean of each School and/or head of each program.

Each advisory board shall have at least two meetings per year, one during the spring semester and one during the fall semester. Regular and special meetings may be called by the Chairman of the advisory board or by the President of the University.

trative Organization

Administrative responsibility for internal management is delegated by the President to general officers of the University, including the Provost and Vice Presidents. Persons at the vice presidential level, including the Provost, serve at the pleasure of the President, after being ratified and confirmed by the Board of Trustees.

A1.4.1

The

Provost and Vice President for Academic Affairs

As the chief academic officer, the Provost and Vice President for Academic Affairs is responsible to the President for the effective operation and qualitative improvement of academic programs and academic support services. Duties of the position include the following, in addition to special assignments by the President:

1. Leading the academic enterprise in fulfilling the institutional mission and seeking to unify the various components of academic life and infuse them with vitality by a shared understanding of, and inspirational commitment to, priorities and goals,
2. Interpreting general educational concerns to the President and, through him, to the Academic Affairs Committee of the Board of Trustees; representing the academic affairs area to administrators in nonacademic areas; participating in all aspects of faculty life as an *ex-officio* member of the faculty, its committees and councils, as provided by faculty governance guidelines; serving as the chief liaison officer for academic matters among consortia, accrediting associations, and governmental and denominational bodies,
3. Supervising the academic affairs of the University to ensure the orderly handling of records, reports, correspondence, conferences, and other elements relating to the faculty and educational program; maintaining an accurate database of information on the faculty and the educational program, as well as comprehensive academic resources,
4. Overseeing the academic programs of the University by supervising the deans of the schools; coordinating the work of all the schools and providing for assessment within each school in consultation with its dean and faculty,
5. Guiding the administration of academic activities not assigned individual schools in the coordination of regular degree programs; giving direction to programs for nontraditional learners, to free-standing and cross-disciplinary programs within the curriculum, to January Term and Summer School offerings, to continuing education and conference activities, to minority affairs, to short-term study projects, and international studies,
6. Assuring the provision of academic services needed to undergird the educational programs of the University, including overseeing student orientation advising, acceleration, and remediation; a student records office; a computerized academic database; such publications as the academic course catalog, class schedules, and academic calendar,
7. Overseeing assessment; supervising University libraries and academic computing; assisting the Samford University Foundation in facilitating opportunities for research and service to faculty individuals and groups,
8. Working to achieve an integration of academic and spiritual concerns and to maximize the impact of Christian faith on the educational program and related campus groups,
9. Serving as the primary policy officer in academic affairs with appropriate faculty committees; maintaining the *Faculty Handbook* as a repository of current policies and procedures,
10. Functioning as the primary personnel officer in academic affairs, seeking to maintain effective selection, encouragement, and guidance of faculty and staff in each of the schools,
11. Acting as the primary budget officer in academic affairs with responsibility to review, recommend, and monitor both income and expenditures for operating and capital requests in all academic programs and support services, and
12. Performing the functions and carrying out the duties of the President when the President is unable to act because of illness, short-term or extended absence; maintaining a close working

relationship with the President so as to be able to act in the President's behalf; discharging other functions on behalf of the President as may be assigned.

A1.4.2
Vice-Presidents

The

A1.4.2.1 Business and Financial Affairs

The Vice President for Business and Financial Affairs [VPBFA]—the chief business officer—reports to the President and advises on business and financial matters. The VPBFA assumes responsibility for:

1. Serving as liaison with the Business and Financial Affairs, Audit, Operations and Planning, and the Investment Committees of the Board of Trustees,
2. Managing the budgeting, accounting, and auditing program that accurately tracks income and expenditures, and all funds in a manner consistent with highest standards
3. Managing and overseeing a program of risk management,
4. Managing the human resources effort that includes employee benefits, payroll, and personnel concerns; assuring compliance with government regulations and University policies on nondiscrimination,
5. Managing banking and cashing functions, accounts receivable, and payable,
6. Managing the University Bookstore and other business services,
7. Managing the endowment and other University investments, and acting as the liaison and relationships with investment managers and custodians,
8. Managing computer and telecommunications,
9. Managing men's and women's intercollegiate athletics,
10. Supervising the Samford University Foundation,
11. Signing all checks and contractual obligations at the request of the President and consistent with policies of the Board of Trustees,
12. Participating with others in the development and administration of budgets and appropriate expenditures,
13. Participating in the planning process,
14. Apprising the President of new ideas, practices, and information for the efficient, effective operations of the University,
15. Serving on committees and accepting other assignments as requested by the President
16. Ensuring proper stewardship and management of the university's physical assets; providing overall management of the university's physical plant, new construction, renovation and maintenance of the university's buildings and grounds, custodial services and utilities; overseeing the university's vehicle fleet; and serving as the coordinating point for dining services, and
17. Overseeing space utilization and analysis, as well as campus scheduling, conference services, event management, and all related areas, and coordinates visitor/welcome center and campus signage. Entities include but are not limited to the Hanna Center, University Center, Wright Center, Information Center, Visitor/Welcome Center, all outdoor space, and shuttle services.

A1.4.2.2 Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management [VPSAEM] reports to the President of the University. The VPSAEM has been assigned responsibility for the following activities:

1. Building, administering, and controlling an annual budget among assigned units,

2. Developing programs and activities that help students grow and develop intellectually, physically, emotionally, and spiritually,
3. Developing programs and activities that afford appropriate social, leisure, and non-classroom opportunities of sufficient quantity, quality, and diversity,
4. Providing systems of student discipline within a framework of fairness, avoiding vindictiveness or pettiness, respecting the rights of all campus citizens, working to the long-term benefit of individuals, while also advancing the spirit of community,
5. Promoting high standards of personal conduct, behavior, and decorum among students,
6. Maintaining an advisory relationship to the Student Government Association, while overseeing all student organizations recognized by the University,
7. Advising the fraternity and sorority systems and the individual chapters of each, assuring that the organizations' high aims and purposes are being served consonant with University purposes,
8. Making provisions for operation of a wellness center on campus and for students' physical and emotional health and well-being, including counseling,
9. Operating efficiently, responsibly, and with a "May-I-help-you?" approach the Ralph W. Beeson University Center,
10. Encouraging optimum involvement in campus religious and spiritual activities, seeking to promote Christian commitment and spiritual growth and development among all students,
11. Making available career counseling and career development,
12. Serving as liaison to the Student Affairs and Enrollment Management Committee of the Board of Trustees,
13. Representing the University in selection, recruitment, training, and development of personnel and implementation of personnel policies, including employee evaluation and recommendations concerning staff salary increments,
14. Serving on committees and accepting other assignments as requested by the President, and
15. Coordinating efforts aimed at providing a safe environment for employees, students, and visitors; overseeing the university's All Hazards plan; and ensuring environmental and fire safety and regulatory compliance. This includes pandemic and emergency response, public safety, and parking services.

A1.4.2.3 University Advancement

The Vice President for University Advancement is responsible to the President for planning and administering a comprehensive program of public relations, alumni affairs, and fund-raising on behalf of Samford University and for supervising budget and personnel employed to carry out the various aspects of the program. In fulfilling this assignment, the Vice President for University Advancement is responsible for:

1. Conducting research and developing plans for enhancing the reputation and extending the influence of Samford University through a variety of external media on local, regional, and national levels, special events, publications, and strategic alliances. This involves supervising personnel in public information and related fields.
2. Overseeing the development and implementation of a program of alumni affairs designed to elicit a broad base of participation by graduates and former students in activities that benefit the University and build loyalty and enthusiasm for its work, including financial support and cooperation with the student recruitment program. Coordinating the central program of alumni affairs with alumni activities in the various schools of the University,
3. Designing and executing a comprehensive resource development program and supervising a staff to implement an ongoing fund-raising program including annual, capital, and endowment development, including personal solicitation of individuals,

- corporations, foundations, and other organizations and coordinating program initiatives with the President's role in fund-raising,
4. Developing, administering, and controlling the approved budget of the Division of University Advancement,
 5. Assisting the President of the University as assigned by the President, and
 6. Serving as liaison to the University Advancement Committee of the Board of Trustees.

A1.5
Governance Structure

Faculty

Bylaws of the Faculty of Samford University

Preamble

The heart of a University is in its Faculty. At Samford the faculty's knowledge, love of learning, and commitment to Christian values are critical to realizing the University's distinctive mission of "nurturing persons -- for God, for learning, forever." The interests of students, scholarship, and society are best served when the Faculty brings its special talents to bear through cooperative participation in the governance of the University.

The Faculty is a vital element of a smoothly functioning, interdependent University community, which includes the governing board, administration, faculty, staff, and students. The ultimate authority for the University rests with the Board of Trustees. The Board appoints the President and holds the President responsible for the operation of the University. The Faculty is appointed by the Board of Trustees to conduct the educational program of the University and shares responsibility for shaping and implementing the purposes of the University, especially the academic programs. As such, the Faculty, through the Faculty Senate, acts in a key advisory role to the President or Provost, where appropriate. Formal actions of the Faculty become recommendations to the President or Provost, and where appropriate, the Board.

Actions from Faculty Senate, approved by Full Faculty, proceed to the Provost for consideration and due process through Administration. The Provost or President, as appropriate, will provide a written report to the Faculty Executive Council within six months to clarify the decision and/or rationale for delay or denial of said decision.

These Bylaws define the structure of governance through which the Faculty shall participate with the administration in furthering the progress of Samford University.

A1.5.1
- Faculty Membership Defined

Article I

The University Faculty shall consist of an Administrative Faculty including the President of the University, the Provost, the Associate and Assistant Provosts, the Deans, and other administrators who hold academic rank; a Teaching Faculty including all full-time personnel with the rank of Distinguished Professor, University Professor, Research Professor, Professor, Associate Professor, Assistant Professor, and Instructor; and Library Faculty, including all professional librarians. University Vice Presidents and other designated administrators may have privileges of membership in the Administrative Faculty. In cases of dual responsibility, Administrative Faculty shall be defined as those who spend more than .50 FTE in administrative duties and Teaching Faculty shall be defined as those who spend at least .50 FTE in teaching duties.

Part-time faculty fulfilling the following requirements shall be voting members of the University Faculty: (1) teaching six credit hours in the fall semester or working half-time, (2) have been employed by Samford University for five or more consecutive years, and (3) have taught 60 or more credit hours at Samford University or worked half-time during that period.

II - Faculty Responsibilities

All faculties have a re A1.5.2

Article

II - Faculty Responsibilities

All faculties have a responsibility to support and encourage a harmonious, satisfying working relationship among all University constituents through identifying issues, exchanging information, and maintaining the processes of open dialogue essential to the purposes of the University.

The Teaching Faculty has the responsibility to convey to the President and the administration its best advice and counsel on matters of importance to the University. The primary method for fulfilling this responsibility is to recommend the establishment and revision of policies affecting the academic programs of the University.

The Faculty as a combined organization shall maintain open channels of communication for the flow of information and the influencing of policies that further the educational aims of the University. In particular, the Teaching Faculty has a duty to provide leadership, initiative, oversight, and stewardship for curricula, academic standards, requirements, grades, admission standards, the academic calendar, and other matters pertaining to the student's progress toward a degree.

The Teaching Faculty and Library Faculty shall be organized to carry out their responsibilities in conjunction with those of the Administrative Faculty through the following devices of representation and action:

1. Election to a Faculty Senate
2. Scheduled University Faculty meetings
3. Faculty Officers and an Executive Council within the Faculty Senate
4. Standing University Committees

A1.5.3 Article III - Faculty Senate

Section 1. Membership and Election

The Faculty within each academic unit shall elect from among those full-time Faculty who have served at least three years at Samford representatives to a body that shall be known as the Faculty Senate. The Schools and Colleges shall elect their representatives by the end of the spring semester to assume office the following academic year. Representation is to be based on the following formula:

One representative from each of the Schools or Colleges of the University.

Plus one additional representative for each ten, or fraction thereof, of voting Faculty members in that academic unit, beyond the first fourteen, based on the count of faculty taken the previous fall semester.

Library Faculty as defined in A1.5.1 and A4.5 shall follow the same formula as the academic units.

Officers of the University Faculty are a Chair, a Chair-Elect, a Secretary and an Immediate Past-Chair.

The Chair of the Faculty, Chair-Elect, Immediate Past-Chair, and Secretary are ex-officio, voting members of the Faculty Senate. The chair of each Standing Committee of the University as defined in A1.5.9 is an ex-officio member of the Faculty Senate, without vote.

Individuals elected to the Senate shall serve three-year terms. The terms will be staggered such that approximately one-third of the senators from each school will be elected each year. Once a faculty member has completed a full, three-year term, that faculty member is ineligible for election to the senate for a period of one year. If a faculty member is elected but cannot complete the full three-year term, the school will elect another faculty member to complete the term. A faculty member who serves less than a complete three-year term is eligible for reelection to the senate without any period of ineligibility.

Section 2. Duties and Responsibilities

The Faculty Senate shall function as a representative, deliberative, and legislative body, serving the University Faculty and acting on behalf of the Faculty.

When in session, the Senate shall provide a forum for discussion and decision in bringing to resolution the respective interests of the administration, Faculty and schools of the University. Although organized to represent primarily the Teaching Faculty, the Senate shall, at all times, maintain an institutional perspective, which respects all jurisdictions and responsibilities composing the system of governance of the University.

The Faculty Senate shall recommend policy and procedures in writing to the administration via the Provost, drawing upon the work of Standing University Committees and appointed ad hoc committees of the Faculty.

The Faculty Senate shall identify and address issues of concern to the Faculty that transcend departmental and school boundaries.

The Faculty Senate shall monitor and hold accountable the functioning of all Standing Committees and special groups appointed by the Faculty.

Section 3. Meetings

The Faculty Senate shall meet monthly during the academic year. An agenda prepared by the Chair of the Faculty shall be distributed to the Senate prior to the meeting, along with minutes of the previous Senate meeting. When approved, the minutes shall be distributed to the University Faculty. Senate meetings shall be open to all members of the faculty. The Senate may hold closed sessions by a two-thirds vote of the Senate members present.

All committees will report in writing to the Senate within one week after each committee meeting all actions taken by that committee since its last meeting. The committee report will be divided into two parts. The first part will be items considered by the committee not requiring Senate action. The second part of the report will be actions taken by the committee requiring consideration by the Senate. These actions will include a recommendation to the Senate by the committee.

This report with recommendation is considered a motion, requiring no second, to accept all recommendations as stated in the report. Individual senators may move that specific individual recommendation be voted upon separately.

Major policy proposals must be brought up for a first reading in a regular meeting of the Faculty Senate. No vote on any major policy proposal may be taken until the next regular meeting of the Faculty Senate following the one at which the proposal was first presented. The decision of what constitutes a major policy proposal shall be determined by the presiding officer, except that the decision may be reversed upon a motion to such effect by a majority vote of the Faculty Senate members present at the meeting. The rule requiring a first reading may be suspended by a two-thirds vote of the members present at a regular Faculty Senate meeting.

Special meetings of the Senate may be called by the President of the University, the Faculty Chair or by a majority of the members of the Senate. Members of the Faculty shall be informed of these meetings and their purpose.

Section 4. Quorum

At any meeting of the Faculty Senate, a quorum shall consist of either a minimum of 50 percent of the Senate membership, or a minimum of 33 percent of the Senate membership of which Senators from at least five different schools are present.

Section 5. Voting

The Senate may vote on any action taken by a Senate Committee or brought to the Senate floor. A quorum must exist and a simple majority of votes cast will constitute an affirmative vote. Abstentions do not count as votes cast: Senators abstaining do count towards quorum. Amendments to the Faculty Bylaws require a two-thirds majority vote by faculty present at a full faculty meeting and is described in Section A1.5.7 below.

Votes by absentee ballot of proxy shall not be allowed by any Senate committee or Senate member unless granted prior approval by the Faculty Senate Executive Council.

Section 6. Recall

The Faculty Senate is elected by the Faculty to represent the Faculty. The Faculty may by majority vote act to dismiss the Senate and call for new Senate elections. This action shall not, however, affect the tenure in office of Faculty Officers described in Section A1.5.5 below.

Any member of the Faculty may initiate the recall procedure by presenting a petition to the Chair of the Faculty containing the signatures of ten percent of faculty members. Within ten days of receipt of the petition the Chair of the Faculty shall schedule a special meeting of the Faculty to consider this matter. The Faculty should receive at least one week written notice of the meeting and the meeting should occur within thirty days of the receipt of the petition. If a simple majority of those Faculty in attendance vote for a new election, the individual schools and college must hold new elections for their senators within thirty days of the recall vote.

A1.5.4

Article

IV - University Faculty Meetings

Section 1. Purpose and Schedule of Meetings

University Faculty Meetings are assemblages of all members of the Administrative Faculty, the Teaching Faculty and Library Faculty combined. The University Faculty shall normally meet three times during the academic year. The dates of these meetings shall be placed on the University Calendar by the beginning of the academic year. These meetings shall coincide, when possible, with the Faculty in-service meetings conducted by the University Administration.

The Senate shall submit to the Faculty at least one week in advance of these meetings a summary report of all decisions and actions undertaken on behalf of the Faculty during the preceding period and invite review and comment from the Faculty concerning their substance. At the meeting, the Senate will present the reported decisions and actions individually. Since Senate actions are taken on behalf of the Faculty, any Faculty member may move to reject any or all of the Senate actions. Upon such a motion, approved by simple majority of faculty present the specific items shall be returned to the Senate for further study or a different decision. Should the Senate fail to comply with these requests by the next scheduled meeting of the Faculty or should the faculty again find the result unsatisfactory, the Faculty may then adopt whatever motion or resolution on the subject in question it deems appropriate.

An agenda reflecting business to be brought before the full University Faculty shall be prepared by the Chair of the Faculty in consultation with the Provost and distributed to the faculty prior to the meeting, along with minutes of the previous meeting. Any matter not on the agenda may be raised at an appropriate time to be provided in the agenda.

Special meetings of the Faculty may be called by a majority of the members of the Faculty Senate or the Chair of the Faculty upon one week's prior written notice to members of the Faculty. Special meetings of the Faculty may be called by the President at any time.

Section 2. Quorum

At a regular meeting of the University Faculty, a quorum consists of those in attendance. At a special meeting of the University Faculty, a quorum consists of a majority of the members of the University Faculty.

Section 3. Attendance

The importance of unity within the University Faculty, a shared vision by the University Faculty, and a unified voice of the University Faculty makes participation in the meetings of the Faculty as a whole vital. Therefore, **all members of the faculty are expected to attend University Faculty Meetings and to participate in their proceedings.**

Section 4. Voting

Any votes cast regarding Senate actions will be to remit the action to the Senate as described in A.1.5.4 Section 1. Approval of remission requires a simple majority vote of faculty present.

A1.5.5

Article

V - Faculty Officers and the Executive Council

Section 1. Functions and Composition

The University Faculty shall elect a Chair of the Faculty, a Chair-Elect, and a Secretary who shall serve as executive officers of the Faculty Senate and form the core membership of a Faculty Executive Council within the Faculty Senate. The Immediate Past-Chair and two other Senators elected by the Senate from its membership rolls shall complete the Faculty Executive Council.

The Chair of the Faculty, Chair-Elect, and Secretary shall serve as presiding officers of the Faculty Senate. The Faculty Executive Council shall serve as the overall organizer and facilitator of the Faculty Senate process and shall act on behalf of the Senate when the Senate is not in session. This responsibility shall include the power to recommend replacement Committee Chairs due to vacancy or non-performance of duties.

A faculty member elected as an officer shall not be considered to be the representative of a particular School or College.

The Faculty Executive Council shall provide for a parliamentarian to assure the governance of all meetings of the Faculty Senate and the University Faculty by *Robert's Rules of Order, Revised*.

Section 2. Election of Officers

The Faculty shall elect a Chair of the Faculty, a Chair-Elect, and a Secretary for one-year terms from full-time faculty whose primary responsibility is teaching and from Library Faculty. The Chair-Elect succeeds the Chair of the Faculty at the end of the Chair's term and the Chair becomes the

Immediate Past-Chair, serving in this position for one year. An officer may be reelected once, after which that person shall be ineligible for election to the same office for one year.

Annual elections are to be held by secret ballot at the end of the spring semester meeting of the University Faculty. Elected candidates will assume office the following academic year. A Committee on Elections shall supervise the elections and nominate candidates, seeking their approval and circulating their names at least two weeks before the election. Substitute nominations may be made from the floor, but only with prior consent of the nominee. The Committee on Elections shall prepare ballots for the election and count the results. If no one receives a majority vote for an office, a run-off between the two nominees receiving the highest number of votes will occur the same day.

Vacancies in the offices of Chair-Elect and Secretary shall be filled by special election called by the Chair of the Faculty. A vacancy in the office of Chair of the Faculty shall be filled by the Chair-Elect.

Section 3. Duties of Faculty Officers

The Chair of the Faculty shall preside over all meetings of the Faculty Senate and the University Faculty. The Chair shall prepare and circulate the agenda for meetings, be responsible for the effective implementation of these Bylaws, and chair the Faculty Executive Council. The Chair of the Faculty shall communicate the Senate's advice and recommendations to the Provost and represent the University Faculty to the University Administration when the Senate and the Faculty are not in formal session.

The Faculty Chair-Elect shall assist in carrying out the duties of the Chair of the Faculty and preside over meetings of the University Faculty and the Senate during the absence of the Chair. The Chair-Elect shall assume the position of Chair of the Faculty at the end of the tenure of the current Chair and after one year of service as Chair-Elect. In the event that the position of Chair of the Faculty becomes vacant before the expiration of a term, the Chair-Elect shall assume the duties of Chair of the Faculty.

The Faculty Secretary shall record minutes of all official meetings of the University Faculty, the Faculty Senate and the Faculty Executive Council. The minutes shall be posted by the Faculty Secretary to the Faculty Senate's website for review by the University Faculty. Upon approval of the minutes, a written copy shall be signed and dated by a Faculty Senate officer and forwarded to the University Archives for permanent safekeeping. The Secretary also takes the roll of Senators at Senate meetings.

A1.5.6

Article

VI - Standing Committees of the University

Section 1. Description

Standing Committees shall make recommendations to the Faculty Senate and to the Administrative Faculty on matters of concern directed to their attention by either body or undertaken at their own initiative. The Committees shall function as deliberative and advisory bodies representing the Faculty in assigned areas of responsibility.

The Standing Committees shall include but are not limited to the following:

1. A Committee on University Curriculum
2. A Committee on Academic Affairs
3. A Committee on Academic Technology and Learning
4. A Committee on Business Affairs and Faculty Welfare
5. A Committee on Athletics

6. A Committee on Campus Life
7. A Committee on Elections
8. A Committee on Diversity
9. A Committee on Enrollment
10. A Committee on International Studies
11. A Committee on General Education

Other Standing Committees may be recommended and ad-hoc committees may be formed by the Faculty Senate or Faculty through Faculty Meeting procedures.

Section 2. Membership and Reporting

By March 1 the Committee on Elections shall notify each School of upcoming vacancies on the Standing Committees. By April 1 the Faculty of each School will nominate committee members for the indicated vacancies to the Committee on Elections. The Committee on Elections, in consultation with the President, the Provost and the committees, shall review and confirm the nominations from the schools and shall nominate a chair and chair-elect of each committee. Length of term for officer positions is to be one academic year.

Student ex-officio members of Standing Committees will be nominated by the SGA President and appointed by the Chair of the Faculty after consultation with the Provost. One week prior to the Faculty Meeting at the end of the spring semester, the slate shall be furnished to the Faculty. Substitute nominations may be made from the floor of the meeting with the prior consent of the nominee. The Faculty shall elect the Committee Members and the Committee on Elections shall notify the elected Committee Members who shall assume their responsibilities the following academic year. Committee members shall serve terms as specified in Section A1.5.9.7 Committee on Elections. In addition, with the exception of the Committee on Elections, for each committee which does not have a member of the Faculty Senate serving as a committee member the Faculty Chair shall appoint a member of the Faculty Senate as an additional ex-officio, non-voting member.

Standing Committees shall report to the Faculty Senate all results of their deliberations in accordance with A1.5.3, Section 3. Minutes of each meeting shall be recorded and sent to the Faculty Chair. An official written copy shall be signed and dated by the Chair of the committee and forwarded to the University Archives for permanent safekeeping.

Section 3. Composition of the Committees

Details of the duties and composition of each committee are attached to these Bylaws. Recommendations for amendments of a committee description may be made from time to time by majority vote of the Faculty to allow for variations in requirements as the conditions of the University change. Student representatives to the committees are appointed by the SGA.

A1.5.7 Article VII - Adoption and Amendments

These Bylaws shall be effective from the date they are adopted by a majority vote in a special constitutional meeting of the University Faculty and have received the approval of the President of the University and the Board of Trustees. These Bylaws can be amended by a two-thirds vote of the members present in a scheduled meeting of the University Faculty, provided the proposed changes have been submitted to the Faculty at least one month prior to the vote and provided that such changes shall be submitted to the President of the University and the Board of Trustees for review and approval. Amendments will not be effective until approved by the Board.

The Bylaws of the Faculty of Samford University are hereby approved by the Board of Trustees. In approving these Bylaws, it is understood that nothing written or implied in these Bylaws shall compromise, restrict or otherwise diminish the ultimate authority of the Board of Trustees which holds the President of the University and his administration responsible for implementation of these Bylaws and the harmonious operation of the University. It is particularly hoped by the Trustees that:

- a. these Bylaws will result in vigorous participation of the Faculty in University life;
- b. implementation of these Bylaws will not affect teaching loads as a consequence of carrying out the business of the Faculty, or result in any diminishment of the Faculty's primary task, which is teaching;
- c. the University can continue to build and maintain a strong sense of community among all components of the institution;
- d. participation afforded by these Bylaws will result in cooperation among all parties seeking to advance Samford University.

Further, the Board of Trustees approves these Bylaws with the provision that this statement be considered part of the Bylaws document, and that this statement be included whenever the Bylaws are reproduced or distributed.

Note: On September 17, 1997, the Trustees approved the Faculty Senate on a trial basis for a two-year period. The Trustees reaffirmed the Faculty Senate as a continuing entity on May 11, 1999.

A1.5.9

Article

IX - Functions and Composition of Standing University Committees

A1.5.9.1 Committee on University Curriculum

Officers of the University Curriculum Committee are a Chair, a Chair-Elect, and an Immediate Past Chair.

This committee shall have responsibility to review and approve curricula in three areas:

1. General Curriculum. The committee studies revisions and changes to the general curriculum of the University and brings recommendations to the Provost, deans and Faculty Senate. Periodically, the committee reviews course offerings to identify duplications and proliferation.
2. Academic Programs. The committee advises the Provost on the curricula of programs offering academic credit.
3. School Curricula. The committee advises the Provost and deans on curriculum matters within the schools that have University level implications. Curriculum decisions of all schools are submitted to the University Curriculum Committee for advisory review of their consistency with University policy. In this process, the unique responsibility of the faculties of each of the schools and colleges for their individual curriculum policies and programs is recognized.

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (3)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost or Designee; University Registrar; Student; Associate Provost; Chair of the Assessment Committee; Chair of the Academic Affairs Committee

Total: 13 voting; 7 non-voting

A1.5.9.2 Committee on Academic Affairs

This committee shall have responsibility to study, evaluate, and recommend policies concerning the academic affairs of the University in five areas, working with the Center for Teaching, Learning and Scholarship and other resources as appropriate.

1. Teaching, Learning, and Scholarship. Concerns include but are not limited to:
 - a. Evaluation of faculty by various groups (e.g. peer reviews, student evaluations)
 - b. Processes for enhancing teaching, learning, and scholarship
 - c. Encouragement of and support for faculty research, including solicitation, review, and prioritization of faculty proposals for internally funded research and development grants
2. Faculty Development. Concerns include but are not limited to:
 - a. Orientation of new faculty
 - b. Mentoring of new faculty
 - c. Identifying faculty development opportunities and faculty training programs
 - d. Sabbaticals
 - e. Visiting scholar programs
3. Academic Administration. Concerns include but are not limited to:
 - a. Admissions
 - b. Academic dishonesty
 - c. Academic probation and suspension
 - d. Academic calendar
 - e. Student retention
4. Academic Freedom Complaints. This committee shall review written complaints regarding academic freedom as outlined in section A6.3 of this Handbook.
5. Academic Program Approval. This committee shall review and recommend procedures for new academic programs, and substantive revisions to existing programs and requirements.

Committee members may not submit Faculty Development Grant proposals while serving on the committee.

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (3)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		

Divinity (1)

Library (1)

Ex-Officio (non-voting):

Provost or Designee; University Registrar; Director of Teaching, Learning and Scholarship; Student

Total: 13 voting; 4 non-voting

A1.5.9.3 Committee on Academic Technology and Learning

Working in conjunction with the university libraries, Technology Services, the Technology in Learning Center, and the Center for Teaching, Learning and Scholarship, the Committee will promote a shared vision and priorities for utilizing the libraries and academic technologies to enhance faculty teaching and student learning. This Committee shall have responsibility to:

1. Support library faculty as they establish priorities for resource development and patron services.
2. Collaborate or consult with technology services to identify priorities for resource development and patron services.
3. Foster and support creative uses of technology for teaching and learning
4. Act as an advocate and active liaison with the Samford community to ensure all constituents have a voice in, and are aware of, the future technology environment of the university.
5. Review, recommend, and promote various academic technology resources for faculty, staff and student use.
6. Promote academic technology and stewardship of resources across the campus.
7. Encourage and support innovative educational technology, including solicitation, review and prioritization of faculty proposals for internally funded technology grants to enhance student learning.

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (1)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost or designee; Chief Information Officer or designee; Student; Director from each library unit: Davis Library, Law, Education, Pharmacy, Global Center; Director of Center for Teaching, Learning and Scholarship

Total: 11 voting; 9 non-voting

A1.5.9.4 Committee on Business Affairs and Faculty Welfare

The responsibilities of the Business Affairs and Faculty Welfare committee shall be as follows:

1. Review and make recommendations on matters related to faculty welfare including but not limited to salaries, benefits, parking and security, requested by the Senate executive committee or referred to the Committee by the Senate
2. Solicit comments and suggestions related to faculty welfare from individual faculty

members and groups of faculty including but not limited to comments concerning salaries, benefits, parking and security

3. Initiate dialogue between the Administration, Human Resources and faculty on faculty welfare issues such as salaries, benefits, parking and security
4. Examine and monitor issues involving faculty welfare, including salaries and benefits, in comparison with peer and aspirant institutions, and provide assessments of competitiveness to the Senate for the purpose of assisting and improving faculty recruitment and retention

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (1)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost or designee; Vice President for Business Affairs or designee; Vice President for Student Affairs and Enrollment Management or designee

Total: 11 voting; 3 non-voting

A1.5.9.5 Committee on Athletics

This committee shall review policies and make recommendations related to intercollegiate athletics to the Athletic program and the Samford University Administration. This committee is an intermediary and communicating body between the Athletic Program and Samford staff, faculty, and student bodies. This committee is involved with the following:

1. The development and emphases of the Athletic Program in the spirit of the overall University mission
2. The development of sportsmanship and fair play among student athletes, coaches, and staff of the Athletic Program
3. Academic compliance and achievement by all athletes in varsity sports

The committee shall assist, as needed, the Athletic Director in maintaining the integrity of the Athletic Program for the benefit of the individuals involved with the University.

More specifically the committee:

1. Reviews each semester schedules of individual sports for the upcoming semester in order to identify class attendance problems
2. Conducts exit interviews with graduating student athletes prior to commencement each semester
3. Reviews renewal of athletic aid data annually to ensure adherence to departmental policies and procedures and to gauge effectiveness.
4. Reviews certification of eligibility for transfer student-athletes data annually to ensure adherence to departmental policies and procedures and to gauge effectiveness
5. Perform audit of GSR data to ensure accuracy bi-annually
6. Reviews the process for calculating and submitting APR data on a bi-annual basis
7. Reviews each spring summary data on values violations by student athletes as compared with those by the student body generally
8. Surveys student athletes annually as to the efficacy of the Athletic Program's academic

- support programs, maintaining the data across time to identify problems and successes
- 9. Reviews official visit documentation data annually to ensure adherence to departmental policies and procedures and to gauge effectiveness
- 10. Perform audit of APR data to ensure accuracy bi-annually
- 11. Reviews the process for calculating and submitting GSR data on a bi-annual basis
- 12. Participates, on the occasion of vacancies, in head coach searches through the inclusion and participation of at least one member of the committee in the search process

Composition (Faculty):

Arts (1) (1)	Education (1)	Nursing
Arts and Sciences (1) (1)	Health Professions (1)	Pharmacy
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost or designee; Athletic Director; University NCAA Representative; Student

Total: 11 voting; 4 non-voting

A1.5.9.6 Committee on Campus Life

This committee shall review and make recommendations concerning all areas of student life other than the University’s academic programs, which are under the purview of the Committee on Academic Affairs. The committee shall also review and make recommendations concerning the University’s interaction with its external constituencies. Areas of responsibility include:

- Campus programs and organizations which promote student development, including but not limited to University Ministries groups, Greek life, intramurals/campus recreation, honorary societies, and other voluntary extracurricular learning experiences
- Policies and procedures related to student discipline (other than academic issues covered under Academic Affairs)
- Policies and procedures related to Convocation programs, as well as guidelines for Convocation attendance
- Student retention programs
- External relations

Composition (Faculty):

Arts (1) (1)	Education (1)	Nursing
Arts and Sciences (3)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost or designee; Student Affairs representative; University Minister; Admissions representative; University Advancement representative; Student

Total: 13 voting; 6 non-voting

A1.5.9.7 Committee on Elections

This Committee shall have responsibility in three areas of election procedure:

1. Faculty Officers. The Committee on Elections shall supervise the election of Faculty Officers. The Committee shall nominate candidates for the offices, seek their approval, and circulate their names at least two weeks before the election. The Committee shall prepare ballots for the election and count them. If no one receives a simple majority for an office, a run-off between the two top nominees will occur on that day. Annual elections by secret ballot shall be held at the end of the spring semester meeting of the University Faculty.

2. Standing Committee Members. The Committee on Elections shall review and confirm members and nominate officers of the Standing Committees in accordance with the procedure specified in Article VI Section 2. The Committee on Elections shall implement a rotation schedule whereby one-third of the total number of faculty comprising the voting membership for each committee shall be assigned for one year, one-third for two years, and one-third for three years. For committees having a total voting membership which is not evenly divisible by three, the number of faculty in each rotation group will be made as nearly equal as possible.

3. Faculty Senate Ad Hoc Committee Membership. The Committee on Elections shall assist the Executive Council in appointing at least one member of each academic unit including the library to all Ad Hoc Committees formed by the Faculty Senate Executive Council (see A1.6)

To assure continuity in the Committee on Elections membership, the Chair of the Committee will serve as a member of the Committee for the year following the year of office, but a new Chair shall be elected each year by the elected members of the Committee.

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (1)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Chair of the Faculty

Total: 11 voting; 1 non-voting

A1.5.9.8 Committee on Diversity

In an effort to realize the University’s core values and be consistent with the Faculty Statement on Diversity, this committee shall have responsibility in three areas:

1. Structure. The Diversity Committee shall promote institutional inclusiveness, equality, and diversity by:
 - a. Reviewing and reporting on efforts of faculty ensure and promote diversity

- b. Reviewing and reporting on efforts of admissions and other administrative branches to recruit and retain a diverse student body
2. Process. The Diversity Committee shall promote efforts to build a campus culture that promotes equality, inclusiveness, and diversity by:
- a. Reviewing student life, student organizations, and student ministries and reporting findings
 - b. Recommending the establishment of policies and procedures addressing issues of equality and diversity among faculty, and assisting in developing these where appropriate
 - c. Analyzing best practices among other universities with well-established diversity programs, and recommending, as appropriate, those to be incorporated into the campus culture
 - d. Reviewing the Faculty Statement on Diversity annually and recommending revisions
 - e. Promoting activities that celebrate diversity
 - f. Reviewing the inclusiveness of campus programming and activities
 - g. Finding educational opportunities and raising awareness of these among members of the University
 - h. Supporting initiatives that encourage University partnerships with diverse off-campus communities
3. Advocacy. The Diversity Committee may address actions and statements within the University that disempower or disaffirm anyone based on that person's group membership by:
- a. Observing University communication and recommending language that may be more appropriate
 - b. Reviewing the intellectual, social, and spiritual events on campus and suggesting means of enhancing diversity where appropriate
 - c. Advocating against discrimination
 - d. Serving as a resource for information and moral support on issues related to group identity and diversity

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (3)	Health Professions (1)	
	Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting)

Provost or Designee; Adult Degree Representative; Staff Advisory Council Representative; Student

Total: 13 voting; 4 non-voting

A1.5.9.9 Committee on Enrollment

This Committee shall have responsibility to facilitate discussions regarding student enrollment across the respective schools and programs. The discussions include practices that impact recruitment, admissions, enrollment and retention of the aggregate student body. The Committee's recommendations on enrollment management will be

coordinated with the respective undergraduate Office of Admissions and the graduate schools' offices of admission.

This committee meets regularly throughout the entire year, including summers, and makes regular reports to the Faculty Senate.

Members serve staggered terms of three years each.

Composition (Faculty):

Arts (1) (1)	Education (1)	Nursing
Arts and Sciences (3)	Health Professions (1) Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

Ex-Officio (non-voting):

Provost *or designee*; Vice President for Student Affairs and Enrollment Management; Dean of Admissions; Director of Student Financial Services

Total: 13 Voting; 4 Non-Voting

A1.5.9.10 Committee on International Studies

This Committee shall work directly with the Samford University International Studies Office in an advisory capacity to:

1. Work with schools and departments to encourage and facilitate the development of international courses and curricula;
2. Promote and facilitate student participation in international opportunities;
3. Develop international educational initiatives and policies.

This Committee meets regularly throughout the academic year and makes monthly reports to the Faculty Senate.

Composition (Faculty):

Arts (1) (1)	Education (1)	Nursing
Arts and Sciences (3)	Health Professions (1) Pharmacy (1)	
Business (1)	Law (1)	Public
Health (1)		
Divinity (1)	Library (1)	

One of the three representatives from Arts and Sciences should be from World Languages and Cultures, and all faculty should have study abroad experience.

Ex-Officio (non-voting):

Provost *or designee*; Director of International Programs; Student with study abroad experience

Total: 13 Voting; 3 Non-Voting

A1.5.9.11 Committee on General Education

This Committee shall provide faculty oversight and direction to the general undergraduate curriculum of the University, including the Core Curriculum and general education program. It ensures that the University's foundation in the liberal-arts tradition rooted in the Howard College of Arts and Sciences is part of all of the University's undergraduate programs. It recognizes the unique responsibility of the faculty of each of the schools for ensuring that their curricula meet disciplinary and accreditation standards. It consults with academic administrators in each school involved in the general curriculum concerning potential changes. It brings its recommendations concerning curricula and courses to the University Curriculum Committee and brings other recommendations to the Faculty Senate.

Specifically, the committee shall:

1. Develop and maintain by reconsideration and revision the philosophy of liberal learning central to a Samford baccalaureate degree articulated in the Statement of Purpose for Undergraduate Education, the Baccalaureate Goals, and the General Education Goals and Learning Objectives.
2. Receive and review assessments of the Core Curriculum and General Education from the academic units teaching these courses and other administrators in order to evaluate the effectiveness of the curricular structure and the individual courses of which these curricula are comprised. As necessary, this committee may request such assessments of learning outcomes. In particular, general education courses will be evaluated when courses undergo substantive change or at least every five years to ensure courses continue to address general education goals and learning objectives.
3. Make recommendations, as necessary and appropriate, regarding the improvement or redesign of the Core Curriculum and General Education curriculum.
4. Review and approve or reject proposals for new or existing courses to be designated as General Education courses. This review would occur within the University Curriculum Committee process.
5. Review and approve or reject the implementation of the Core Curriculum and General Education within proposals for creation or modification of undergraduate degrees, majors, minors and concentrations. This review would occur within the University Curriculum Committee process.
6. Periodically consult with department chairs regarding approved substitutions for General Education courses.

The chair of this committee shall be from the College of Arts and Sciences and is in addition to the faculty identified below.

Composition (Faculty):

Arts (1)	Education (1)	Nursing
(1)		
Arts and Sciences (5)	Health Professions (1)	
	Pharmacy (1)	

Business (1)
Health (1)

Library (1)

Public

Ex-Officio (non-voting):

Provost *or designee*; Dean of Arts and Sciences or designee; Registrar or designee

Total: 14 Voting (includes chair); 3 Non-Voting

A1.6 Formation of Ad Hoc Committees by the Faculty Senate

The Faculty Senate Executive Council can propose formation of an ad hoc committee to address any issues not under the purview of a standing committee. These issues may be identified by the Administration, any faculty member, or by the Faculty Senate Executive Council. Ad hoc Senate committees will by default be comprised of at least one member of each school including the library and will be filled with help from the Senate Elections Committee (see A1.5.9.7). Any motions, except revisions to the Faculty Handbook, that arise from ad hoc committees must be passed by a simple majority vote of the Senate. Handbook revisions require a two-thirds majority vote of the full faculty as described in Section A1.5.7. The work of ad hoc committees is subject to review by the Executive Council. The Executive Council can terminate ad hoc committees by vote.

NOTE: The Committees described in A1.6 and A1.7 below are not part of the Faculty Committee Structure. They are University Committees or Ad Hoc Committees appointed by the Provost. The Faculty Committee on Elections may advise the Provost on appointments, if requested.

A1.7. Administrative Committees Faculty-

A1.7.1 Undergraduate Admissions Committee

(Committee defunct—see A1.5.9.9 Committee on Enrollment)

A1.8. Committees Special

A1.8.1 Institutional Review Board for Human Subjects

A1.8.1.1 Purpose

The Institutional Review Board for Human Subjects of Samford University has been established in compliance with Federal Regulations concerning experimentation involving human subjects (45 C.F.R. Part 46, Protection of Human Subjects). The purpose of this board is to provide review of all research conducted by faculty, staff, and students to insure protection of human subjects and compliance with the federal regulations.

A1.8.1.2 Scope

All research conducted by either faculty or students, under the direction of a faculty adviser, and involving human subjects must receive approval from the Institutional Review Board for Human Subjects (IRB). If the research is being conducted in partial fulfillment of requirements for course work or an advanced degree at another institution, the researcher should present review board approval from the appropriate institution. No additional approval is necessary from the IRB at Samford University. When conducting cooperative research which involves more than one institution, each institution is responsible for safeguarding the rights and welfare of human subjects and for complying

with this policy. When the primary investigator is a member of the Samford University faculty, that faculty member is responsible for obtaining approval through the Samford University IRB. When a faculty member is a co-investigator and not the primary investigator, the SU faculty member is responsible for submitting a copy of the IRB approval from the cooperating institution.

Research, as defined in the Federal Policy for the Protection of Human Subjects, means “a systematic investigation, including research development, testing and evaluation designed to develop or contribute to generalized knowledge. Activities which meet this definition constitute ‘research’ for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes.”

A1.8.1.3 Procedure

The review of a research project involving human subjects is processed by the Institutional Review Board (IRB) in one of three ways:

1. Application for Exempt Review - Involves research on adults in which there is no risk to the individuals participating in the study. Includes survey and interview techniques where responses are anonymous and/or the use of existing data if sources of data are publicly available. Research conducted in established or commonly accepted educational settings, involving normal educational practices is also included in this category. A complete listing of all exempt categories is listed on the IRB Exemption Application. However, even these research projects are **NOT** exempt from filing an application for exempt review.
2. Expedited Review Application - includes research activities which involve no more than minimal risk to the human subjects and which can be placed in one or more of the ten categories listed on the formal application form.
3. Full Review Application - includes research activities which involve certain categories of subjects such as pregnant women, children, prisoners, mentally retarded, etc. This process also requires the establishment of a review panel prior to requesting IRB approval.

At least annually the IRB is responsible for continued monitoring of all approved studies. Included in this monitoring is the establishment of policies and procedures to ensure prompt reporting of (a) any unanticipated problems or scientific misconduct involving risks to human subjects or others; (b) any instance of serious or continuing noncompliance with this policy or the requirements or determinations of the IRB; and any suspension or termination of IRB approval. Individual investigators are obligated to report any unanticipated problems immediately and should file a report with the IRB upon completion of any study within that year.

A1.8.1.4 Meeting Schedule

The IRB does not meet on a monthly basis unless there is business for discussion or unless there is an application for full review which requires a called meeting of the entire board. Membership on the IRB is composed of University faculty as well as an outside representative, and not all are employed on 12-month agreements. Therefore, individual faculty members are encouraged to contact the IRB chair when planning a project that will need review during the summer or traditional break periods.

A1.8.1.5 Membership

Membership consists of one person from the community with expertise in medical and/or scientific ethical issues and representation from each school which conducts research involving human subjects, specifically:

Arts (1)	Education (3)	
	Pharmacy (3)	
Arts and Sciences (3)	Health Professions (1)	Public
Health (1)		
Business (1)	Law (1)	Outside
Representative (1)		
Divinity (1)		
		Nursing
(2)		

Total: 18 Voting

Members are appointed for three-year renewable terms by the Provost. The Provost may appoint additional representatives from any of the schools listed above if the volume of IRB applications indicates more reviewers are necessary.

A1.8.2

Hazardo

us Substance Committee

A1.8.2.1 Purpose

The committee’s purpose is to function in an advisory role to the relevant departments in the divisions of Academic Affairs, Business Affairs, and Operations and Planning with regard to hazardous substances. Hazardous substances are defined as biological, chemical, medical, nuclear and radiological materials that are specified as hazardous by statute or regulation. Specifically, the committee regularly reviews the environmental health and laboratory guidelines, reviews compliance with federal, state and local regulations, makes recommendations to the appropriate division head(s) regarding those areas which need strengthening, and promotes a hazard-free and healthy environment for all employees and students. Its authority does not conflict with or supersede current institutional policies.

A1.8.2.2 Procedure

The committee meets twice a year and is on-call when any situation occurs involving hazardous materials. The committee reviews the status of all hazardous materials used on this campus and that they are properly acquired, labeled, stored, used, and disposed of and that appropriate information about all hazardous materials is disseminated to persons who are at risk. The committee reviews the implementation of procedures for complying with the Employee Hazard Communication Program (EHCP) which is required by the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR Section 1910.1200), and federal licenses required for using hazardous substances.

A1.8.2.3 Membership

The membership of this committee is appointed by the Provost/Executive Vice President and consists of:

Art Department Chair (or designee)

Biological and Environmental Sciences Department Chair (or designee)
Chemistry and Biochemistry Department Chair (or designee)
Physics Department Chair (or designee)
Pharmacy School Department Chair (or designee)
Director of Facilities Services (or designee)
Director of Public Safety (or designee)
Director of Finance (or designee)
Representative from one of the clinical practicing disciplines such as ESSM or Nursing

Ex Officio: Director of Risk Management and Insurance; Provost (or designee)

Total: 9 Voting; 2 Non-Voting

A1.8.3

Medical Safety Committee

Radiolo

(Committee dissolved 7/2011 and responsibilities combined in A1.7.2 above.)

A1.8.4

Care and Use Committee

Animal

A1.8.4.1 Purpose

The purpose of this committee is to monitor the care and use of animals to assure compliance of the University with all laws and regulations related to the care and use of animals in research.

A1.8.4.2 Procedure

This committee will meet upon call by the Chairperson but not less than once per academic year. The committee will review all grant proposals which involve live animal research to assure that the proposal has proper safeguards in it. The committee will periodically review the treatment of animals during the time covered by any grants which require the use of animals in research. The committee has the authority to require changes to be made in the housing of or treatment of animals in any research project. The committee shall advise the Provost of its findings in writing.

A1.8.4.3 Membership

Four persons representing schools and departments which use animals in research are appointed annually by the Provost. The Provost appoints the chair of the committee from among the four persons who serve for the year. The Provost or the Provost's designee serves as an ex-officio member of the committee.

A1.8.5

Committees on Faculty Development and Evaluation

School

Each school of the University maintains a standing committee on faculty development and evaluation nominated by the Dean working with a Faculty Nominating Committee and elected by the School faculty. This selection process is designed to insure that all members of the committee are acceptable both to the Dean and to a majority of the faculty. The size of the committee may vary with the size of the school; normally it has five members, with a maximum of seven and a minimum of three members. Schools with less than ten full-time faculty members may make other arrangements as approved by the Provost. The chairperson of the committee, who is nominated by

the school dean and elected by the school faculty, serves ex-officio with vote on the University-wide committee on faculty development and evaluation, which is composed of the chairpersons of each of the committees on faculty development and evaluation of the schools of the University.

The role of each such committee includes the following: (a) to foster a strong process of faculty development and evaluation in the school which it represents; (b) to review all policies and procedures relating to faculty development and evaluation to insure their clarity, fairness, and effectiveness; and (c) to make initial recommendations regarding advancement in rank and the award of tenure, seeking to assure balance and discernment in the assessment of accomplishments by colleagues in the various disciplines.

In addition to this faculty committee, the school dean is responsible for administrative oversight of all matters relating to the development and evaluation of school faculty. In larger schools, specified aspects of this responsibility may be delegated to department chairs. The Provost is responsible for coordinating the development and evaluation process among the several schools, for insuring its equitable administration throughout the University, and for considering appeals when a grievance procedure is invoked.

Faculty members not on a school faculty, such as librarians, may develop specialized procedures for evaluation subject to the approval of the appropriate divisional director, Provost, and President.

A1.8.6 University Committee on Faculty Development and Evaluation

A1.8.6.1 Purpose

The purpose of the University Committee on Faculty Development and Evaluation is to review the recommendations of all school deans and/or school and library committees, whether positive or negative, regarding pre-tenure review, tenure review, and promotion.

A1.8.6.2 Procedures

The procedures used will be established by the committee in accordance with the policies described in sections A7.5.4(e), A7.6.3(d), A7.7.3, and A7.7.4.

A1.8.6.3 Membership Composition

The Provost convenes and chairs this committee and serves as a voting member. The Committee will be composed of the chairpersons of each of the committees on faculty development and evaluation of the schools of the University. In addition, a representative of the library promotion committee will serve on the Committee for review of promotion issues.

A1.8.7 Faculty Handbook Review Committee

A1.8.7.1 Purpose

The purpose of this committee is to review the Faculty Handbook and provide revisions when necessary, report Trustee policies that are germane to the Faculty Handbook, and ensure that policies are clearly and accurately articulated.

A1.8.7.2 Procedure

The committee will meet upon call from the Provost but not less than once per academic year. The committee will review suggested changes to the Faculty Handbook submitted by the Faculty Senate, propose changes to the Faculty Handbook to the Faculty Senate,

and ensure that all policy changes made by the Board of Trustees are reflected in the Handbook.

A1.8.7.3 Membership

Membership consists of six members: three senior faculty members nominated by the Faculty Senate and approved by the Provost, the Provost, and two of his designees (one serving as ex-officio).

Total: 5 Voting, 1 Non-Voting

Members are appointed for three-year staggered terms by the Provost. (In the first year, each member will be appointed to either a three-year, two-year, or one-year term.)

A 1.8.8 University Assessment Committee

A 1.8.8.1 Purpose

The purpose of the Committee on Assessment is to consult on processes related to programmatic assessment, review assessment reports, act as a resource to faculty, staff and administrators, and collaborate with the Associate Provost in order to advance the quality and effectiveness of student learning at Samford University.

A 1.8.8.2 Procedure

This Committee meets at least annually and more frequently if needed upon call by the Associate Provost. Administrators, faculty and/or staff needing assistance would contact the Associate Provost who would convene the committee as necessary. (The Committee does not meet on a monthly basis unless there is business for discussion or unless there is a request for consultation or review of an assessment project.)

A 1.8.8.3 Membership

The membership of this committee is appointed by the Provost and consists of faculty and staff with expertise in one or more areas of assessment. Recommendations for membership are obtained from the academic deans. Membership consists of:

Composition (Faculty):

Arts & Sciences (3 w/1 from Core)	Education (1)	Pharmacy (1)
Business (1)	Law (1)	The Arts (1)
Divinity (1)	Nursing (1)	University Library (1)

Ex-Officio (Non-Voting):

Associate Provost; Director of the Center for Teaching, Learning and Scholarship

Members are appointed for three-year staggered terms by the Provost. (In the first year, each member will be appointed to a three-year, two-year, or one-year term.)

A2. ACADEMIC PROCEDURES

A2.1

tion Policies

Examina

A2.1.1 Tests, Examinations

Quizzes,

1. A written or oral quiz may be given as part of any class or laboratory period.
2. Faculty members need not give make-up quizzes to students except for officially excused absences from announced quizzes, but they may, if in their opinion the absence was justifiable. Make-up quizzes may be given at a time suitable to the faculty member and may be given as a single test at the end of the term.
3. Final examinations must be given in all courses. Such examinations should be given at the end of the semester and should provide an assessment of a student's accomplishment of the course objectives over the term. Final exams must be given at the time and place scheduled by the office of student records. Any exceptions to this policy must be approved by the school dean. Faculty members should retain a copy of each examination for one year in case of a question on grading procedures.
4. When a professor cannot personally administer a major examination (a sectional or a final examination), arrangements must be made to have a qualified faculty member monitor the examination. Departmental/School secretaries and staff may give examinations in special cases approved by the Dean.

A2.1.2 Attached to Examinations

Weight

Unless the school or department has an official policy regarding the weights attached to examinations, each faculty member is responsible for determining these factors and publishing them in the syllabus. Faculty members who teach sections of a multi-section course should compare tests, examinations, and grading procedures with those of other teachers of the course. The weight assigned to each component of the grade must be published in the syllabus for the course.

A2.1.3 Up Work

Make

Class attendance policies are established by each school at the University, and specific attendance requirements are indicated in the syllabus of each class. Some students participate in institutional activities that require them to represent the University in scheduled events on and off campus. For activities of sufficient importance in the overall life of the University, excused absences are granted. A list of activities qualifying for excused absences is maintained by the Provost's Office. An excused absence does not relieve a student of responsibility for the academic work in the class missed. However, students may not be penalized for such absences and must be given the opportunity to make up missed work. Students are responsible for informing their professors, in advance, of the class dates that will be missed because of these activities. Practice and /or preparation for these activities would not be a valid reason to miss class. Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements.

A2.2 Policies

Grading

It is the responsibility of the faculty member to know and abide by all policies in this Handbook and in the University Catalog and, in particular, those related to grading.

A2.2.1.1 Definition

A definition of grades will be found in the University Catalog in the Academic Affairs section. No grades other than those officially listed in the Catalog may be assigned students. A faculty member is not required to use the plus and minus grades; however, if these grades are not to be used, this fact must be clearly stated in the syllabus. All faculty are encouraged to use the plus and minus grades. Each faculty member must know well the quality of the work of each student and assign an appropriate grade to each at the end of the semester. The basis for each level of performance must be clearly stated in the syllabus, i.e., the student must be able to tell what level of performance will constitute each grade.

A2.2.1.2 Final Grades

Grades for a class are assigned by the faculty member teaching the class. Grades are not given or changed by other University personnel. Final grades for all courses are to be reported via the online process according to deadlines established by the Registrar's Office. Any grade not assigned by the deadline for grade reports will be manually recorded as "Z," indicating that the faculty member has reported no grade, and the Dean and Provost will be notified of all "Z" grades. A faculty member cannot assign "Z" as a course grade. The efficiency of the entire grade reporting system depends upon faculty members who promptly report their grades. Final grade reports, quality point ratios, academic actions, Dean's Lists and grade distribution cannot be made until all grades are calculated. This work can begin more promptly if faculty members will turn in grade reports as soon as possible after each examination rather than completing all examinations before reporting any grades. The Registrar's Office usually requests an early report on graduating seniors.

A2.2.1.3 Quality Points

The University uses the 4.000 system. This means that the grade of "A" earns 4.000 quality points for each credit the course carries; "A-" earns 3.700 quality points; "B+" earns 3.300 quality points; "B" earns 3.000 quality points; "B-" earns 2.700 quality points; "C+" earns 2.300 quality points; "C" earns 2.000 quality points; "C-" earns 1.700 quality points; "D+" earns 1.300 quality points; "D" earns 1.000; "D-" earns 0.700 quality points; and grades of "E", "F", and "WF" earn no quality points. To remain in good academic standing, a student must maintain at least an average of 2.000. A grade of "H" for students enrolled in the honors program earns 4.000 quality points for each credit. In a course elected for grading on the pass-fail basis, the student's grade shall be designated "P" (pass) or "F" (fail). A grade of "P" shall not be included in the student's grade point average; a grade of "F" shall be included at 0.000 quality points per credit.

A2.2.1.4 Undergraduate Dean's List

At the end of each semester, the Dean's List is compiled and published, naming undergraduate student taking twelve hours or more who have earned a quality point average of 3.50 or better for that semester.

A2.2.1.5 Undergraduate Honors at Graduation

Undergraduate students who establish an overall quality point ratio of 3.500 to 3.749 graduate Cum Laude, those who establish a quality point ratio of 3.750 to 3.899 graduate Magna Cum Laude, and those with a quality point ratio of 3.900 to 4.000 graduate

Summa Cum Laude. Faculty members should be aware of the full policy regarding honors at graduation as published in the Catalog. Only officially recognized cords and medallions of local chapters of national honor societies are approved to be worn with academic regalia at official academic exercises, i.e., graduation, opening convocations, Honors Day.

A2.2.1.6 Penalties for Low Grades and Failures

Faculty members should be familiar with University Catalog statements and appropriate school policies on academic warning, academic withdrawal, and readmission after academic withdrawal.

A2.3 Copyrighted Materials

Use of

Infringement of copyright is both illegal and unethical and, therefore, contrary to the University's best interests. It is the position of the University that faculty members must obey the copyright law (Public Law 94-553-Oct. 19, 1976). Faculty members who intend to use materials under copyright whether printed or electronic must seek permission from the copyright owner or secure permission through one of the agencies set up to handle such requests. The University Bookstore will get the required permissions if materials are routed through it. Please contact the University Bookstore for information about preparing packets of materials.

A2.4. ng and Information Technology Values and Policies

Computi

Policies and values concerning computing resources at Samford University may be found in the computing and Information Technology Values and Policies document located in the University Policy Manual (Policy 6.04).

A2.5 n of Class Schedules

Alteratio

Changes in the regularly scheduled time of classes should be minimal so as to assist faculty in the preparation and presentation of a balanced course of study. Unanticipated disruptions should be allowed only for compelling reasons since they may hinder the ability to complete needed coverage of the subject matter.

Anyone planning a university-wide event which would alter the announced schedule of classes should submit a request for change to the University Registrar at least thirty days prior to the beginning of the semester or term in which the change is contemplated. The University Registrar will review the request and make a recommendation to the Provost. All approved changes should be announced to the faculty one week prior to the beginning of classes so that any needed adjustments may be made in the schedule of assignments.

When the planning of university-wide events cannot be completed before the beginning of a semester or term due, for example, to delays in confirming the appearance of prominent public figures, requests for changes within a semester or term are submitted to the University Registrar who will refer them to the President or Provost depending on the nature of the occasion. If approval for a change is given by the President or Provost, the University Registrar will notify the faculty immediately.

A2.6 ntiality of Academic Information (FERPA)

Confide

All educational records are protected by federal law. See the full description of the implications of this law in the Catalog under “Family Educational Rights and Privacy Act.” Each faculty member is responsible for knowing, understanding and obeying this law. If you are not certain that your practice is in accord with the law, consult with your chair or dean or the University Registrar. Be aware that such practices as the following may violate this law: posting of grades without providing for anonymity, releasing of information over the telephone, and leaving graded papers in a public place to be picked up.

A3. STUDENT AFFAIRS

A3.1

Academ

ic Ethics

Students enrolled in Samford University are expected to observe high standards of intellectual integrity and should refer to the Student Handbook for descriptions of various academic infractions and policies for dealing with specific values violations. Student Handbooks are updated annually and available online at www.samford.edu/studenthandbook.

A3.2

Student

Government Association

The Constitution and Code of Laws of the Student Government Association of Samford University describes the organizational structure for the Student Executive Board, the purposes and duties of the Student Senate, Student Activities Council, and the Student Judiciary Council, along with accompanying bylaws of operation. Copies are available for review online at www.samford.edu/sga.

A3.3

Student

Records Regulation

Because Samford University complies with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), access to student educational records is limited. A student's grades together with other documents make up the student's academic record. Faculty should not post grades or leave tests, reports, or papers so that the grades of a student are readily identifiable. Please refer to the Student Handbook for a more comprehensive explanation of the law.

A3.4

Field

Activities

Faculty who plan to require students to leave the University campus (for field trips, externships, student teaching, travel abroad, and competitions, etc.) should contact the dean of the appropriate school for compliance with regulations for off-campus activities.

A4. FACULTY STATUS

A4.1

Statement

Statement of Policies

All provisions of this handbook relating to faculty status, employment, compensation, and benefits are general guidelines based on policies adopted by the Board of Trustees. The Board of Trustees reserves the right to change or amend any provision of this handbook as necessary.

The provisions of this handbook do not constitute and should not be construed as a contract of employment or a part of any contract of employment, expressed or implied, or as a promise of employment for a definite duration. Only the President of the University, the Provost, or a vice president has the authority to enter into any employment contract for a definite term. Therefore, the only employment agreements are those which are reduced to writing and signed by both parties as more specifically described in Sections A5.3 and A5.4 of this handbook. Nothing in this handbook shall be construed as limiting the rights of tenured faculty members.

It is the policy of Samford University to treat each employee and faculty member in accordance with all applicable laws. All policies and practices herein will be administered without regard to race, color, sex, age, disability, or national or ethnic origin, and no employee will be discriminated against in violation of state or federal laws which are applicable to private, religiously-affiliated educational institutions such as Samford University.

A4.2

Definition

Statement of Categories

Faculty status is assigned to individuals by the President in accordance with policies approved by the Board of Trustees. The following categories of faculty service are recognized:

A4.2.1 Full-time Faculty

Full-time faculty are employed to fulfill the responsibilities defined by this handbook for faculty on nine-month or twelve-month agreements and are not otherwise concurrently employed except as provided in A6.2.3. In special cases approved by the Provost, full-time faculty may be employed on a pro-rata basis provided that the agreed upon percentage of load involves a minimum of one thousand hours worked per fiscal year.

A4.2.2 Part-time Faculty

Part-time faculty are employed at Samford University to teach less than a full load of regular courses as the need arises and are eligible to be employed concurrently in another part-time or full-time position. See Section A9 for policies governing part-time faculty. The following categories of faculty service are recognized for part-time faculty:

A4.2.2.1 Adjunct Faculty

Adjunct part-time faculty are employed by the Cumberland School of Law, Ida V. Moffett School of Nursing, and the McWhorter School of Pharmacy to teach less than a full load of regular courses as the need arises.

A4.2.2.2 Lecturer/Senior Lecturer

Lecturers/Senior Lecturers are part-time faculty who are employed to teach less than a full load of regular courses as the need arises and are eligible to be employed concurrently in another part-time or full-time position. This status may also be used for visiting part-time faculty who, by virtue of their distinguished careers are scholars, teachers, and/or practitioners would clearly constitute a special case falling outside the normal parameters for full or part-time salaries.

A4.2.3 Affiliate Faculty

Affiliated faculty members are persons who hold faculty rank at Samford University, but who are compensated by another institution such as a hospital.

A4.2.4 Visiting Faculty

Visiting faculty are those with continuing faculty status at another institution or other person not currently affiliated with an educational institution who are employed to teach on a short-term basis at Samford, either full-time or part-time, while retaining their established status elsewhere.

A4.2.5

y Faculty

Honorar

There are two honorary categories used to designate certain former full-time members of the faculty:

A4.2.5.1 Retired Faculty

The designation of "Retired Faculty" applies to all who complete their academic service at Samford by retirement (See A5.6.) rather than by severance through resignation or non-reappointment, even if they should later accept a temporary teaching appointment at another institution while in retirement.

A4.2.5.2 Emeritus/a Faculty

The designation of "Emeritus/a" is awarded to retired members of the faculty who have attained distinction in their academic careers and whom Samford University desires to honor.

Criteria: To qualify, one must have attained distinction in at least two of the three primary areas of faculty responsibility:

- a. *Teaching:* Faithful and effective contributions in facilitating student learning for a minimum of ten years on the faculty of Samford University.
- b. *Scholarship:* Active research and scholarly publications, involvement in professional societies, and recognized leadership in one's chosen discipline.
- c. *Service:* Successfully fulfills major positions of academic responsibility either within the University or on behalf of the University to the religious and civic community.

Selection: Only those are eligible who meet the University definition of retired faculty. The process used to determine those receiving this designation is as follows:

- a. Consideration is given in the year following retirement from full-time faculty service at Samford. Taking a new full-time position outside of Samford after retirement from Samford would not obviate this emeritus/a status.

- b. Nominations or applications are not needed since every qualified person is automatically considered. This review will follow the same schedule and channels as consideration for promotion and tenure as set forth in the Faculty Handbook, i.e., school committee, school dean, university committee, Provost, President, and trustees.
- c. Once awarded, the designation is retained indefinitely unless circumstances prompt further review. An individual is free to resign the emeritus status, and is considered to have resigned such emeritus status, if accepting full-time employment elsewhere or no longer wishing to maintain ties to Samford University. (This statement does not apply in the event of temporary full-time arrangements such as government or public service, visiting professor status, etc.)

Recognition: Designation as "Emeritus/a" is entirely honorary and carries no tangible benefits not available to other retired faculty members. The title may be used as follows:

- a. Teaching faculty are normally designated as "Emeritus/a" in the rank held at time of retirement, e.g., Assistant/Associate/Professor Emeritus/a. Faculty who served primarily in an administrative position may be so designated, e.g., Dean Emeritus/a, Provost Emeritus/a, or President Emeritus/a.
- b. Those designated as Emeritus/a are so listed in the University Catalog. They may use the title as an honorary designation in resumes, professional directories, stationery and business cards, and other such forms of academic identification.
- c. Emeritus/a faculty are invited to participate on formal academic occasions such as convocations and commencement exercises representing all full-time and part-time retired faculty.

A4.3

Administrative Faculty Status

Administrative

Some employees divide their full-time service between instructional responsibilities as faculty and administrative duties as department chair, school dean, associate provost, or Provost. If the teaching load is reduced less than one-half, their primary classification is faculty, as is usually the case with department chairs. If reduced more than one-half, their primary classification is administrative, as is usually the case with school deans, associate provosts and Provost. [N.B. The generic designation "school dean" whenever used refers also to the Dean of the Howard College of Arts and Sciences.]

Department chairs, school deans, associate provosts and Provost are considered as having faculty status regardless of teaching load unless stipulated otherwise when appointed. Their administrative status is conferred upon appointment by the President. Terms of the appointment are by letter from the President which is separate from the individual's teaching agreement. The Provost, school deans, and department chairs receive additional compensation for administrative service. They have no specific term of office but serve at the pleasure of the President of the University. Termination of such service does not adversely affect their normal rights and privileges as members of the faculty. The Provost reports directly to the President; the school deans report to the President through the Provost; the department chairs report to the President through their respective school deans and the Provost.

A4.4

Library Faculty Status

Library

This category includes all professional librarians with a master's degree in library and information studies from a library school accredited by the American Library Association, or who have other specialized training-

-including a law librarianship--recognized as acceptable for professional librarians by the regional accrediting agency, who serve in all libraries of the University.

Persons in this category are full faculty. Provisions extended to those in this employment category are determined by the Faculty Handbook.

All ranks may be awarded to full-time or affiliate Teaching Faculty in the assigned area of teaching within a school. They are not extended to Visiting Faculty who hold an established rank in another institution. They may be awarded to the Provost, associate provosts, school deans and department chairs who hold Administrative Faculty status but not to Library Faculty unless they also hold a teaching appointment in one of the schools. Library Faculty in the University Library may be assigned the ranks of Assistant Librarian, Associate Librarian and Librarian. Library Faculty in the Law Library are unranked and will be designated as Library Faculty.

The standard Teaching Faculty ranks for full-time faculty recognized by the University have the following formal qualifications:

A4.5.1 Instructor

The rank of Instructor requires a master's degree or its equivalent from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures) with at least 18 graduate hours in the teaching discipline. Previous teaching experience is not required.

A4.5.2 Assistant Professor

The rank of Assistant Professor requires (1) the master's degree or its equivalent from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures) with at least 18 graduate hours in the teaching discipline, or (2) the completion of all terminal degree requirements in the field except the dissertation or its equivalent from a regionally accredited institution. A recognized terminal degree from a regionally accredited institution is preferred. An individual who does not hold a recognized terminal degree should have three years of successful teaching experience or three years of relevant professional experience. Teaching and professional experience are waived if the terminal degree is in hand.

A4.5.3 Associate Professor

The rank of Associate Professor requires (1) the doctoral degree or a recognized terminal degree from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures), or (2) where justified in some disciplines approved by the Provost, a master's degree in the teaching discipline with a doctoral degree in a related discipline. At least five years of successful full-time teaching experience at the post-secondary level is required. In the absence of the terminal degree, terminal degree equivalency may be established using the procedure found in Section A7.8.

A4.5.4 Professor

The rank of Professor requires the doctoral degree or the appropriate terminal degree in the requisite field from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures) with a minimum of ten years of successful full-time teaching experience in the field of study as specified in A7.5.2.3.

In addition to the four standard ranks, there are three extraordinary ranks which may be awarded to a select number of active faculty who have excelled beyond the customary expectations for full professors:

A4.5.5 Distinguished Professor

Conferred in recognition of long and exceptional service to Samford University, conspicuous achievement in one's chosen vocation, or a wide reputation in one's scholarly discipline including the publication of significant research.

A4.5.6 University Professor

Awarded to persons of distinction with demonstrated skills as a master teacher and broad scholarship, which qualifies them to teach across several disciplines of the curriculum in integrative fashion.

A4.5.7

Research

Research Professor

Awarded to persons of distinction with demonstrated skills as a researcher and contributor to one of the professional or academic disciplines who continues to produce at a high level.

The standard ranks recognized by the University for Library Faculty in the University Library have the following formal qualifications:

A4.5.8

Assistant

Assistant Librarian

The rank of Assistant Librarian requires the master's degree in Library and Information Studies from an American Librarian Association accredited school or other specialized training.

A4.5.9

Associate

Associate Librarian

The rank of Associate Librarian requires the master's degree in Library and Information Studies from an American Library Association accredited school or other specialized training. At least seven years as a professional librarian in an academic library or its equivalent is required.

A4.5.10

Librarian

Librarian

The rank of Librarian requires the master's degree in Library and Information Studies from an American Library Association accredited school or other specialized training. At least 12 years as a professional librarian in an academic library or its equivalent is required.

A4.6
Tenure

Faculty

There are four categories of faculty as determined in relation to tenure:

A4.6.1 Tenured

Refers to full-time faculty above the rank of instructor who have been officially awarded tenure by the Board of Trustees upon recommendation of the President. This tenured status is for the duration of one's full-time employment unless revoked for adequate cause following due process as specified hereafter at A7.7.7.

A4.6.2 Tenure Track

Refers to full-time faculty who do not yet qualify for tenure consideration but who serve above the rank of instructor in a professorial position designated by the President in the official letter of appointment, or in a subsequent letter, as being tenurable.

A4.6.3 Non-tenure Track

Refers to full-time faculty who serve in a professorial position designated by the President in the official letter of appointment, or in a subsequent letter, as holding a non-tenure track teaching position. Such a classification may be extended, for example: (a) to a position devoted to an experimental curriculum with limited likelihood of inclusion in a permanent instructional program; (b) to a position added to a particular area in order to accommodate increased student enrollment which gives little assurance of stability; and (c) to a position where instructional assignment may demand competence in only one, or at most two, of the three basic performance skills required to achieve tenure (teaching, scholarship, service).

A.4.6.4 Temporary

Refers to all instructors and to all part-time, visiting, and adjunct faculty, none of whom are eligible to be considered for tenure.

A4.7

Graduat

e Faculty Status

Faculty in all ranks are eligible to teach professional courses (i.e. courses in the schools of Divinity, Law and Pharmacy) if they exhibit a high level of competence in teaching and meet fully the criteria of all relevant accrediting bodies. Such persons should hold a terminal degree in their teaching disciplines.

Faculty are eligible to teach graduate courses if they are at or above the rank of Assistant Professor, hold a terminal degree in the teaching discipline, exhibit a high level of competence in teaching and meet fully the criteria of all relevant accrediting bodies. If a person with a master's degree in the teaching discipline only or a master's degree in the teaching discipline coupled with a doctorate in a related academic discipline is used, it is the responsibility of the dean of the school to justify this substitution in writing prior to issuance of a letter of agreement.

A5. FACULTY APPOINTMENT

A5.1 Appointments

Faculty

Samford's criteria for the selection of faculty members are implicit in the University's purpose as stated in this Handbook. The University Foundational Statements include The Baptist Faith and Message of 1963, without amendment, as the University's corporate expression of institutional identity, but not as a test or limit of academic freedom for any of its faculty. The following areas are given serious consideration in selection of faculty members since, as a Christian institution, Samford attaches importance to attitudes, values, and convictions, as well as to academic qualifications: (1) quality of preparation in earning advanced degrees in a chosen specialty; (2) evidence of lifelong learning and intellectual vitality since completing formal preparation as a student; (3) support of the University's commitment to be a Christian institution; (4) demonstrated ability or strong potential and promise for outstanding teaching; (5) strong recommendations from one's professors, students, and colleagues, as well as one's personal, business, and religious associates; (6) character and personality traits consistent with the intended ethos of the campus; and (7) scholarly activity as indicated by performance and/or creative production, publications, involvement in professional societies, and research projects. Samford University is an Equal Opportunity Institution that complies with applicable law prohibiting discrimination in its educational and employment policies and does not unlawfully discriminate on the basis of race, color, sex, age, disability, veteran status, genetic information, or national or ethnic origin.

In accordance with trustee policy, prior to employment, a teacher of courses in religion or divinity must affirm the Baptist Faith and Message of 1963, including the preface, and without added interpretation. If the religion or divinity faculty member has other views, it is his/her responsibility to provide a written expression of beliefs that may vary from the Baptist Faith and Message of 1963. The faculty member's affirmation and any written expression provided will be treated as a confidential document and retained in the Provost's office.

The Provost works with the school deans to coordinate the recruitment process and to insure its nondiscriminatory character. An active file is maintained by the school dean of all resumes and applications received by their respective offices, copies of which are shared with those directly involved in the search process. In addition to collecting resumes and applications submitted by others, each department and school is responsible for identifying suitable prospects worthy of consideration should a vacancy occur. This may be done in part by maintaining close contact with leading scholars and professional societies in the various disciplines.

A5.2 Selection Process

Selection

The determination of need for instructional personnel results from a two-fold assessment:

- (1) Each instructional unit, in consultation with the school dean, continuously monitors the adequacy of its teaching staff in the light of curricular requirements and student enrollments.
- (2) The Provost, in consultation with the President, regularly reviews departmental and school instructional activities to discover the points of greatest overload or underload. Based on these analyses, proposals for the expansion or contraction of faculty in a given area may originate with the department chair, school dean, Provost, or President.

At least once each year, or more often as needed, the Provost reviews all pending proposals for changes in staffing levels and, with the approval of the President, identifies faculty positions which are authorized to be filled. Vacancies created by resignation, retirement, non-reappointment, disability or death are not

automatically authorized to be filled in the same area, since greater need may be determined to exist elsewhere or a reduction in the staffing level of a given program may be warranted by trends in student enrollment.

When a vacancy is declared, the Provost will indicate: (1) whether the position is full-time, adjunct part-time or visiting; (2) at what rank(s) it may be filled; (3) whether it is tenurable or temporary; (4) the salary range at which it may be funded; and (5) the date or time frame within which it is to be filled. The school dean is the primary coordinator of the selection process, except in the case of temporary instructors teaching limited sections of required work who may be secured primarily at the initiative of the department chair. In the case of major appointments involving ranked and tenurable faculty, a Search Committee is appointed by the school dean to insure thoroughness of investigation and balanced consideration of all applicants. The school dean and Provost are ex-officio members of all Search Committees and are free to participate fully in the search process.

All negotiations for employment of new faculty should be conducted under the following conditions:

- (1) The search for faculty should be based on prior agreements with the Provost and President as to the general terms of employment. These terms must be set forth in the Request for Faculty Form which, once approved, should be followed in advertising for a position and in making general comments to prospects regarding such things as salary ranges and rank or tenure provisions. As negotiations near a conclusion and the dean is ready to formulate a recommendation, the details of the proposal should be sent to the Provost rather than to the candidate. It is important that such recommendations include **all** provisions affecting the employment relationship including provisions for any special equipment beyond the standard package authorized for all new faculty.
- (2) Negotiations even with “finalists” for a position should be kept open and informal until agreement is reached internally by all parties regarding the terms of the offer. While it is certainly appropriate to write letters of encouragement and persuasion, it is best to leave any specific terms or conditions for clarification in the official Letter of Agreement from the President and Provost.
- (3) In referring a recommendation to the Provost and President for concurrence, please give adequate time to make an independent check in areas which may not have been covered adequately by the search process. Given the fact that most searches require several months to conclude, the Provost and President should be allowed a minimum of five working days to make their judgments. The Provost and President wish to be partners in ensuring a careful and effective recruitment process with enough built-in checks-and-balances to minimize mistakes.

Typical steps in the selection process include the following:

- (1) All resumes and applications on file are reviewed and additional applications are solicited by advertising the position and contacting leading academicians in the field.
- (2) Potential candidates are screened by reviewing their files (e.g., transcripts, publications), by checking with references and previous employers, and by suitable contacts with prospects through correspondence, telephone, and visits. In the case of potential candidates who are not citizens of the United States, a thorough review of the person’s residency status must be conducted to determine whether the candidate has enough residency eligibility to make the candidacy viable. A decision should also be made prior to inclusion of a non-US citizen in a final pool concerning the potential of the candidate for obtaining permanent residency.
- (3) With approval of the school dean and the Provost, one or more highly rated prospects are brought to the campus for interviews which may include a guest lecture to a student or faculty group.
- (4) On the same visit, or later as mutual consensus develops, a candidate acceptable to the Search Committee is interviewed by the school dean, and Provost, as well as by the President if he so desires.

Formal approval to employ a faculty member is authorized only by the Provost or President in writing in response to a written recommendation of the school dean. The dean's recommendation should include as attachments a copy of the (1) *Faculty Employment Requisition*, (2) *Faculty Employment Form*, (3) *Application for Faculty Position* completed by the candidate, (4) *Resume* of the candidate and (5) copy of transcripts, if available. Final authority for appointment to the faculty of Samford University is vested exclusively in the Board of Trustees.

(Revised, Board of Trustees)

(See also

Samford University Policy Manual, 2:01.)

A5.3
Appointments.

Types of

Currentl

y there are three types of faculty appointments.

A5.3.1
Appointment

Initial

Faculty employment at Samford University is based upon individual arrangements between the University and each person who is engaged to fill a particular position. All full-time faculty employment is by a written agreement signed by the faculty member and the President or Provost specifying dates of duration, salary, title, and any additional responsibilities. Such an agreement shall in no case be for a duration of more than one year. These agreements are complete, and no other instrument, including this handbook, may be construed to alter, amend, modify, or supplement the letter of agreement. Part-time faculty appointments are negotiated with each individual and confirmed by a payroll authorization of no more than one year approved by the school dean and Provost.

The Letter of Agreement confirming the initial appointment of full-time faculty stipulates: (1) whether the position is as full-time, visiting, or adjunct faculty; (2) whether the status is as Teaching Faculty, Administrative Faculty, or Library Faculty; (3) whether the rank is as instructor, assistant professor, assistant librarian, associate professor, associate librarian, professor, librarian or otherwise; and (4) whether the position is tenured, tenure track, non-tenure track, or temporary. In addition, it indicates if moving expenses are provided, and to what limit, in accordance with the University's policy on moving expenses. No employment agreements, either expressed or implied, are binding unless included in the letter of initial appointment.

An electronic copy of the Faculty Handbook is available online and it is the responsibility of each new and continuing faculty member to read and understand the policies, procedures and benefits contained therein.

The faculty prospect accepts the terms of initial appointment by signing and returning copies of the Letter of Agreement, which contains a date upon which employment is effective. All necessary documents must be executed and all governmental regulations satisfied in the Office of Human Resources by the first business day on which employment is effective.

A5.3.2
Continui
ng Appointment

Continui

The University may enter into any number of consecutive one-year agreements with the same individual, but only on a year-by-year basis. In no way shall the making of any one-year agreement suggest, by implication or otherwise, the existence of any obligation by either party to enter into any

additional or further one-year agreements, regardless of the number of successive prior agreements, except to the extent affected by the granting of tenure.

During the spring semester, Letters of Agreement are sent by the President to the faculty members being requested to serve during the next academic year. Normally all such letters are sent out from the office of the President on the same date. Within three weeks of receiving this letter, each faculty member is to designate acceptance of the offer by signing and returning a copy of the letter to the President. The University agrees to maintain the confidentiality of the terms of these agreements.

On a nine-month agreement, faculty employment involves compensation in equal payments over a period of twelve consecutive months commencing September 30 and ending August 31. The duty period covers nine months, usually beginning in late August and ending in late May. Faculty members are to be available for duty assignments throughout this period, including January for those not teaching in this term, except for approved holidays. Vacation time is to be taken outside the nine-month duty period. The regular teaching load may involve teaching in the evening or in the January term. Faculty members who are needed to teach in the summer will be informed in advance by the department chair or dean and offered employment for additional compensation.

On a twelve-month agreement, faculty employment involves compensation in equal payments over a period of twelve consecutive months commencing September 30 and ending August 31. The duty period covers the period beginning September 1 and ending August 31. Faculty members are to be available for duty assignments throughout this period except for approved University holidays and vacation time. Vacation days are twenty-four working days in each fiscal year, normally taken when classes are not in session and no official duties are planned according to the approved academic calendar of the University. The regular teaching load may involve teaching in the evening, in the January term, or in the summer. Such teaching is not normally for additional compensation unless it is above the prescribed teaching load.

If for any reason employment terminates prior to the end of the duty period specified in the Letter of Agreement, salary shall be paid pro rata on the basis of the percentage of the duty period for which service was rendered.

A5.3.3 Appointment

Joint

Recognizing the contribution of interdisciplinary studies to quality instruction, student experiences, and institutional priorities, the University may offer joint appointments for faculty where appropriate. Joint appointments provide interdisciplinary opportunities for full-time faculty to teach, conduct scholarship, and provide professional service across two or more academic disciplines, departments, or schools. Joint appointments require the cooperation and approval of all units involved in the search, offer, execution and evaluation of the appointment agreement. Full-time faculty who are authorized and compensated to teach part-time in another area of the university are not joint appointments.

A memorandum of understanding (MOU) must be developed between the primary unit (department/school carrying over 50% of the appointment), secondary unit, and faculty member articulating specific details regarding the expectations of the appointment and must be approved by the provost. The primary unit is so designated in the MOU and bears the responsibility for initiating the MOU. The lead responsibility for personnel issues, reporting, tenure and promotion, annual review, conflict resolution, leaves and other employment related issues is assigned to the primary unit. Unless otherwise specified in the MOU, the faculty member only has governance responsibilities in the primary unit. The MOU must be on file in the faculty member's personnel file in the Office of the Provost.

The faculty member on a joint appointment will also receive a Letter of Agreement as identified in Sections A5.3 and A5.4.

More information on joint appointments may be found in the Office of the Provost.

A5.4

Severan

ce

A5.4.1

Resignat

ion

It is desirable that a faculty member who has been approached in regard to another position inform the Provost, school dean, and department chair when such negotiations are in progress.

Since it is understandably difficult to secure competent faculty replacements on short notice, common courtesy and professional ethics suggest that adequate notice of termination be given the University. Once a Letter of Agreement is accepted by the faculty member, resignation should be considered only for the most compelling reasons. Any resignations should be in writing and addressed to the Provost with copies to the department chair and school dean.

A5.4.2
reappointment

Non-

Just as an individual engaged in faculty service under a one-year Letter of Agreement has the discretion not to enter into a further agreement for an additional year, so the University has the discretion to decide not to enter into another such agreement with that individual for the following year, except where Section A7.7.7 is applicable. Written notice of non-reappointment will be provided by the Provost or the school dean to persons involved by January 31 of the year covered by the current agreement. In cases where the University does not give notice of non-reappointment by the date indicated above, the University will either extend employment for a period of time equivalent to the time period by which the notice is deficient, or, in the discretion of the University, provide severance pay in an amount equal to the salary the faculty member would have been entitled to receive for a period of time equivalent to the period of deficiency, based upon the academic year base salary and academic year FTE assignment of the faculty member during the agreement period when the notice is given. This provision shall not apply if the notice of non-reappointment is deficient by more than ninety calendar days and, in such case, the faculty member will be re-employed for the next succeeding academic year with an FTE assignment not less than the FTE assignment of the academic year when notice was given.

A5.4.3
al

Dismiss

Faculty members are subject to immediate suspension of duties or termination of employment for flagrant violation of standards clearly established by the University for the maintenance of its order. Such action by the appropriate supervisor requires the approval of the President or his designate. In such circumstances, tenured faculty members may be placed on leave of absence, with or without pay, pending completion of the due process provisions in A7.7.8.

A5.4.4
of University Property

Return

When a faculty member leaves the employment of the University, all University property must be returned to the University including, but not limited to, all computer hardware and software, course related documentation (and/or electronic copies thereof) such as syllabi for all courses taught, final examinations administered, and handouts developed for distribution to students. Desk copies of

textbooks are considered the property of the individual faculty member and may be retained unless they are the textbooks for team taught courses. In the latter case, faculty must receive permission from the dean to retain such desk copies.

A5.5

Retirem

ent

Faculty members may voluntarily elect early retirement beginning at age 55 and normal retirement beginning at age 65.

Retirement benefits are provided by the Board of Trustees. Information regarding the pension plan and tax deferred annuity plans is provided in a separate document. Assistance and counseling in planning retirement are available through the Office of Human Resources.

In addition to formal benefits, various courtesies are extended to retired faculty, such as the opportunity to join the Rotunda Club. Retirement is defined for such purposes as the termination of full-time employment by a faculty member who qualifies for the retirement benefits of the University.

A6. FACULTY EXPECTATIONS

A6.1 Expectations	General
<p>The following comments are intended to be illustrative rather than comprehensive in scope, and to define minimum standards which faculty should seek to exceed.</p>	
A6.1.1 Orientation	Value
<p>Samford University espouses a philosophy of higher education anchored in Christian faith and values. These values include a dedication to truth, honesty, love, and social responsibility as reflected in Jesus Christ. One's conduct, conversation, and attitudes with students, in and out of the classroom, should exemplify these values. The University supports an active advocacy of Christian belief and practice on the part of its faculty. In all facets of campus life, it seeks to inculcate Christian ideals through the example of its representatives. As an institution founded and supported by a religious constituency, it desires its teachers to manifest a vital spiritual life nourished by participation in a chosen community of faith.</p>	
A6.1.2 Academic Preparation	Academic
<p>Faculty members are expected to be thoroughly prepared in their respective fields of teaching, to possess significant depth in the particular courses to which they are assigned, and to give evidence of continuing competency and professional vitality in their scholarly endeavors.</p>	
A6.1.3 Professional Growth	Professional
<p>Each faculty member should be engaged in personal learning and development related to but extending beyond the current teaching assignment. Faculty are expected to hold membership in relevant scholarly societies and to participate actively in their meetings. Faculty members are expected to keep abreast of current research developments related to their disciplines and to contribute to the expansion and clarification of knowledge through research of their own. Such scholarly activity enhances both personal growth and effective teaching.</p>	
A6.1.4 Classroom Performance	Classroom
<p>Teaching should be approached creatively, reflecting an understanding that learning is a dynamic interaction at the personal level. Since educational strategies are constantly changing, teaching practices and learning methodologies need continual examination and revision. Testing and evaluation should be accurate and fair and should be integral to the organization and presentation of the course.</p>	
A6.2 Workload	Faculty
A6.2.1 Responsibilities to Students	Responsibilities

Faculty employment agreements are based on service during the academic year for either nine months or twelve months. Each full-time faculty member is expected to be available for teaching scheduled classes as assigned if needed as part of the regular teaching load. A full teaching load is twenty-four course credits per academic year, subject to adjustments required by accreditation standards, non-teaching assignments, and other approved responsibilities such as studio courses, clinical supervision, and laboratory duties.

A faculty member is expected to meet all scheduled classes unless University responsibility or personal emergency forces the member to be absent. If a faculty member must be absent because of illness or other emergency, the faculty member is to notify the respective department chair or school dean as promptly as possible.

Acknowledging that one of the distinctive advantages of Christian higher education is a close working relationship between individual students and their professors, faculty members are to be accessible to their students and are to foster a climate in which students and professors develop as fellow learners. It is expected that full-time teachers will spend a minimum of 30 hours per week on campus. In addition to the hours spent in classroom instruction, the remainder of the minimum weekly work load hours will be divided between such responsibilities as student counseling and advising, committee assignments, teaching preparation, writing and research. Faculty schedules showing class hours and office hours are to be posted each semester on the office doors of the faculty members and copies maintained in the office of the respective school dean.

A6.2.2

Responsibilities to Colleagues

Responsibilities

All full-time faculty members are expected to assist their school and department in the usual and customary activities associated with University service. This includes, but is not limited to, advising, counseling, assistance during registration and orientation, work on committees, attendance at faculty meetings and formal academic occasions, and participation in faculty training events.

A6.2.3

Responsibilities

Outside

Faculty members are employed to give full-time service to the University during the nine- or twelve-month period specified by the annual letter of agreement. However, the University recognizes the value of involvement with professional activities outside the University and permits its faculty to accept reasonable short-term employment related to the one's discipline. School deans are responsible for monitoring the impact of such activity and controlling it. Any outside employment within this time, including a professional consulting relationship, requires written permission from the Provost based on a request for outside employment recommended by the school dean. Permission is to be renewed annually prior to the beginning of each new academic year. This restriction does not apply to joint appointments negotiated in the terms of one's employment, such as co-staff positions in a hospital held by clinical faculty in the McWhorter School of Pharmacy. At no time are faculty members permitted to accept any outside employment which would bring discredit on their reputation, on the institution, or on the sponsoring denomination.

Faculty members who are also ordained ministers are not permitted to accept remunerative church responsibilities on a permanent basis. Interim church assignments are limited to one year without specific written permission from the Provost on recommendation of the school dean. Faculty members on sabbatical leave may not accept outside employment, including self-employment, during the term of the sabbatical leave without written permission from the Provost on recommendation of the school dean.

Any faculty member desiring to run for public office is to notify the school dean and Provost of these plans on which basis the dean will indicate any necessary adjustments in class loads and compensation approved by the Provost.

Faculty members who accept temporary or continuing outside employment, consulting, church responsibilities, or public office are not to use University secretarial services or other University resources in connection with such duties.

A6.3

Academ

ic Freedom

The practice of academic freedom encourages a rigorous critique of subject matter and the dissemination of knowledge in all academic disciplines. This freedom includes the quest for new ideas as well as the analysis and evaluation of diverse claims and competing points of view. Academic freedom is required by the University's mission to develop persons' intellect and creativity, and its value of understanding diverse cultures and convictions. Academic freedom works to fulfill the purposes of the Christian gospel, by creating a community in which students and faculty are free to seek the truth.

Faculty members are entitled to freedom in research and dissemination of results, subject to the adequate performance of other academic duties. Teachers are entitled to freedom in presenting and discussing their subject, including discretion to acknowledge their own personal convictions and beliefs, though teachers are expected to give appropriate respect to students' convictions and beliefs.

When speaking or writing as a citizen, a faculty member should be free from institutional censorship or discipline. However, a faculty member should remember that the public may judge the profession and the institution by the professor's words and actions. Hence the professor should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort not to be viewed as speaking for the institution.

In writing "Letters to the Editors" and in making public statements as a citizen, faculty members are expected to exercise discretion and sensitivity in using the University's name. Such opinions should be clearly presented as the viewpoint of the faculty member acting as an individual. They should not be written on University stationery and the University address should not be used as an identification.

If a faculty member wishes to express a complaint concerning academic freedom, that person may request an informal conversation with her/his dean or immediate supervisor. In lieu of or in addition to having an informal conversation with her/his dean or immediate supervisor, the faculty member may initiate an informal conversation with the Provost. The dean, supervisor, or Provost will investigate the issue and report back orally to the faculty member within two weeks. If after the above action, the faculty member still thinks the complaint has not been satisfied, the faculty member may report her/his complaint in writing to the Committee on Academic Affairs of the Faculty Senate. Within a reasonable period of time, normally less than thirty days, the Academic Affairs Committee will conduct an independent investigation and report its findings and recommendations to the faculty member making the request and to the Provost. If the complaint is related to the Provost, the Committee on Academic Affairs will report its findings and recommendations to the President. If the complaint has not been satisfied, the faculty member may request a review by the President of the findings of the Committee on Academic Affairs within a reasonable period of time, normally less than thirty days. The decision of the President shall be final and binding on all parties but does not preclude judicial review. All information of a private or confidential nature obtained in the course of the procedure shall be held as confidential by all parties involved in the process.

A6.4

Grievan

ce Procedure

A6.4.1
Initiation of Procedure with Dean or Supervisor

Oral

If a faculty member wishes to express a complaint concerning any term or condition of employment, including all matters covered in this Handbook, such person may request an informal conversation with the dean or immediate supervisor. The dean or supervisor will investigate the complaint and will report verbally the findings to the faculty member within two weeks. (An alternative procedure for complaints about academic freedom is outlined in section A6.3 of this Handbook.)

A6.4.2
Referral to the Provost

Oral

If, after the above action, the faculty member still feels that a grievance has not been satisfied, the faculty member may discuss the matter with the Provost, who will investigate the complaint and report verbally the findings to the faculty member within two weeks.

A6.4.3
Referral to the Provost

Written

If the grievance has not been resolved by either step of this oral process, it may be presented in writing to the Provost for submission to a grievance committee. The grievance must be submitted in writing within thirty days after the Provost's response, as described in A6.4.2 above.

A6.4.4
Grievance Committee Response

The

The grievance committee is to consist of three full-time faculty members who have not been involved in the grievance. The members of the committee are as follows: (a) one member selected by the grievant; (b) one member selected by the Provost; and (c) a third member, selected by the two other members, who chairs the committee. The third member shall be selected from a list of all eligible faculty members designated by the President.

A6.4.5
of the Grievance Committee to Grievant and Provost

Report

Within a reasonable period of time, normally less than thirty days, the grievance committee is to report its findings and recommendations to the grievant and to the Provost. The grievant may request a written summary of the findings from the grievance committee.

A6.4.6
for President's Review

Request

If not satisfied, the grievant may request a review by the President of the findings of the grievance committee within a reasonable period of time, normally less than thirty days. The decision of the President shall be final and binding on all parties but does not preclude judicial review if some statutory right is believed to have been violated.

A6.4.7
ion of Process to Cases of Termination for Adequate Cause

Applicat

In cases of termination for adequate cause, the first two steps of the grievance procedure will be omitted. The time limits set forth in paragraph A6.4.3 herein are applicable to termination cases. In addition, tenured professors are guaranteed the due process rights set forth in A.7.7 in any termination grievance.

A6.4.8
ntiality of the Grievance Process

Confide

All information of a private or confidential nature obtained in the course of the grievance procedure shall be held as confidential by all parties involved in the process.

A6.5
ual Property

Intellect

A.6.5.1 Definitions

As used in this section A6.5., each of the following terms has the meaning assigned to it:

“Academic Unit” means a school, college, department, administrative group or support branch forming a component of the University.

“Copyright” means the ownership and control rights of an original Works afforded by the copyright laws of the United States, 17 USC §§ 101 *et seq.*, or by common law.

“Copyrighted Work” means an original Work or a Derivative Work that is protected by Copyright.

“Originator” means the Faculty who develops, discovers or creates any Intellectual Property, or, as appropriate, such person’s assigns, heirs, or legatees.

“Derivative Work” means a Work based upon one or more preexisting Works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art reproduction, abridgment, condensation, or any other form in which a Work may be recast, transformed, or adapted. A Work consisting of editorial revisions, annotations, elaborations, or other modifications which, as a whole, represent an original Work is a “Derivative Work.”

“Faculty” means full-time, part-time, affiliate, visiting, administrative and library faculty, as such terms are described in Policy A.4 titled *Faculty Status*.

“Institutional Work” means any Work of an Originator created within the scope of the Originator’s employment that is created, invented, produced, designed or developed for specific University promotional or administrative purposes, or that is commissioned by the University or is the subject of Work-specific contract between the University and the Originator. Institutional Works include, but are not limited to, University-sponsored periodicals, yearbooks, directories, promotional films, reports, data compilation, plans, and contracts. Seasons, *Entre Nous*, *The Samford Chronicle*, facility plans and specifications, master plans, strategic plans, and financial statements of the University are examples of Institutional Works.

“Intellectual Property” means an intangible creation of the human mind, expressed or translated in a tangible form, that can be protected under federal or state law, including ideas, discoveries, Inventions, Works and trade secrets.

“Invention” means the discovery, design or production of a new process or product.

“On-Line Course” means an academic course in which 50% or more of the credit hours are delivered through a formal education process in which the majority of course instruction and interaction between students and faculty and among students occurs when students and instructors are not in the same place. “On-Line Course” is synonymous with distance learning, electronic learning, massive open online course (MOOC), cloud course, remote learning and other terms signifying the use of a computer system rather than in-person, classroom instruction.

“Patented Work” means any new and useful process, machine, product, composition of matter, or any new and useful improvement, that is registered for patent protection under Title 35 of the U.S. Code.

“Potentially Patentable Work” means a Work that the Originator thereof in good faith believes is appropriate subject matter for a patent application.

“Sponsored Work” means Intellectual Property created or developed by Faculty to pursuant to a University contract, agreement or grant with or from an Unaffiliated Third Party.

“University Resources” means any combination of University equipment, facilities, finances and/or personnel provided by the University to Faculty, which benefits Faculty in the creation or discovery of Intellectual Property.

“Unaffiliated Third Party” means any person or entity that is not Faculty or the University, including any Academic Unit.

“University” means Samford University, an Alabama nonprofit corporation, and its successors and assigns.

- “Work” means the tangible expression of Intellectual Property including, without limitation:
- (a) literary creations such as books, poems, articles, exams, computer programs, databases, manuals, and instructional materials;
 - (b) musical compositions;
 - (c) dramatic scripts;
 - (d) choreography if saved on some video, computer, or electronic medium;
 - (e) photographs, graphics, sculptures, paintings, drawings, sketches, diagrams, and flowcharts;
 - (f) motion pictures and other video presentations;
 - (g) audio recordings;
 - (h) architectural plans, specification and redesigns; and
 - (i) Inventions.

A6.5.2 Copyrights

Except as provided in this section 6.5, the Originator of a Copyrighted Work owns the Copyright to such Work and the University has no ownership in such Work.

The University encourages and expects Faculty to create and develop Works, and anticipates that Faculty will use University Resources to create Works in the ordinary course of Faculty’s employment by the University. Faculty shall own Copyrighted Work for which the Faculty is the Originator unless the Copyrighted Work is an Institutional Work. Copyrighted Works that Faculty will generally own include, without limitation, Works created by Faculty in connection with a course of classroom instruction such as syllabi, handouts, illustrations, video and audio recordings, as well as Works of academic or general interest including books, articles, reviews, journals, anthologies, and dissertations.

A6.5.3

Instituti

onal Works

When Faculty is employed, commissioned, contracted or otherwise engaged by the University to create an Institutional Work, the University is and shall be the sole owner of all rights, including Copyright, in and to the Institutional Work. Examples of Institutional Works include Works created specifically for University promotional or administrative purposes such as *Seasons* magazine, *Entre Nous*, the *Samford Chronicle*, University financial statements, University policies, University logos, reports prepared for internal University use or accreditation purposes, and Works that are work for hire. A Copyrighted Work created by Faculty is not necessarily an Institutional Work solely because it was created with or is embodied in University-owned computer software.

Prior to creating an Institutional Work, the University and a Faculty Originator shall execute an “Institutional Work Agreement” which, shall provide, among other things:

- (a) that the Faculty is to create one or more Works that will be owned solely by the University and that such Work is work for hire;
- (b) that the Faculty assigns to the University any and all rights of the Faculty to such Works;
- (c) that the Faculty represents and warrants to the University that no person or entity claiming by or through the Faculty has any ownership interest in the Work;
- (d) that the Originator shall sign any further or additional documents that are necessary or helpful to evidence or otherwise document or register the University’s ownership of the Work; and

- (e) the University and the Faculty agree upon:
 - (1) the scope of the Faculty's duties in creating the Institutional Work; or
 - (2) the specific Institutional Work to be created by the Faculty.
- (f) Notwithstanding any provision in this policy A6.5 to the contrary, the University owns the Copyright to any proposal or policy developed in any Faculty committee, and whether such committee is organized on a department, school, or University-wide basis.

A6.5.4
Courses

On-Line

Online Courses shall be designed by Faculty and delivered by the University pursuant to separate contractual terms that are mutually agreeable to the University and the relevant Faculty member. Such contracts shall address, among other things, subject matter content, interaction between Faculty and students, semester hour credits, production, compensation, delivery methods and ownership of such Works.

A6.5.5

ed Works Involving Copyrighted Works

Sponsor

The University may, from time to time, be awarded a grant or otherwise enter into an agreement to create a Sponsored Work or to allow an Unaffiliated Third Party to use Copyrighted Work. Such arrangements may include, among other things, a license by which the University grants certain rights in and to such Work.

The owner of a Copyrighted Work that is by contract, either incorporated in a Sponsored Work or otherwise used by an Unaffiliated Third Party, shall retain the Copyright unless the owner of the Copyright assigns or agrees to such use.

The University shall not enter into any contract, agreement or grant to create Sponsored Work or to allow an Unaffiliated Third Party to use a Copyrighted Work owned by Faculty without the prior written consent of such Faculty.

A6.5.6 Patents

The University claims and retains the ownership of any Patented Work or Potentially Patentable Work that is invented or discovered, solely or in part, by Faculty in the course of research or investigation using University Resources, subject to the release and revenue sharing provisions included in this A6.5.6.

Because strict time limits govern the patent application process, a Faculty Originator of a Potentially Patentable Work shall notify the Provost and the Faculty's Dean in writing and in reasonable detail of any Potentially Patentable Work (a "Patent Notice") as soon as the Originator first makes a reasonable determination that a Work is a Potentially Patentable Work. The discovery, research or development phase of the Work need not be completed prior to the Originator determining that a Work is a Potentially Patentable Work requiring the delivery of a Patent Notice. Any Patent Notice shall be prominently designated as such and shall make specific reference to this policy A6.5.6.

The Provost and the appropriate Dean, in consultation with the Faculty Originator and the Vice-President for Business and Financial Affairs, shall review and evaluate the Potentially Patentable Work. The University shall determine and notify the Faculty Originator in writing (the "Patent Election") whether the University chooses to manage the process for the preparation and submission of a patent application for the Potentially Patentable Work. The Patent Election shall generally be made within time six (6) months from the date of the delivery of the Patent Notice by the Faculty Originator unless the University and the Faculty Originator agree that additional time is reasonably required by the University to evaluate the public significance or commercial value of

a Potentially Patentable Work. If such additional time is agreed to by the University and the Faculty Originator, the University and the Faculty Originator shall enter into a written agreement designating the additional period of time that the University is granted to complete its evaluation and to make a Patent Election. In any event, if no University Election is made within six (6) months from the date of the delivery of a Patent Notice, and no extension of such time is agreed to by the University and the Faculty Originator, the University shall be deemed to have made an irrevocable election to waive any interest in and to the Potentially Patentable Work.

If the University determines not to make a Patent Election for a Potentially Patentable Work that is the subject of a Patent Notice, the University shall waive and release in writing its interest in the Potentially Patentable Work, and the University will have no further rights in or to such Work.

If the University makes a Patent Election, the following shall govern:

- (a) The University will have exclusive ownership of the Potentially Patentable Work, commence and manage the patent application process, and own any resulting Patented Work and the registration thereof. The University shall keep the Faculty Originator involved to the extent necessary to advance the application and registration process and to keep the Faculty Originator reasonably advised of the status of such process.
- (b) The University will advance all costs and expenses related to the patent application and registration, and such other costs as may be required from time to time to defend, license, market, maintain, develop, exploit, litigate or otherwise manage the Potentially Patentable Work or a Patented Work.
- (c) The Originator Faculty shall provide assistance and cooperation when reasonably requested the University with respect to any matters that concern a Potentially Patentable Work or a Patented Work that is owned by the University.

If the University makes a Patent Election, all revenues derived from or attributable to the Work that is the subject of the Patent Notice (the "Revenues") shall be shared by the Faculty Originator and the University. All Revenues from any source shall be paid directly and solely to the University and shall be first used to reimburse the University for all costs and expense it has incurred or will from time to time incur related to registration, marketing, development, commercialization, licensing, protection or management of the subject Work (collectively, the "University Expenses").

Unless the University and the Faculty Originator agree otherwise in writing, once all University Expenses have been paid and/or reasonably reserved for, the University and the Faculty Originator shall share equally in the Revenues. A Faculty Originator's right to Revenues shall not be dependent upon continued employment by the University.

The University may, in its sole discretion, assign to the Faculty Originator, without warranty or recourse, all of the University's interest in and to a Work that is owned by the University. Upon making any such assignment (i) the Faculty Originator shall have no liability to the University for any University Expenses paid or incurred prior to the date of the assignment and (ii) the University shall have no obligation or liability of any nature whatsoever to the Faculty Originator arising from or relating to the subject Work including, without limitation, the patent application or registration process, the management or use of the subject Work, or any act or omission of the University concerning such Work prior to the date of the assignment.

A6.5.7 Sponsored Work and Other Contracts with Unaffiliated Third Parties Involving Potentially Patentable Works and Patented Works

The University from time to time may obtain grants or enter into agreements or with Unaffiliated Third Parties to either create a Sponsored Work or to allow an Unaffiliated Third Party to use a Potentially Patentable Work or a Patented Work that is owned by the University. Such grant or

agreement may include, among other things, a license by which the University grants certain rights in and to a Patented Work or a Potentially Patentable Work.

The Faculty Originator of a Patented Work Potentially Patentable Work owned by the University that is, by contract, incorporated in a Sponsored Work or is used by an Unaffiliated Third Party, retains his or her rights to Revenues sharing amounts unless the Faculty Originator agrees otherwise in writing.

A6.5.8 Policy Scope

This policy A6.5 applies only to the relative rights of the University and Faculty in Intellectual Property. The rights of students and non-Faculty personnel of the University shall be addressed in separate policies of the University.

A6.6 and Legal Activity

Political

According to the Internal Revenue Code, no tax-exempt institution may use any substantial part of its activities to carry on propaganda or otherwise attempt to influence legislation, nor may it participate or intervene in any political campaign on behalf of any candidate for public office. Therefore, it is the policy of Samford University that any and all negotiations on behalf of the University with the state legislature or other political or legislative body, whether federal, state, or local, shall be approved by the University in all matters related to actual or potential issues involving the University. This restriction is not intended to prohibit faculty members from giving expert testimony or seeking to influence the passage of legislation beneficial to their profession or academic discipline.

Statements by agents or employees of the University could be interpreted as representative of institutional policy. It is therefore necessary that the President and/or an attorney representing the University carry on any communications between Samford University as representatives thereof and any federal, state, or local, authorities or any attorney or attorneys in all matters related to actual or potential litigation against Samford University. Such matters must be referred to the President.

A6.7 Conditions

Working

A6.7.1 Space and Classroom Facilities

Office

Faculty members are provided with office accommodations (if possible, a private office) so they may assist students and perform other academic duties on the University campus. The Provost, in consultation with the appropriate dean, will assign office space. Upon the recommendation of the department chair and with the concurrence of the academic school dean, the Provost authorizes faculty members to secure keys to offices, laboratories, or any other rooms to which they should have access. To insure security of offices and buildings, faculty members should keep assigned keys in their possession at all times.

Classrooms must be available for teaching when they are needed. The Provost, through the University Registrar, assigns classrooms based on requests generated by school deans and department chairs and in accordance with an established protocol.

A6.7.2 Space

Parking

Parking spaces are provided for the faculty in accordance with an approved parking plan, which is reviewed annually. Parking permit decals are supplied free of charge to faculty members for each car driven on the campus and may be obtained from the Security Office in Ralph W. Beeson

University Center. Children of faculty members may not use faculty parking places nor may faculty members assign marked parking spaces to students or any other unauthorized persons.

A6.7.3

Nepotism

m

Family members may not be employed in the same office, department, or division if one member would have administrative responsibility over the other. Exceptions to this provision must be approved by the President or the Provost and reported to the Board of Trustees.

A6.7.4

Security

The University makes reasonable efforts to provide security for the office furnishings and personal possessions of faculty members. Each faculty member should cooperate by locking doors and windows when leaving the office or building. Please report immediately to Campus Safety any door left unlocked after hours. Do not loan your keys or Samford ID Card to others. Valuables or confidential materials (including tests) should not be left in faculty offices overnight.

Faculty members should exercise every precaution to protect University property, especially to maintain the security of tests and grade books. After tests have been prepared, they should be safeguarded in a way that will insure their maximum security.

Samford University is not responsible for loss, damage, or theft of property owned by the faculty or other individuals. Each individual should secure his own property insurance.

A7. FACULTY DEVELOPMENT AND EVALUATION

A7.1

Philosophy and Approach

Philosophy and Approach

Faculty development is a means by which the University seeks to assist faculty to understand and contribute to the University's mission and enhance their productivity in the areas of teaching, scholarship, and service. As such, the University provides programs that seek to address the professional needs of faculty and evaluates them on a yearly basis.

These evaluations are the basis for annual decisions regarding faculty retention, assignment of research funds, study leaves and other benefits. However, the yearly evaluations should allow faculty to identify and address weaknesses and build upon strengths. If the evaluation system is sound and functioning well, the faculty member's progress within the institution will not be occasion for surprise, but the confirmation of a clearly understood and carefully appraised pattern of performance.

Few areas are as sensitive and yet as critical both to individual fulfillment and to institutional effectiveness as the linked concerns for development and evaluation. It is here that a delicate balance must be struck between internal traditions and external pressures, between the interests of the entire University and of its separate schools, between the desires of the scholarly guilds and the expectations of students. Because of the changing aspirations of the University, the shifting concerns of society, and the growing importance of legal compliance, policies and procedures in this area require careful administration and frequent review.

The guidelines which follow are (1) non-discriminatory as regards race, sex, national origin, age, or handicap; (2) non-retroactive as regards any intent to rescind an assignment of rank, award of tenure, or commendation of service made by the University in the past; and (3) non-judgmental as regards any desire to be punitive and retaliatory or to breach any information which should be held in confidence.

A7.2

Faculty Development: Regular Opportunities

Faculty Development: Regular Opportunities

A7.2.1

The Annual Faculty Development Plan

The Annual Faculty Development Plan

Each faculty member is to determine a program of professional growth and development with specific projections for at least one year and general projections for at least two additional years into the future. This program should be updated annually in consultation with one's supervisor (school dean, library director, or department chair). The projected goals for growth and the report of progress achieved should be part of an annual academic performance review, the findings of which are filed with the faculty member, department chair, school dean, and Provost.

The plan is to be relevant to one's teaching assignment and may involve further graduate training, creative production, research and monograph publication, teaching/learning experiments, or other professionally oriented activities related to the discipline.

A7.2.2

Financial Resources for Faculty Development

Financial Resources for Faculty Development

There are at present four budgeted sources of assistance to faculty in supporting developmental activities.

- (a) Each departmental or school budget includes an allocation for travel by full-time faculty to professional society meetings or other scholarly conferences and workshops when approved by the department chair or school dean.

- (b) The Faculty Enrichment Fund provides a supplementary travel allowance beyond the regular allocation to assist faculty presenting a major paper or presiding over a major session of a professional society. In addition, it may be used to underwrite specialized travel, such as in connection with curriculum review or teacher training. These funds are approved by the Provost on application from a faculty member with the recommendation of the school dean.
- (c) The Academic Fund functions as a research endowment, the earnings from which are used to underwrite faculty development grants evaluated and recommended by the Academic Affairs Committee of the faculty and approved by the Provost. See below for guidelines for Faculty Development Grant Proposals.
- (d) From time to time, designated gifts are solicited and received to fund various types of faculty development, often innovative or experimental in nature. Such funds are placed in restricted budgets and administered by the Provost if University-wide, or by the deans if school-specific, to meet developmental needs uncovered by the assessment process.

A7.2.3 In-Service Training

Faculty members may take courses at Samford University and at other universities upon the recommendation of the school dean with the permission of the Provost. One course per semester is usually the maximum allowed.

A7.3 Faculty
 Development: Special Opportunities

A7.3.1 Sabbatic
 al Leaves of Absence

After six academic years of teaching, a Teaching Faculty member holding the rank of assistant professor or higher is entitled to consideration for a sabbatical leave of absence for one academic year at one-half pay or for one semester with full pay (six months with full pay for persons on a twelve-month agreement). In the latter case, the remaining semester of the sabbatical year is not applied to the accumulation of the six years of service that is required before eligibility is gained for the next sabbatical leave of absence.

The following factors are considered in granting sabbatical leaves of absence:

- (a) Eligibility for a sabbatical leave is based upon a minimum of six years of continuous teaching, not including leaves of absence, at Samford University by those who will at that time have the rank of assistant professor or higher.
- (b) Sabbatical leaves will not be automatically granted, but may be delayed for lack of funds or insufficient faculty to cover the teaching load of the faculty member during the requested period of leave. Those whose sabbaticals are delayed for these reasons will be given a preference in subsequent years.
- (c) No more than one faculty member may be on leave in a department or school for each seven faculty members in that department or school.
- (d) Sabbatical leaves with pay will be granted only to those eligible faculty members who present an acceptable proposal for the use of the leave for professional development or other scholarly activities which contribute to the better performance of official duties at the University. In addition to providing details about sabbatical activities, sabbatical proposals should indicate how the sabbatical activities relate to professional development in regard to such matters as:

- (1) How does the sabbatical provide for the stimulus of an environment different from the Samford University campus?
 - (2) What interaction with leaders in your teaching discipline is anticipated?
 - (3) How does the proposal provide for strengthening of professional ties and/or clinical relationships?
 - (4) Will the results of the sabbatical leave be prepared for presentation, and, if so, in which publication or public forum?
- (e) Sabbatical leaves with pay are not granted to faculty members who use such periods of leave to accept full-time employment in another educational, commercial, or industrial institution. Special cases of teaching a maximum of six semester hours or eight quarter hours may be considered on the basis of individual merit for persons on leave for an academic year, if such teaching is in the same city or community in which the proposed research or study project is to be undertaken.
- (f) Sabbatical leaves are normally granted for post-doctoral studies. Therefore, faculty members who have not yet earned doctoral or recognized terminal degrees must complete these requirements before applying for a sabbatical leave. However, under a study plan agreed upon in advance, a faculty member may apply for a leave of absence without pay to work on a terminal degree.
- (g) Faculty members who take sabbatical leaves with pay are expected to return to the University for at least one year or repay the salary received during such a leave on a pro rata basis for whatever portion of the one-year commitment is not fulfilled.
- (h) Sabbatical leaves are not considered a reward for past service to which an individual faculty member is entitled, but an investment in more effective future service for the benefit of the individual and the institution alike. Nor are they viewed as a remedial means of stimulating the kind of professional growth that should characterize faculty development on a continuous basis. Therefore, priority in granting sabbatical leaves is given to proposals with strong potential for future usefulness by faculty members who have shown a capacity for steady growth in the past.

Application for sabbatical leave should be made in writing to the school dean, based on prior discussion which may involve the department chair. After any needed revision, the proposal is forwarded to the Provost, with a written evaluation and recommendation of the school dean, by January 15 of the academic year prior to the one in which the leave is sought. With the concurrence of the Provost and President, final approval of sabbatical leaves of absence is vested in the Board of Trustees. A written report indicating the kind and scope of activities involved in the sabbatical and evaluating how the sabbatical experience will contribute to teaching and/or research is required within ninety (90) days of the end of the sabbatical unless an extension is requested from the Provost and granted.

A7.3.2 of Absence with Pay

Leaves

For unusual programs of study or research, faculty members may apply for leaves with pay during a regular semester or the summer. The same procedure is followed as with sabbatical leave requests as indicated above.

Leaves of absence with pay are normally not granted to pursue a doctoral or recognized terminal degree unless such a program of study is approved in writing at the time of initial appointment. Expenses incurred in earning a degree are usually viewed as the responsibility of the faculty member

unless the University requests a faculty member to secure additional training in an area of curricular need, in which case such costs may be shared or borne by the University in accordance with written agreements negotiated in advance.

A7.3.3
of Absence Without Pay

Leaves

The University may grant a leave of absence without pay if, in the opinion of the University, such a leave would serve the best interests of the University and/or the faculty member. During this leave, the cost of all fringe benefits are to be paid by the faculty member.

A full-time faculty member may be granted a leave of absence without pay for the following purposes: (a) a personal reason which involves travel, study, or research; (b) sickness or the care of an immediate family member; and (c) any other reason determined to be in the best interest of the University and/or the faculty member.

The maximum duration of a leave of absence without pay is one year. A leave without pay must be requested and approved in the same manner as indicated above for sabbatical leaves.

A7.4 Annual Faculty Evaluation

A7.4.1

by and Approach

Philosophy

The annual evaluation of each faculty member is the responsibility of the school dean or unit head. The purposes of the annual faculty evaluation process include the following: (a) to stimulate personal and professional growth on the part of the individual faculty member by designing strategies to maximize strengths and to overcome weaknesses; (b) to strengthen the academic effectiveness of the University by relating the work of the faculty member more closely to its institutional mission; and (c) to create and nourish a context in which sound, objective decisions may be made in such areas as the granting of sabbatical leaves, advancement in rank, award of tenure, and planning of retirement. All of these purposes seek to insure that students will receive quality instruction by competent professionals in every academic program offered by the University.

A7.4.2
of Evaluation

Criteria

The two central concerns of each annual faculty evaluation are (a) the quality of personal and professional growth on the part of the individual; and (b) the extent to which this growth enables the University to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Primary factors to be considered in addressing these concerns for Teaching Faculty are (a) Teaching: e.g., discipline mastery, classroom effectiveness, quality of course materials, creative guidance of individual students; (b) Scholarship: e.g., professional society presentations, publication, research activities; and (c) Service: e.g., to the University, to educational agencies, to the community, to religious bodies, and to professional groups. The person undergoing review should also exhibit a commitment to the mission and goals of Samford University, the school, and the department.

Primary factors to be considered in addressing these concerns for Library Faculty include (a) Librarianship: e.g., discipline mastery; effective selection, preservation, organization and presentation of information; quality instruction of patrons in the discovery, use, and critical evaluation of materials; and (b) b and c remain the same as in paragraph two above. The person undergoing review should also exhibit a commitment to the mission and goals of Samford University and the library.

Each annual Teaching Faculty evaluation includes input from the following:

- (a) Self-evaluation. The faculty member prepares a written evaluation of how well the goals of the Faculty Development Plan for the past year were achieved as part of the annual updating of this plan.
- (b) Student evaluation. At least once in each semester, the students of each faculty member are given opportunity to evaluate professional performance on a suitable rating instrument recommended by the school committee on faculty development and evaluation and approved by the school dean. If needed or desired to assist in the evaluation process, additional student evaluations may be secured in the January and summer terms.
- (c) Supervisory evaluation. The school dean or department chair prepares a written evaluation based on a study of the faculty member's self-evaluation on the revision of the Faculty Development Plan, on current student evaluations, and on an annual academic performance review with the faculty member at which all matters relating to development and evaluation are discussed.

Each annual Library Faculty evaluation includes input from the following:

- (a) Self-evaluation. The librarian prepares a written statement that evaluates the accomplishment of goals detailed in the Faculty Development Plan.
- (b) Colleague evaluation (Colleague includes all library employees). At least every three years, the librarian is evaluated for professional performance by colleagues on an instrument approved by the library director.
- (c) Supervisory evaluation. The unit leader or/and the library director prepares a written evaluation of the librarian.
- (d) All evaluations are reviewed with the librarian in consultation with the unit leader and/or the library director. The evaluations are considered in the revision of the Faculty Development Plan.

The annual process described above may be implemented in accordance with this suggested timetable:

- (a) In early September, all school committees on faculty development and evaluation are constituted, their duties interpreted, and their agenda clarified by the school dean.
- (b) From mid-September to mid-October, Faculty Development Plans are updated both by a self-evaluation of the previous academic year and by a revision of three-year growth goals, after which they are submitted to department chair and/or school dean for study.
- (c) From mid-October to mid-December, student evaluations are administered in all classes and the results received, summarized, and interpreted by the school deans, after which they are shared with individual faculty members for study.

- (d) From mid-November to mid-January, annual academic performance reviews are completed by department chairs and/or school deans, on which basis an annual supervisory evaluation is prepared in writing and shared with the faculty member. A composite report containing the self-evaluation, the updated Faculty Development Plan, the student evaluation results, and the supervisory evaluation of each faculty member is submitted to the Provost by January 15.
- (e) From mid-January to January 31, decisions are made regarding such matters as faculty retention, merit increases in compensation, and sabbatical leaves on the basis of the annual evaluation process.
- (f) From mid-February to mid-March, recommendations in all areas of faculty evaluation are prepared for review by the President and, with his concurrence, by the Trustees. Faculty members are notified of trustee actions taken at the spring meeting of the full board.
- (g) Notices of non-reappointment are issued by January 31 to faculty members whose employment will not be renewed. (See also A5.4.2)
- (h) From mid-March to mid-April, the faculty development and evaluation process is reviewed in light of the year's activity and any prospective revisions for improving the process in future years are considered.
- (i) From mid-April to mid-May, all records are checked to insure their completeness, confidentiality, and compliance with non-discriminatory policies.

A7.4.5
Appeal

Right of

Since annual faculty evaluations form the cumulative basis for major decisions regarding retention, advancement, and tenure, it is important to reach clear understandings on which all parties concur. When significant differences arise between faculty member and supervisor regarding the conclusions of an annual evaluation, the grievant may initiate the following within thirty days:

- (a) The results reached by a department chair are reviewed by the school dean and the findings of the dean are conveyed in writing to the faculty member;
- (b) If the faculty member is not satisfied with the findings of the school dean, the matter may be referred to the Provost whose findings shall be conveyed to the faculty member in writing; and
- (c) If the results of this review are still not acceptable, the faculty member may follow the grievance procedure provided for in this handbook (A6.4).

A7.5 Evaluation for Advancement in Rank

A7.5.1

Purpose

The traditional system of differentiated ranks is used to identify levels of training, experience, achievement, and maturity within the faculty. The award of a more advanced rank is intended to provide incentive for continuous personal growth and professional development and is thus the climactic expression of a cumulative process evaluated by the individual and the institution on an annual basis.

A7.5.2

Criteria

The two central concerns are (a) the quality of personal and professional growth on the part of the individual; and (b) the extent to which this growth enables the University to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Primary factors to be considered in addressing these concerns for teaching faculty are (a) Teaching: e.g. discipline mastery, classroom effectiveness, quality of course materials, creative guidance of individual students; (b) Scholarship: e.g. professional society presentations, publication, research activities, performance activities; and (c) Service: e.g. to the University, to educational agencies, to the community, to religious bodies, and to professional groups. The person undergoing review should also exhibit a commitment to the mission and goals of Samford University, the school and the department.

Primary factors to be considered in addressing these concerns for Library Faculty are (a) Librarianship: e.g., discipline mastery; elective selection, preservation, organization and presentation of information; quality instruction of patrons in the discovery, use, and critical evaluation of materials; (b) Scholarship: e.g., professional society presentation, publication, research activities, performance activities; and (c) Service: e.g., to Samford University, to educational agencies, to the community, to religious bodies, and to professional groups. The person undergoing review should also exhibit a commitment to the mission and goals of Samford University and the Library.

The above guidelines are coordinated with (1) the formal qualifications for faculty ranks set forth in Section A4.5, (2) the descriptions of collegiality set forth in A1.5.2 and in A6.2.2, and (3) the statements about commitment to the mission of the University set forth in A1.2, A5.1 and A6.1.1. See also “A10 Supplements” for particular standards that have been adopted by some of the schools at Samford University.

A7.5.2.1 Promotion from Instructor to Assistant Professor

Promotion to the rank of Assistant Professor requires (1) the master's degree or its equivalent from a regionally accredited institution with at least 18 graduate hours in the teaching discipline, or (2) the completion of all terminal degree requirements in the field except the dissertation or its equivalent from a regionally accredited institution. A recognized terminal degree from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures) is preferred. An individual who does not hold a recognized terminal degree should have five years of successful full-time teaching experience or five years of relevant professional experience. Teaching and professional experience are waived if the terminal degree is in hand.

A7.5.2.2 Promotion from Assistant Professor to Associate Professor

Promotion to the rank of Associate Professor requires (1) the doctoral degree or recognized terminal degree from a regionally accredited institution (except in cases of comparable training in an educational system, e.g. European, with different degree structures), or (2) where justified in some disciplines approved by the Provost, a master's degree in the teaching discipline with a doctoral degree in a related discipline. Demonstrated competence in teaching, scholarship, and service is required. Except as provided in Trustee-approved school specific policies a minimum of five years in the rank of assistant professor is customary before consideration for promotion to associate professor. In the absence of a terminal degree, terminal degree equivalency may be established using the procedure found in Section A7.8.

A7.5.2.3 Promotion from Associate Professor to Professor

Promotion to the rank of Professor requires all qualifications for associate professor described above (A7.5.2.2). In addition, the candidate for professor should be repeatedly evaluated as excellent in at least two of the three basic competencies of teaching, scholarship, and service and demonstrate competence in the third area. Normally, the

full professor receives high student and peer ratings as a teacher, has a superior record of demonstrated scholarly achievement, actively participates in relevant professional societies, engages in programs of research, and is involved in both on-campus and off-campus service activities. Except as provided in Trustee-approved school specific policies, a minimum of five years in the rank of associate professor is customary for promotion to professor.

A7.5.2.4 Promotion from Assistant Librarian to Associate Librarian

Promotion to the rank of Associate Librarian requires the master's degree in Library and Information studies from an American Library Association accredited school or other specialized training. Demonstrated competence in professional duties as a librarian, scholarship, and service is required. A minimum of seven years as a professional librarian in an academic library or its equivalent is customary for promotion to Associate Librarian.

A7.5.2.5 Promotion from Associate Librarian to Librarian

Promotion to the rank of Librarian requires all qualifications for Associate Librarian described above (A7.5.2.4). In addition, the candidate for Librarian should be repeatedly evaluated as excellent in at least two of the three basic competencies of professional duties as a librarian, scholarship, and service and demonstrate competence in the third area. Normally, the full librarian demonstrates outstanding performance in professional duties as a librarian, strong performance in scholarship, and significant professional contributions and service. A minimum of twelve years as a professional librarian in an academic library or its equivalent is customary for promotion to Librarian.

A7.5.3 Sources

Evaluation for advancement in rank considers the following:

- (a) findings of the annual academic performance review, each of which is comprised of a self-evaluation, an updated Faculty Development Plan indicating the results achieved from the current plan, student evaluation results, and the supervisory evaluation;
- (b) a submission by the faculty member applying for advancement in rank which details any considerations and provides any materials not found in the annual academic performance reviews;
- (c) evaluations of all applications for advancement in rank by the school committee on faculty development and evaluation, as well as by the school dean (who may request an evaluation by the appropriate department chair when relevant); and
- (d) a review of all recommendations for advancement in rank by the University-wide committee on faculty development and evaluation, by the Provost, and by the President, in formulating recommendations for final action by the Trustees.

A7.5.4

Procedu

res

Candidates for advancement in rank are considered each year in accordance with the following process:

- (a) In September, the school dean notifies the faculty that those who meet the formal criteria for advancement in rank may indicate a desire to be considered for promotion in the current academic year. After any needed consultation and checking of personnel records, including personal verification of all degrees and certifications claimed on the applicant's resume(s) and/or application, the dean notifies the school committee on faculty development and evaluation of those to be reviewed. By September 15, the school dean after consultation with the Chair of the School Committee forwards to the Provost the names of all persons being reviewed and the change of status requested. Once agreed upon by the Provost, school dean and school committee, additions should not be made to the list of candidates or the advancement sought. (School committees process applications from regular teaching faculty. The Provost processes applications from administrators with faculty status, such as school deans, as well as any Distinguished/University professors not attached to one of the schools. See Section A4.2.5.2 for information about the process for Emeritus Professor.)
- (b) In October, the school committee contacts those to be reviewed and offers any assistance which may be needed in understanding procedures, in assembling materials, and in following established timetables. On this basis, the candidate and the school dean prepare all materials

for committee use by early November. Materials should generally include the following in the sequence enumerated:

- (1) *Curriculum Vita* of the applicant. a
- (2) statement of the applicant applying for promotion or tenure. the
- (3) the most recent annual report of the applicant or, in schools where an annual report is not used, comparable documentation of current activities, student evaluations, or internal and external letters of professional evaluation which may be solicited.
- (4) evaluation and recommendation of the school committee. the
- (5) the evaluation and recommendation of the department chair (when relevant) and school dean.

Additional documentation may be submitted such as offprints of publications, reports of grants completed and other such supporting material.

- (c) From early November through December, the school committee evaluates submissions, conducts interviews, completes any needed inquiries, and prepares an evaluation of each candidate, together with appropriate recommendations, for review by the school dean. If outside reviews of scholarship are deemed necessary, the outside reviewers should normally be agreed upon between the candidate and the on-campus reviewers. Note: School Committee recommendations are confidential and are not to be communicated to the candidate. Candidates will be notified of the disposition of their application only after official action is taken by the Board of Trustees. If an exception to this policy of confidentiality appears justified, either the school committee, school dean or University committee may make a recommendation for an exception to the Provost. The Provost in consultation with the President shall decide when revealing the status of an action prior to Board approval is appropriate.
- (d) In January, the school deans prepare their own recommendations to the Provost regarding advancement in rank. Any differences with the recommendations of the school committee are discussed with that committee by the school dean in an effort to reach agreement. If that is not possible, the Provost is notified of any differences in the recommendations of the school committee and the school dean. Note: The deans' recommendations are confidential and are not to be communicated to the candidate. Candidates will be notified of the disposition of their application only after official action is taken by the Board of Trustees.

Submissions from the school committee, through the school dean, to the University committee are to be received no later than January 31.

- (e) In February, the Provost convenes the University-wide committee on faculty development and evaluation to review the recommendations of all school deans and/or school committees, whether positive or negative. It is not the primary purpose of this committee to conduct evaluations of individual candidates but to insure thorough, equitable, and fair processes throughout the University, to consider any questions which may have arisen at the school level, and to evaluate any concerns which the Provost may have with the recommendations which he has received. On the basis of this review, the University-wide committee votes its position on the recommendations brought to it by the Provost from the school deans and the school committees.

Note: University-wide committee recommendations are confidential and are not to be communicated to the candidate. Candidates will be notified of the disposition of their application only after official action is taken by the Board of Trustees.

- (f) In March, the Provost presents recommendations for advancement in rank to the President. It is the Provost's responsibility to indicate any points at which these recommendations differ from those of the University-wide committee, the school deans, or the school committees. On this basis, the President conducts any review which he may deem appropriate and makes recommendations to the Trustees who alone are authorized to grant advancement in rank and whose decisions are final. Faculty members receiving promotion are notified of this action in writing by the Provost. Faculty members under consideration who do not receive promotion are notified in writing by the Provost. Promotion in rank becomes effective with the beginning of the new agreement year on or about September 1 following action by the Board of Trustees.
- (g) In April, the entire procedure is reviewed under the guidance of the Provost to determine if there are improvements which may be utilized in future years.
- (h) In May, all records are checked to insure their completeness, confidentiality, and compliance with non-discriminatory policies.

A7.5.5
Appeal

Right of

If a candidate is not satisfied with the decision reached regarding advancement in rank, the following redress is provided:

- (a) If a candidate feels that persons involved in the evaluation process were unfair or prejudiced, the grievance procedure of the University (A6.4) may be invoked.
- (b) If a candidate believes that established procedures were not properly followed, the Provost may be requested to rule on the matter, in which case the Provost must either rectify the procedural discrepancy or state in writing to the faculty member why cause for such action is not deemed necessary.

A7.5.6
Specific Standards

School-

All policies and procedures relating to faculty development and evaluation set forth in this handbook apply equally to faculty members in all schools and divisions of the University and no school or division may adopt policies and procedures that abridge, supersede, or contradict these provisions unless approved by the Board of Trustees. Schools that are required by their accrediting agencies or aspirations to deviate from University guidelines for promotion and tenure must have those guidelines approved by the Trustees of the University and published in the Faculty Handbook. Clarification of guidelines developed by academic units must have approval of the Provost and President and be on file in the Provost's Office.

A7.6
Tenure Review

Pre-

A pre-tenure review is carried out in the third year of service for those with six probationary years, or in the second year for those with four or five probationary years.

A7.6.1

Purpose

The purpose of this review is to evaluate the progress of tenure-track faculty members toward the pursuit of tenure at this University.

A7.6.2

Criteria

The two central concerns are (a) the quality of personal and professional growth on the part of the individual; and (b) the extent to which this growth enables the University to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Primary factors to be considered in addressing these concerns are (a) Teaching: e.g. discipline mastery, classroom effectiveness, quality of course materials, creative guidance of individual students; (b) Scholarship: e.g., professional society presentations, publication, research activities, performance activities; and (c) Service: e.g., to the University, to educational agencies, to the community, to religious bodies, and to professional groups. The person undergoing review should display competence in teaching, scholarship and service or that he or she is on track moving toward competence in all three areas, as well as exhibit a commitment to the mission and goals of Samford University, the school, and the department.

The above guidelines are coordinated with (1) the formal qualifications for faculty ranks set forth in Section A4.5; (2) the descriptions of collegiality set forth in A1.5.2 and in A6.2.2, and (3) the statements about commitment to the mission of the University set forth in A1.2, A5.1 and A6.1.1. See also "A10 Supplements" for particular standards that have been adopted by some of the schools at Samford University.

Nothing in this provision, or in the provisions of school-specific supplements to this Handbook, shall be construed to limit the right of the University to terminate the employment of non-tenured faculty by non-reappointment or dismissal as provided in Sections A5.4.2 and A5.4.3.

A7.6.3

Sources

Evaluation for pre-tenure review considers the following:

- (a) findings of the annual academic performance review, each of which is comprised of a self-evaluation, an updated Faculty Development Plan indicating the results achieved from the current plan, student evaluation results, and the supervisory evaluation;
- (b) a submission by the faculty member which details any considerations and provides any materials not found in the annual academic performance reviews;
- (c) evaluations by the school committee on faculty development and evaluation, as well as by the school dean (and the appropriate department chair when relevant);
- (d) a review of all recommendations by the University-wide committee on faculty development and evaluation and the Provost.

A7.6.4

Procedu

res

Candidates for pre-tenure review are considered each year in accordance with the following process:

- (a) In September, the school dean notifies those who meet the formal criteria for pre-tenure review and their department chair (if any) to submit materials for review to the dean's office, indicating to the candidates the kinds of materials to submit. The dean verifies all degrees and certifications claimed on the applicant's resume or application prior to forwarding materials to the school committee or the Provost. The dean also notifies the school committee on faculty development and evaluation of those to be reviewed. By September 15, the school dean forwards to the Provost the names of all persons undergoing the pre-tenure review. (School committees process regular teaching faculty. The Provost processes administrators with faculty status, such as school deans, as well as any distinguished/University professors not attached to one of the schools if they are subject to the pre-tenure review.)

- (b) In October, the school committee contacts those to be reviewed and offers any assistance which may be needed in understanding procedures, in assembling materials, and in following established timetables. On this basis the candidate, the department chair (if any) and the school dean prepare all materials for committee use by early November.
- (c) From early November through December, the school committee evaluates submissions, conducts interviews, completes any needed inquiries, and prepares an evaluation of each candidate together with an appropriate recommendation concerning the candidate's potential for successfully completing the tenure process for review by the school dean. If outside reviews of scholarship are deemed necessary, the outside reviewers should normally be agreed upon between the candidate and the on-campus reviewers.
- (d) In January, the school deans prepare their own evaluation and recommendation to the Provost regarding each pre-tenure candidate. Any differences with the recommendations of the school committee are discussed with that committee by the school dean in an effort to reach agreement. If that is not possible, the Provost is notified of any differences in the recommendations of the school committee and the school dean. Submissions from the school committee, through the school dean, to the University committee are to be received no later than January 31. They should consist of the following in the sequence enumerated:
 - (1) a *Curriculum Vita* of the applicant;
 - (2) the most recent annual report of the applicant (or, in schools where an annual report is not used, comparable documentation of current activities), student evaluations and internal and/or external letters of professional evaluation which may be solicited;
 - (3) the evaluation and recommendation of the school committee; and
 - (4) the evaluation and recommendation of the department chair (when relevant) and school dean.

Additional documentation may be submitted such as offprints of publications, reports of grants completed and other such supporting material.

- (e) In February, the Provost convenes the University-wide committee on faculty development and evaluation to review the recommendations of all school deans and/or school committees, whether positive or negative. It is not the primary purpose of this committee to conduct evaluations of individual candidates but to insure thorough, equitable, and fair processes throughout the University, to consider any questions which may have arisen at the school level, and to evaluate any concerns which the Provost may have with the recommendations which have been received. On the basis of this review, the University-wide committee votes its position on the recommendations brought to it by the Provost from the school deans and the school committees.
- (f) In March, the Provost presents recommendations for or against continuation of the tenure track status of each pre-tenure candidate to the President. The Provost is responsible to indicate any points at which these recommendations differ from those of the University-wide committee, the school deans, or the school committees. Faculty members reviewed are provided a copy of the recommendation in writing by the Provost. Recommendations for improvements or actions needed will be provided to those whose tenure track status is continued. Faculty members under consideration whose tenure track status is removed are notified in writing by the Provost. In such cases a faculty member will be given a terminal agreement for the subsequent academic year unless (a) notice of non-renewal had been given by January 31, in which case employment will end with the current academic year, or (b) it is determined by the Provost that deficiencies were not brought to the attention of the faculty member in the annual review process. In the latter instance, the Provost may extend the tenure-track status for an additional year and have the candidate go through the pre-tenure review again in the next year. If a second pre-tenure

review is granted and it is still determined that the tenure-track status is not warranted, employment will cease at the end of the academic year in which the second review occurred.

(g) In April, the entire procedure is reviewed by the University committee under the guidance of the Provost to determine if there are improvements which may be utilized in future years.

(h) In May, all records are checked to insure their completeness, confidentiality, and compliance with policies.

A7.6.5 Right of Appeal

The same provisions apply to the pre-tenure evaluation as to the evaluation for advancement in rank (A7.5.5).

A7.6.6 School-Specific Standards

The same option to develop school-specific standards applies to the pre-tenure process as to the area of advancement in rank (A7.5.6).

A7.7

on for Tenure

Evaluati

A7.7.1

Purpose

s

Tenure is awarded to full-time faculty members above the rank of instructor in tenure-track positions for the following reasons:

- (a) to identify those persons with proven effectiveness in advancing the mission of the University because of their mature understanding of its institutional life;
- (b) to designate a cadre of faculty likely to insure the stability and continuity of the University's academic life by investing deeply in its long-term future;
- (c) to offer strong job security as one incentive to attract and retain highly qualified faculty who might otherwise seek more remunerative employment outside academia;
- (d) to strengthen the sense of a responsible academic freedom as the context in which all faculty work whether tenured or not; and
- (e) to encourage a commitment to lifelong learning and a devotion to sharing the fruits of scholarship with others in ways that embody those attributes which most clearly define the ethos of the University.

A7.7.2

Criteria

The two central concerns are (a) the quality of personal and professional growth on the part of the individual; and (b) the extent to which this growth enables the University to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Primary factors to be considered in addressing these concerns are (a) Teaching: e.g. discipline mastery, classroom effectiveness, quality of course materials, creative guidance of individual students; (b) Scholarship: e.g. professional society presentations, publication, research activities, performance activities; and (c) Service: e.g. to the University, to educational agencies, to the

community, to religious bodies, and to professional groups. The person undergoing review should also exhibit a commitment to the mission and goals of Samford University, the school and the department.

The above guidelines are coordinated with (1) the formal qualifications for faculty ranks set forth in Section A4.5, (2) the descriptions of collegiality set forth in A1.5.2 and in A6.2.2, and (3) the statements about commitment to the mission of the University set forth in A1.2, A5.1 and A6.1.1. See also “A10 Supplements” for particular standards that have been adopted by some of the schools at Samford University.

While tenure is distinct from rank, its qualifications are inclusive of those prescribed for promotion from assistant professor to associate professor as set forth in A7.5.2.2. This includes proficiency in teaching, scholarship, and service as elaborated in the sections on promotion (A7.5.2).

Consideration for tenure normally occurs in the sixth year of full-time, tenure-track, faculty service at Samford University and at least one calendar year after receipt of the terminal degree in the teaching discipline. However, credit for prior teaching in other institutions or for relevant professional experience may be negotiated in advance, in writing, prior to employment, by the school dean with the concurrence of Provost and President (or, in the case of deans and senior administrators, by the Provost and President) as reflected in the letter of agreement confirming initial appointment. In such cases, a probationary period of at least one year is normally required. A faculty member who is eligible to make early application for tenure may elect to defer this application as late as the sixth year. Any such deferral within the normal six-year schedule for consideration for tenure shall not prejudice the review process. Furthermore, a person who moves from a nontenure-track position into a tenure-track position may be reviewed for tenure no sooner than the second academic year in the tenure-track position.

Faculty who are not citizens of the United States must have established permanent residency in order to be considered for tenure.

Tenure track faculty with absences of six weeks or more during any 12-month period covered by the Family and Medical Leave policy will be granted an additional year to qualify for tenure with a maximum two-year extension. Tenure track faculty requesting an extended tenure review period due to family leave shall not be held to a higher standard of review.

Faculty members in tenure-track positions who are not granted tenure within six years of full-time service at Samford University are offered a one-year terminal agreement for the seventh and final year of faculty service. Nothing in this provision or in the provisions of school-specific supplements to this Handbook shall be construed to limit the right of the University to terminate the employment of non-tenured faculty by non-reappointment or dismissal as provided in Sections A5.4.2 and A5.4.3. Faculty members in a tenure-track position are eligible to apply for a non-tenure track position when such a vacancy occurs in an area for which they are qualified. Nothing herein shall preclude, under special circumstances, the University from employing in a non-tenure track position a faculty member who was employed in a tenure-track position.

A7.7.3

Sources

Evaluation for tenure is based upon the same sources of information utilized in the evaluation for advancement in rank (A7.5.3).

A7.7.4

Procedu

res

Evaluation for tenure follows the same procedures utilized in the evaluation for advancement in rank (A7.5.4) except that candidacy shall be determined by the years of probationary faculty service

rather than by individual application. In addition, a recommendation regarding tenure for a dean or senior administrator shall be made by the Provost and/or President instead of the University or School Committee although those committees will be consulted by the Provost or President prior to making such a recommendation.

A7.7.5
Appeal

Right of

The same provisions apply to the evaluation of tenure as to the evaluation for advancement in rank (A7.5.5).

A7.7.6
Specific Standards

School-

The same option to develop school-specific standards applies to the area of tenure as to the area of advancement in rank (A7.5.6).

on of Tenure

The award of tenure is intended to assure qualified faculty members that they may expect to continue in academic service unless terminated for adequate cause following due process. Proof of any of the following, as commonly understood in academic practice, shall constitute adequate cause:

- (a) professional incompetence as demonstrated over a period of time by the performance evaluation process at A7.4;
- (b) immoral conduct;
- (c) dereliction of duty;
- (d) gross insubordination;
- (e) financial exigency; and
- (f) program retrenchment or elimination.

A7.7.8 Due Process

Due process includes:

- (a) the right to receive a written statement of reasons for termination;
- (b) the right to a grievance hearing as specified in A6.4 herein;
- (c) the right to representation before the grievance committee by an academic advisor and/or counsel of one's choice;
- (d) the right to an appeal of any adverse finding of the committee through established channels;
- (e) the right to a written record of all proceedings and findings; and
- (f) the right to all equal protection guarantees of the civil law.

Equivalency (Approved: Board of Trustees, December 14, 1992)

A terminal degree from an accredited institution is normally prerequisite to consideration for tenure and for promotion to associate or full professor. In exceptional instances, however, the criteria for advancement allow for consideration based on "conspicuous achievement in academic or professional life equivalent to the earning of a doctoral degree" (e.g. A7.5.2.2). This provision is administered as follows:

- (a) As a regular practice, those without a terminal degree who wish doctoral equivalency status must apply for a ruling at the time when they join the faculty. If granted, the faculty member is notified in writing of this determination by the Provost and is henceforth eligible to be considered for promotion or tenure in the same manner as those possessing a terminal degree.
- (b) Those without a terminal degree who desire doctoral equivalency status but are not ready to apply at the time of joining the faculty, or those already on the faculty at the time when this provision was instituted, may apply only once at a later time and the determination shall henceforth determine their eligibility to be considered for promotion or tenure.
- (c) Whether at the time of initial employment or at a later date, the request to be considered for doctoral equivalency shall precede the application for tenure or for promotion to associate or full professor. Those without a terminal degree may not apply for advancement except on the basis of a determination of doctoral equivalency status conveyed in writing by the Provost.
- (d) The procedure for consideration to receive doctoral equivalency status includes the following: (1) concurrence of the school dean and Provost to apply; (2) submission of a portfolio containing information relevant to the application; (3) referral of the portfolio by the Provost to a panel of external reviewers consisting of experienced members of accrediting teams qualified to render expert and impartial judgment on faculty credentials. The panel may enlist external reviewers from professional

schools accrediting agencies when, in their judgment, such assistance is needed to evaluate the professional credentials of an applicant.

- (e) The portfolio submitted as the basis for evaluation may include, but is not limited to (1) all academic credentials, such as transcripts and records of special study; (2) a narrative of relevant professional experience with an indication of its bearing on teaching competencies; and (3) evaluations by colleagues and employers regarding academic and/or professional achievements in non-traditional settings which demonstrate that the applicant is a respected authority in his or her field.
- (f) The intent of this provision is to comply fully with all provisions for accreditation by SACS and specialized accrediting bodies. Teaching in a particular area for a number of years does not by itself justify an exception. Similarly, professional experience may be considered as the basis for an exception only if it spans several years, encompasses a broad range of positions with increasing levels of responsibility, and reflects truly outstanding achievement in job performance which is readily evident to one's peers. In summary, the doctoral equivalency status is intended for those whose accomplishments, contributions, experience, and competency are substantial, exceptional, and outstanding.

A8. BENEFITS

A8.1

nation of Benefits

Determi

Benefits are determined by classifications of employment:

- (1) Benefits to faculty on regular nine-month or twelve-month teaching agreements are defined by the Faculty Handbook. This category includes individuals with Administrative Faculty status as defined in A4.3 except those individuals included in (2) below.
- (2) Benefits to the management staff reporting directly to the President are defined by the President. This includes the Provost and the Vice-Presidents. Benefits to the President are defined by the Board of Trustees.

A8.2

s

Absence

A8.2.1

n

Vacatio

Vacation days for full-time faculty on nine-month agreements are those dates when classes are not in session and no official duties are planned according to the approved academic calendar of the University. (The January Term is considered to be a portion of the nine-month obligation whether or not a faculty member has assigned teaching duties during this term.) Vacation days for full-time faculty on twelve-month agreements are twenty-four (24) working days in each fiscal year normally taken when classes are not in session and no official duties are planned according to the approved academic calendar of the University. All vacation must be taken within the fiscal year. Vacation days do not accumulate to future agreement years and are pro-rated for 12-month faculty who are hired during the fiscal year.

Vacation benefits for full-time employees with Administrative Faculty status are as follows: Effective with the beginning of each fiscal year (July 1), Administrative Faculty receive 24 days of vacation. All vacation must be taken within the fiscal year. Vacation days do not accumulate to future agreement years and are pro-rated for Administrative Faculty status employees who are hired during the fiscal year.

A8.2.2

s

Holiday

Nine-month faculty members are entitled to absences for all holidays indicated in the approved academic calendar of the University. Beyond this, the University administration may designate additional days as official holidays when offices are closed and faculty members are entitled to absences without loss of pay.

Their workload permitting, administrative faculty and twelve-month faculty are entitled to the official University holidays when offices are closed. Time off to observe holidays when University offices are open must be taken as vacation time.

When faculty employees are required to work on a holiday, compensatory time off with pay will be provided within the work week, at a time mutually convenient to employer and employee.

Leave

Faculty employees are awarded ten days of sick leave upon employment. Additional sick leave is earned at the rate of one work day of sick leave per month. No more than 90 days of paid sick leave may be accumulated. Charges against sick leave accumulation are made only during the nine or twelve months of the agreement. No compensation or other benefit is received for sick leave not taken.

When a sick leave lasts more than five consecutive days, a doctor's statement may be requested by the school dean or Office of Human Resources. In unusual cases, the University may request a second medical opinion. Sick leave benefits for pregnancy are the same as those for an illness or physical disability. Sick leave may also be taken to care for a member of one's immediate family. Immediate family is limited to your spouse, child, or parent. If extended care is required for a faculty member or their immediate family, the faculty member should apply for a Family and Medical Leave of Absence. For details, refer to policy 3.22 of the Samford University Policy Manual.

<p>A8.2.4 for Death in the Immediate Family</p> <p>See Section C2.3.</p>	<p>Leave</p>
<p>A8.2.5 Duty</p> <p>See Section C2.4.</p>	<p>Jury</p>
<p>A8.2.6 Leave</p> <p>See Section C2.1.</p>	<p>Military</p>
<p>A8.2.7 g Requirements</p> <p>Faculty members are required to notify the school dean, and the department chair when appropriate, of all absences and the reason for each absence. The school dean prepares a summary of faculty absences on a monthly basis which is submitted to the Payroll Office by the fifteenth day of the following month. A record of sick leave accumulation is maintained in the Payroll Office. No sick leave is accrued for months in which the absence report is not submitted on time unless there are extenuating circumstances approved by the school dean. No sick leave is accrued for any month when the faculty member is absent from regular duties for one-half or more of the total working days of the month.</p>	<p>Reportin</p>
<p>A8.3 See Section C1.</p>	<p>Benefits</p>

A9. PART-TIME FACULTY

The category of part-time faculty is defined in Section A4.2.2 of this Faculty Handbook as persons who "teach less than a full load of regular courses as the need arises and are eligible to be employed concurrently in another part-time or full-time position." This supplementary section will deal with policies specifically related to part-time faculty. See the "Statement of Policies" in Section A4.1 which is applicable to all faculty policies.

A9.1 Rationale for Use of Part-Time Faculty

Part-time faculty may be used to supplement full-time faculty when enrollment exceeds the capacity of the full-time faculty, sudden vacancies arise, or when specialized knowledge or skills are not available within the full-time faculty. The use of part-time faculty is monitored annually.

A9.2

on on Part-Time Faculty Teaching Load

Limitati

Part-time faculty may teach up to 12 credits per full term and up to 8 credits per portion of a partial term. Teaching twelve credits is not the equivalent of a full-time faculty load, which is comprised of approximately 60% classroom teaching assignments and 40% additional responsibilities.

A9.3

res for Employment

Procedu

Part-time faculty positions may be advertised as needed. Applicants will be interviewed by the dean or a person designated by the dean to determine the individual's academic qualifications and commitment to the mission and purpose of Samford University. If approved by the department chair and school dean, a Letter of Agreement and other hiring paperwork will be submitted to the Provost's office for review. If the hiring is approved by the provost, the new part-time faculty member will be responsible for completing all employment requirements of the Human Resources department.

A9.4

ic and Professional Preparation

Academ

All part-time faculty must agree to support the mission and purpose of Samford University.

Part-time faculty are required to meet the same standards for professional, experiential and scholarly preparation as full-time faculty. Official transcripts must be provided for all awarded degrees.

A9.4.1 Undergraduate Levels

Part-time faculty teaching undergraduate courses must have completed at least 18 graduate semester hours in the teaching discipline and preferably hold a master's degree in the teaching discipline. Exceptions may be considered based on professional experience and/or certifications, but must be justified and documented by the hiring school and approved by the Provost.

A9.4.2 Graduate and Professional Levels

Part-time faculty teaching graduate or professional courses must hold a doctorate or terminal degree in the assigned field. Exceptions may be considered based on professional experience and/or certifications, but must be justified and documented by the hiring school and approved by the Provost.

A9.5
and Tenure Status

Rank

A9.5.1 Initial Rank and Advancement within Rank

Part-time faculty are assigned an initial faculty status of (1) Lecturer, or (2) Adjunct (used by Cumberland School of Law and the schools residing in the College of Health Sciences).

There are two levels in the rank of Lecturer: Lecturer and Senior Lecturer. Advancement within this rank is handled for part-time faculty through the established processes for evaluation by school committees. After teaching at Samford for at least three years and having taught a minimum of 60 credit hours, a Lecturer may request recommendation from the department chair to the school dean for advancement to Senior Lecturer. The dean will make a judgment concerning the viability of the request for consideration and either advise the applicant about further steps needed or forward the materials to the school committee which deals with advancement.

A9.5.2 Non-Tenurable Status

Part-time faculty are employed for the length of each Letter of Agreement without the expectation of renewal. All part-time faculty positions are non-tenure track positions. Length of service in a part-time position does not change the non-tenure track status.

A9.5.3 Evaluation

Part-time faculty are expected to utilize course evaluation processes established by the schools each term and review the results of these evaluations with the chair of the department involved or the dean of the school at least bi-annually.

A9.6
and Benefits

Salary

A9.6.1

Salary

The normal salary for undergraduate part-time faculty is 2% of the previous academic year's average nine-month's full-time salary for the rank and school per credit taught. Thus, a part-time faculty member teaching a three credit course would earn 6% of the average salary for the rank.

When courses involve extended classroom contact hours, as in the case when a laboratory is also taught by the part-time faculty member or when a class is otherwise required by the school to meet for more than one fifty-minute period per credit, the salary may not exceed 2% per contact hour and, in cases of unusually high contact hours per credit hour, may be less. In such cases, the dean involved will negotiate the maximum allowed up to the limit.

Special exceptions to this salary schedule may be made when conditions justify them, however, they must be approved in advance of any commitment of the University by the Provost.

A9.6.2

Benefits

Part-time faculty receive federally mandated benefits (Social Security contributions) but are not eligible for other benefits from Samford University. Part-time faculty may participate in retirement benefits on a limited basis. Coverage and benefits of the plans are subject to certain restrictions, limitations, conditions, maximums and minimums as described in relevant policies, plan documents and separate Samford University employee information material.

A9.7

ibilities

Respons

A9.7.1

General

Part-time faculty are employed to instruct specific classes and activities which include teaching, testing, grading, reporting of grades, depositing of any permanent records needed for Incompletes or review of grades with the dean, and providing students reasonable access, normally defined as at least one hour per week outside of class.

A9.7.2

Specific

A9.7.2.1 Orientation

Newly employed part-time faculty must attend an orientation session prior to the beginning of the first day of employment. Contact Human Resources at 726-2809 for more detail.

A9.7.2.2 Syllabi

The University reserves the right to determine the course syllabus, textbook and other materials, and assessment instruments used by part-time faculty. If a syllabus is not provided for the part-time faculty member, it is that person's responsibility to prepare one according to the model provided and to review it with the department chair prior to distributing the syllabus to the students.

A9.8

Academ

ic Freedom

Part-time faculty receive the same protection of academic freedom as full-time faculty. See Section A6.3 Academic Freedom. See also Section A6.6 regarding "Political and Legal Activity" which applies to part-time faculty.

A9.9

Working

Conditions

A9.9.1 Faculty Status

Part-time faculty who meet the following requirements are considered voting members of the University faculty:

- (1) currently teaching at least six credits; and
- (2) have been employed by Samford University for at least five consecutive years; and
- (3) have taught at least sixty credits at Samford University (including the current semester).

Part-time faculty who do not meet the requirements above are not members of the University faculty, however, they are welcomed and urged to attend the University faculty meetings as observers and members of the University community. While not required to attend school, departmental or committee meetings, they are welcomed to do so and to participate with voice but not vote in such meetings. Part-time faculty are invited to participate in academic processions.

A9.9.2 Office Space and Facilities

Samford University provides shared office space to part-time faculty when available and encourages the faculty member to meet with students. Keys are issued for interior office doors and to exterior doors when teaching duties require access to buildings when they would normally be locked.

A9.9.3 Email

Part-time faculty are expected to regularly check and use their Samford email account for University correspondence.

A9.9.4 Equipment

Computing Equipment: The University will provide shared computer equipment to part-time faculty to be used for teaching duties

Other Equipment: Equipment available through the Media Center may be used by part-time faculty. Deans will be responsible for determining the availability of other school equipment for part-time faculty. Part-time faculty should consult with the dean or department chair before charging purchases against the school or department in the bookstore or print shop.

A9.9.5 Parking Space

After receiving a parking decal from Campus Safety, part-time faculty may utilize parking spaces available for employees according to parking policies.

A10. SUPPLEMENTS

As provided in A7.5.6 and A7.7.6, individual schools may recommend specific guidelines for faculty status, promotion, and tenure which supplement but do not supersede the general provisions of the Faculty Handbook. Such guidelines must have the approval of the Provost and the President and be on file in the Office of the Provost. Any guidelines that deviate from University guidelines for faculty status, promotion, and tenure must be approved by the Board of Trustees prior to implementation and published in the Faculty Handbook. The following addenda are applicable to the faculty in the school so specified.

A10.1

Beeson

School of Divinity

In accordance with the expressed desire of Ralph Waldo Beeson, the Beeson School of Divinity shall be Protestant Christian, evangelical and interdenominational. Persons accepting faculty appointments in the school shall respect the interdenominational character of the school and affirm the essential evangelical doctrines of the Christian faith as a condition of employment. The confessional commitment of the school shall be carefully stipulated in a letter of intent to each faculty member at the time of initial appointment. Faculty members shall not be denied selection or tenure on the basis of their affiliation with a particular Christian denomination.

A10.2

Cumber

Law School of Law Promotion and Tenure Policy

A10.2.1

Purposes

, Scope and Intent of this Policy Statement

- (a) Purpose. The purposes of this Statement are (1) to set forth a definition of tenure consistent with accredited law schools and with the purposes of Samford University and (2) to set forth the standards and process for promotion and the award of tenure. These two purposes should be viewed as one, since it is the achievement of the standards for promotion or the award of tenure and the judgment of one's colleagues and of the Law School and University administration that such performance will continue into the future, that leads to the commitment by the University represented by the award of tenure or, to a lesser extent, by promotion to a higher rank.
- (b) Scope. It is recognized that from time to time individuals whose skills or expertise will enhance the School's program may be appointed by the University to non-tenure track positions. Such appointments may sometimes include persons of distinction in the profession whose presence among us adds luster to our enterprise, and in other cases may include individuals whose responsibilities are primarily administrative rather than instructional. This Statement is not intended to cover individuals whose appointments are of a non-tenure track nature, and review of the professional progress of such individuals will not ordinarily be a function of the Rank and Tenure Committee.
- (c) Intent. The intent and spirit of this Statement is to serve as a vehicle for Faculty development of the Law School Faculty as a body and of Faculty members individually. The appointment of a new Faculty member or promotion from the rank of Assistant Professor to Associate Professor should be taken as a sign of encouragement on the part of the University. Faculty members should not hesitate to communicate with the Rank and Tenure Committee or with the Dean for advice in undertaking new research projects and for assessment of the likely impact of the project in general and of any particular characteristics of the project on such Faculty member's progress (e.g., co-authorship; intended publication in a journal other than one sponsored by an AALS member or ABA approved school).

Standards for Promotion and Tenure

- (a) **Effective Teaching.** This means "teaching" in its broadest sense, classroom and otherwise, by traditional methods or otherwise, and is expressly intended to include skills training and teaching in a clinical setting. In evaluating teaching effectiveness, consideration may be given to regularly administered student evaluations administered by the University or by the Law School; class visitations by members of the Rank and Tenure Committee; and other relevant data, such as information gained in interviews with other members of the Faculty. While recognizing the difficulty of defining "good teaching," among the factors which may be taken into account in evaluating a candidate's teaching are evidence of careful preparation, knowledge of the subject, effectiveness in exposition (whether by lecture or "Socratic dialogue") of the subject, the ability of the candidate through his or her own insights to deepen and expand understanding of the subject matter, and concern for students.

Teaching responsibilities should be assigned in an amount "compatible with a climate of research".

- (b) **Scholarly Research and Writing.** For promotion from Assistant to Associate Professor a candidate normally must have published or have had accepted for publication at least two "units" of work. For promotion to Full Professor a candidate normally must have published or have had accepted for publication at least a total of four "units" of work. At least one of the units of work required for promotion to the rank of Associate Professor and at least two of the units of work required for promotion to the rank of Full Professor must have been published while the candidate has been a member of the faculty of this Law School. As a general guideline, a unit is an article of high merit of typical length and scope in a law journal sponsored by a member of the Association of American Law Schools or by a law school fully accredited by the American Bar Association, or equivalent publication. The Rank and Tenure Committee may consider a given piece worth more than one unit, or in an unusual case such a piece may be assigned a lesser value. Other written pieces, including books, monographs, articles in other appropriate publications, and book reviews will receive appropriate unit valuation from the Rank and Tenure Committee.
- (c) **Service.** This norm includes (1) service and creativity within the profession (such as service through law review commissions, state bar committees, AALS, ALI, ABA, AALL committees, and the like) and (2) contributions to the internal processes of the Law School and the University (such as committee participation, carrying out of administrative duties as assigned and the like). The candidate shall supply evidence of relevant and significant activities, setting forth (in the case of service within the profession) its relation to the Faculty member's teaching assignments or research and writing projects, its value to the Law School and the legal profession generally.
- (d) **Compliance with the Standards.** A candidate shall normally be required to have satisfactorily met each of the three standards set forth above: effective teaching; scholarly research and writing; and service.
- (e) **Standards for [Law] Librarians and Clinical Faculty Members.** [Law] Librarian Faculty members and Clinical Faculty members are subject to the same standards as other Faculty members, but consideration should be given in the application of those standards to the different instructional methods which may be employed by such faculty members, and to the different forms their scholarly production may take. Such Faculty members are particularly encouraged to consult with the Rank and Tenure Committee or with the Dean in undertaking new research projects.
- (f) **Requirements for Tenure.** To be eligible for tenure, a candidate normally must have fulfilled the teaching and service requirements of the rank at which he or she will be tenured and must

have published at least two units of work, as defined above in paragraph (b). At least one of the units must have been published while the candidate has been a member of the faculty of this Law School, unless (1) the candidate had tenure at another institution when this Law School hired the candidate, or (2) the letter of agreement pursuant to which the candidate was hired permits the candidate to receive credit for two units of work published before the candidate was hired. Assessment for tenure shall focus both on past accomplishments and on the prospect for future accomplishments in teaching, scholarship, and service.

A10.2.3
Schedule for Promotions and Award of Tenure

Normal

- (a) An Assistant Professor without teaching experience prior to joining this Faculty will normally not be recommended for promotion prior to his or her third year, for implementation at the beginning of his or her fourth year at this law school. An Assistant Professor with prior teaching experience at another law school or with significant experience in another area of the legal profession may be considered for promotion during his or her second year at this law school, without prejudice to re-consideration in his or her third year.
- (b) An Associate Professor will normally be considered for promotion no earlier than his or her third year as an Associate Professor at this law school. However, an Associate Professor with substantial teaching experience other than at this law school (ordinarily at least two years as an Associate Professor at another school) or with substantial experience in another area of the legal profession may be considered for promotion earlier than his or her third year as an Associate Professor at this law school.
- (c) A Faculty member with no law teaching experience prior to joining this Faculty may be considered for and granted tenure (for implementation at the beginning of his or her sixth year) during his or her fifth year at this law school. A person with prior law school teaching experience at another law school will be considered for tenure no later than his or her seventh year of full-time service at all law schools at the rank of full-time instructor or higher, unless it shall have been agreed in writing that consideration for tenure at this law school may be deferred for a period of not more than four years following his appointment to this Faculty, even though his or her total probationary period in the academic profession is extended beyond seven years. Furthermore, a person with prior law school teaching experience at another law school or with substantial experience in another area of the legal profession shall be considered for tenure at such earlier date as may have been agreed in writing by the University at the time of such appointment, but normally a probationary period of at least one year shall be required. The consideration of any Faculty member for tenure prior to his or her sixth year as a member of this Faculty shall be without prejudice to reconsideration during any succeeding year up to and including his or her sixth year as a member of this Faculty.
- (d) Effect of Failure to Receive Recommendation for Promotion or Award of Tenure within Specified Period.
 - (i) An Assistant Professor who is not recommended by the Rank and Tenure Committee and the Dean for promotion to Associate Professor in three years shall, if in fact not so promoted, receive a one-year terminal agreement for his or her fourth year of service.
 - (ii) Any Faculty member who is not recommended for tenure by the Rank and Tenure Committee and the Dean in six years shall, if in fact not granted tenure, receive a one-year terminal agreement for his or her seventh year of service.

A10.2.4

Procedu

re

- (a) Rank and Tenure Committee. Each year no later than the commencement of the fall term, a rank and tenure committee shall be appointed in accordance with the regular process for faculty committee appointments in the law school. The Committee shall consist of five members, at least three of whom hold the rank of Associate Professor or higher, with one of the tenured Full Professors appointed to serve as Chairman of the Committee. The Dean shall be an ex-officio member of the Committee, without vote. The Rank and Tenure Committee shall have primary responsibility for evaluating candidates for promotion and tenure.

(b) Evaluation Procedure

- (i) As promptly as possible after the commencement of the fall term each year, the Committee shall identify the members of the Faculty eligible to be considered for promotion or tenure that year. In making such determination, the Committee shall consult with the Dean's office or other appropriate University offices to ascertain the number of years of service at this or other law schools, number of years at present rank, any commitments for early consideration of promotion or tenure which may have been made in writing at time of appointment, or any agreements that any leave of absence or sabbatical will be counted in determining years of service or years in rank or will not be deemed a break in service. Each Faculty member to be evaluated shall be advised that he or she is eligible for consideration for promotion or tenure as the case may be.
- (ii) Each Faculty member advised that he or she is eligible for consideration for promotion or tenure shall provide the following to the Committee as promptly as possible after being so advised, but in any event no later than the date requested by the Committee:
 - (a) A detailed statement of his or her professional activities;
 - (b) Copies of all writings which the candidate wishes the Committee to consider; and
 - (c) Any other material which the Faculty member wishes to be considered by the committee.
- (iii) Under the direction of the Chairman and in coordination with the Faculty member being evaluated, the Committee shall proceed with evaluation of the Faculty member for promotion or the award of tenure as the case may be. Such evaluation may include but is not limited to
 - (a) one or more interviews with the Faculty member, and his or her colleagues, including the Dean;
 - (b) classroom visitations;
 - (c) review of student evaluations;
 - (d) review of publications or other professional writing;
 - (e) an appraisal of his or her service contributions within the profession and to the Law School or the University. Members of the Committee holding the rank of Associate Professor are entitled to participate in the evaluation of candidates for promotion from Assistant to Associate Professor but not in the evaluation of candidates for promotion from Associate to Full Professor nor in the evaluation of candidates for tenure, and a non-tenured member of the Committee shall not participate in the evaluation of candidates being considered for tenure.
- (iv) Recommendations of the Committee shall be made upon a majority vote of its members, including the Chairman, provided however that Associate Professors are entitled to vote on promotions from Assistant to Associate Professor, but not on promotions from Associate to Full Professor nor on tenure recommendations, and non-tenured Committee members shall not be entitled to vote on tenure recommendations.
- (v) The Committee shall submit to the Dean its recommendation for or against promotion or the grant of tenure as the case may be. Although the recommendations by the Committee are by way of advice to the Dean, it is expected that the Dean will follow the Committee's recommendations, and through his or her support encourage the Provost of the University to follow the Committee's recommendations, except in rare cases and for compelling reasons stated in writing to the Committee when the Dean may decide otherwise. The Dean shall forward the Committee's recommendations directly to the Provost of the University and such recommendations shall not be separately reviewed by the University Rank and Tenure Committee. The Provost, however, may consult with the University Faculty Development and Evaluation Committee to insure that the school procedure has been

thorough, equitable and fair. A copy of the Committee's recommendation, together with any statement of reasons for non-concurrence by the Dean, shall be provided to the Faculty member involved.

- (vi) In addition to the evaluation of Faculty members eligible for consideration for tenure or promotion in the current year, the Committee shall review with each remaining member of the Faculty (other than tenured Full Professors) his or her progress toward tenure or promotion, as the case may be.

B1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

B1.1 of the University

History

Samford University, founded as Howard College by the Baptists of Alabama and chartered by the State of Alabama on December 29, 1841, opened on January 3, 1842, in Marion, Alabama, with nine students enrolled. The early history of this college for men, named for John Howard, the English philanthropist and prison reformer, and first advertised as the Howard English and Classical School, may be found in *Sixty Years of Howard College, 1842-1902*, by Dr. Mitchell B. Garrett.

Under its first president, Samuel Sterling Sherman, a 26-year-old native of Vermont, the young institution grew rapidly despite two fires, one in 1844 and one in 1854. The College remained open throughout the Civil War and served for a time as a hospital for Confederate troops and later as a barracks for Union troops. With difficulty it survived the Reconstruction period. In 1884 the Alabama Supreme Court ordered Howard College sold at auction. The successful bidders, two faithful trustees, later conveyed the property back to the Alabama Baptist State Convention.

In the fall of 1887 the College moved from the quiet rural community of Marion to a new campus, located in the East Lake section of the rapidly growing industrial city of Birmingham. The first main building, "Old Main," was dedicated as part of the institution's semi-centennial observance, but the development of the East Lake campus was slowed by the 1893 depression. Having operated since 1861 as a military school, in 1913 the College abandoned the military curriculum and admitted women as regular students. During World War I, the college aided the military effort by operating a unit of the Student Army Training Corps.

As early as 1898 the College offered the master's degree and courses in pedagogy. A School of Philosophy and Education opened in 1914. In 1915 a separate Department of Education was added and the College's first summer school was scheduled. In 1920 Howard College was the first private college in Alabama admitted to the Southern Association of Colleges and Secondary Schools.

During the depression of 1929-39, many institutions of higher education closed, but Howard College, by trimming its curricula and discontinuing graduate programs, not only survived, but also maintained accreditation.

A Navy V-12 program offered during World War II necessitated a trimester calendar, which remained in effect from 1943 to 1945. In 1945 the quarter system was adopted and in 1950 the semester system was resumed.

Following the war, Howard College began a substantial growth in enrollment, due at first to an influx of veterans. By the 1970's, with enrollment reaching 4,000 students, significant innovations occurred, including organization in 1947 of the "Howard Plan" of adult education as an extension division for Christian training.

Because of the need for campus expansion, in 1947 the trustees purchased a three-hundred-acre site in the rolling hills of Shades Valley, the Homewood area of greater Birmingham. Development of the campus began in 1954 with the move occurring in 1957. From 1958 to 1984, development of the campus continued apace, with the twentieth major building, housing the Orlean Bullard Beeson School of Education, completed in September 1978. Thirteen auxiliary buildings, Seibert Stadium, seating six thousand, a new practice field, and lighted tennis courts, completed the master plan for the new campus, adopted by the Board of Trustees prior to the move from East Lake.

With the establishment in 1927 of the Department of Pharmacy and its offering a four-year degree program in 1934, Howard College began to expand curricula to include courses not usually offered in a liberal arts college. Programs were approved for teacher education, business administration, and applied music. Howard College gained membership in the American Association of Colleges for Teacher Education in 1952. In 1953 the Division of Pharmacy received an "A" rating from the American Association of Colleges of Pharmacy. The School of Performing Arts secured membership in the National Association of Schools of

Music in 1954. The Cumberland School of Law, the oldest law school in the United States west of the Appalachian Mountains, established in 1847 at Cumberland University, Lebanon, Tennessee, was acquired by Howard College in 1961. In 1965 the master's degree program was reinstated and the Division (later School) of Graduate Studies was established.

Consequently, the Alabama Baptist State Convention in November 1965 adopted the recommendation of the Board of Trustees that the institution be renamed Samford University in honor of Frank P. Samford and his family. Mr. Samford, a generous benefactor of the University, served as chairman of the Howard College Board of Trustees from 1939 until 1973.

As a university, Samford underwent a variety of personnel and organizational changes over the next several years. By 1973, its eight schools included the Howard College of Arts and Sciences, the School of Business, the Orlean Bullard Beeson School of Education, the School of Performing Arts, the Ida V. Moffett School of Nursing, the School of Pharmacy, the School of Graduate Studies, and the Cumberland School of Law.

The University continued to expand the curriculum. An Air Force ROTC unit, the only collegiate unit in the Birmingham area, was established in 1972. The following year, the University acquired by merger the Ida V. Moffett School of Nursing, which had administered the diploma program of the Birmingham Baptist Medical Centers. In 1976 the Division of Paralegal Studies began a Bachelor of Science degree program. Through an evening program built on nine-week terms, the Adult Degree Program began offering curricula leading to the degrees Associate of Science, Associate of Divinity, Bachelor of Science, Bachelor of Science in Business Administration, and Bachelor of General Studies.

In 1969-70 the faculty adopted a 4-1-4 calendar to provide a separate January term for undergraduates. Other innovations in the curriculum included the Honors Program and provision for the student option of receiving pass/fail grades in a number of undergraduate courses. The curriculum was strengthened during the 1970's with the addition of several interdisciplinary, career-oriented concentrations in Church Recreation, Communication, Computer Science, Environmental Science, Interior Design, International Business, International Relations, Public Administration, and Religious Education.

On September 1, 1983, Dr. Thomas E. Cortis became President of Samford University, succeeding Dr. Leslie S. Wright who assumed the position of Chancellor. In the early years of his administration, the management staff was reorganized; a five-story hotel in London was purchased and renamed "The London Centre" to house Samford students and faculty engaged in international learning opportunities and travel; intercollegiate football was resumed, reviving a rich sports tradition; the University Library installed the OCLC, a computerized network which aids cataloging and interlibrary loans by its access to the Southeastern Libraries Network (SOLINET); a major effort was launched to develop a computer-intensive campus; and a School of Divinity was opened in 1988, the first such University-related theological school in Southern Baptist life. In addition, a number of facilities have undergone major renovation and the campus has been enhanced by the construction of a major new student residential complex called Beeson Woods and by the completion of the Dwight and Lucille Beeson Center for the Healing Arts in 1988.

In 1995 a major addition was made to the Harwell G. Davis Library to expand services to students and in 1996 the new chapel of the Divinity School was dedicated. The new library of the Cumberland School of Law was completed and opened in 1995. Further additions to the Beeson Woods complex occurred in 1996 also. In the spring of 1996, a major gift from R. Clayton McWhorter, an alumnus of the School of Pharmacy, initiated plans for the expansion of the building and the school was renamed the McWhorter School of Pharmacy.

During the 1995-96 school year, the Trustees resumed the practice of electing their successors. A new covenant relationship with the Alabama Baptist Convention was put in place during the fall of 1996.

For extensive information on the history of the institution from 1841 to 1957, see James F. Sulzby, Jr., *Toward a History of Samford University*, 2 volumes (1986).

B1.2

Organiz

ational Chart

An organizational chart is updated periodically which exhibits administrative relationships in the internal governance of the University. For a copy of the most recent version, contact Human Resources at 726-2809.

B2. ACADEMIC PROCEDURES

B2.1

Courses

B2.1.1 Course Development, Approval, and Implementation

Faculty members will develop courses assigned to them under the supervision of a dean or department chair. When multiple sections of a course are taught by several professors, the department chair and/or dean will guide in coordination of the thrust of the course and the standardization of its materials. Normally, approval of course subject matter is given by the department chair.

B2.1.2 a Course to the Curriculum

Adding

In order to deal with each proposal in an orderly and timely manner, the Curriculum Committee has established the following procedure for the submission of requests.

1. Proposed curriculum changes should originate in the Schools. They may be initiated by individual faculty members, departments/divisions, or inter-disciplinary groups. Once approved by the Curriculum Committee of the School(s) involved, and with the Dean, Department/Division Head, and School faculty concurrence, the proposal should then be submitted to the University Curriculum Committee by the Dean(s) unless the proposed change requires additional faculty resources or funding not within the current budget of the school. In the latter case, the proposed change should be directed to the Provost first and, if the Provost agrees that the proposal should be considered, the Provost will then submit it to the University Curriculum Committee for study and recommendation. After review, the University Curriculum Committee forwards the proposal to the Provost with its advice concerning final approval. The Provost either approves the proposed course or change for entry into the system or returns it unapproved to the sending unit.
2. Requests for approval of new courses should include a course syllabus, objectives, instructional and assessment methodology, needed library sources and budgetary considerations. A form is provided by the Curriculum Committee for submitting this information.
3. In order to be considered by the University Curriculum Committee at a given meeting, the proposal must be received by the Committee Chair at least one week prior to the scheduled meeting for inclusion in the meeting notification. Proposals submitted after that time will be held for consideration at the University Curriculum Committee's next meeting. In order for a course to be permanently included in the Course Inventory File (and the Course Term File for a given semester), it must complete the approval process. Therefore, courses should be fully approved at least one semester prior to the first planned offering of the course.
4. It may be assumed that properly submitted proposals will normally be discussed at the next scheduled meeting of the University Curriculum Committee. Representatives from involved areas are encouraged to be present at the meeting to answer any questions the Committee may have regarding the proposed changes.
5. It is expected that department chairs and/or deans whose areas may be affected (favorably or adversely) by the proposed changes be consulted before the proposal is submitted to the Provost. If they so desire, they may request representation at the meeting at which the proposal is to be discussed.
6. For a proposal to be voted on and approved or disapproved, a quorum of the voting members of the Committee must be present. In the absence of a quorum, discussion of the proposal may take place, but a vote will not be taken until the next meeting at which a quorum is present.

Approval of a course cannot, therefore, be counted on at the last minute. (See paragraph 3 above.) Action Response Reports will serve as written notification of a proposal's approval or disapproval. An Action Summary of each meeting is e-mailed to the faculty listserv and made available to all faculty members via the University Curriculum Committee's webpage that is linked from the Faculty Senate site.

7. The Curriculum Committee holds its regular meetings at least one week prior to the Faculty Senate meeting.

B2.2 Instructional Resources

B2.2.1

, Equipment

Supplies

Each department or school prepares a budget for the purchase of supplies and equipment necessary to carry out its instructional responsibilities. It also designates a library liaison to recommend acquisitions to the Librarian in order to keep the collection up-to-date.

B2.2.2

Library

The Samford University Library is the primary library serving all students, faculty and staff. There are over one-half million volumes to be accessed by the online public access catalog. The reference collection includes electronic databases and access to the Internet. In addition to the book and periodical collections, the library houses a Multi-Media Collection, a Government Documents Collection, and a Special Collection. The Samford Library system also includes the Drug Information Center, the Curriculum Materials Center, and the Cumberland School of Law Library. The faculty works with the librarians to ensure the use and selection of resource materials in all academic disciplines.

B2.2.3

ogy in Learning Center

Technol

As the use of technology becomes a more integral part of the learning process, faculty must have the resources and services that allow them to take advantage of this trend. The Technology in Learning Center (TLC) addresses this need by providing a place where faculty can come to develop technology based learning materials. The TLC also provides knowledgeable support staff to assist faculty in this endeavor. Support is offered for developing classroom materials (from overhead transparencies to computerized multi-media presentations) and individualized materials for delivery to students via computer laboratories or networks. The TLC staff provides training assistance for faculty through individualized instruction and group seminars.

B2.2.4

er Laboratories

Comput

A variety of computer laboratories are available in most academic buildings. These provide an important link in the delivery of instructional materials and provide students with resources necessary for meeting general needs such as word processing. General access laboratories are available to any member of the Samford community except at times reserved for classroom type activities. Departmental laboratories provide for discipline-specific needs and may have more restricted access.

B2.2.5 Community Resources

Further instructional resources found in the Birmingham area include the facilities of other colleges and universities, the Birmingham Public Library, the Birmingham Museum of Art, and suburban public libraries, art organizations, professional groups, hospital, and industrial firms. The University, recognizing the rich resources found off campus, encourages faculty to use them for material benefit and goodwill.

B2.2.6

Tutoring

Faculty members should not tutor or counsel Samford students for remuneration. For information on tutoring and counseling off-campus individuals, one should see “Outside Employment” in this handbook.

Students who need academic help beyond the normal assistance given by the teacher and help sessions offered by the department may engage qualified upper-class undergraduate or graduate students for additional assistance. Students seeking help should consult appropriate department chairs or deans for the names of students available as tutors.

B2.2.7

Academ

ic Counseling

Students are assigned a faculty advisor to assist in planning courses of study and maintaining academic progress. In the absence of the assigned faculty advisor, the acting advisor should keep records for the advisor. A specific faculty advisor is chosen from certain departments or schools as soon as the student indicates to the registrar’s office an academic specialization.

B2.3

Employ

ment of International Lecturers or Speakers

Since there are rather strict visa requirements which determine whether a non-citizen can be paid for work in the United States, it is imperative that anyone planning to bring persons here who will need to be paid either expenses or an honorarium consult with the appropriate person in your school and with the International Student and Scholar Coordinator in advance of making any commitments.

B3. FACULTY DEVELOPMENT

B3.1 Center
for Teaching, Learning, and Scholarship (CTLIS)

The CTLIS is a multifaceted resource to assist faculty in the development of innovative teaching and learning techniques, and the scholarship of teaching. The CTLIS supports the University's mission by providing general instructional and assessment design support, technology workshops, individual consultations, new faculty orientation, and other programs designed to enhance teaching effectiveness.

B3.2 Faculty
Development Grant Program Guidelines

Program Purpose: To encourage and support academic activity and scholarly attainment by funding meritorious projects leading to professional growth in teaching, research, creative and scholarly activity, and service.

Applicant Eligibility: Any full-time faculty member may submit proposals to the Chair of the Academic Affairs Committee. Such proposals must be submitted in accordance with the guidelines outlined below.

Application Format. The format of an application normally includes a brief description of the project, a rationale section which sets forth the worth of the project as related either to the applicant's disciplinary scholarship or to pedagogy related to the discipline, a budget showing clearly the total costs of the project and the portion of the project to be funded by the grant, and a projected outcome of the project in terms of its publication, presentation to a peer group or application within a Samford University setting.

Application Deadline. The deadline for having completed applications in the hands of the Chair of the Academic Affairs Committee is a date to be established by the Academic Affairs Committee.

Submission Process. Submit your proposal with a completed Faculty Development Grant Application Form through your department chair and/or dean.

B3.3 Connect
ing Across the University Faculty Fellowship

The "Connecting Across the University" Faculty Fellowship is a competitive program that allows full-time faculty members an opportunity to enhance their professional development, teaching, learning, or scholarship through work or study in an area of the university other than their own department or academic discipline. Announcements of available opportunities will be made by the Office of the Provost in the fall semester. Guidelines are provided with the annual request for proposals.

B3.4 Supplem
ental Travel Funds

Full-time faculty are eligible for supplemental travel funds for travel related to presentations at conferences. The travel funds are intended to supplement faculty who have exhausted their allotted funds from their department and/or college. The Provost office divides the annual allotment into two six-month periods in order to spread the opportunities throughout the year. The funds are awarded on a first come basis.

B3.5 Academ
ic Initiative Grant

The Academic Initiative Grant opportunity is a competitive program that offers applicants the opportunity to conceive and implement an externally focused, high impact initiative that will advance the intellectual mission and academic ambitions of the university. Applicants should be full-time faculty and projects may include staff and/or administrators. High preference is given to projects taking place in Jan Term and summer, as well as initiatives that involve multiple schools, disciplines, and offices, and show long term economic sustainability beyond the terms of the grant. Guidelines are provided with the annual request for grant proposals.

C1. YOUR EMPLOYEE BENEFITS

C1.1 Summary of Benefits

Coverage by and participation in the following benefits is effective as of the date of hire as governed by the relevant plan document. Samford University reserves the right and absolute discretion to alter, amend, reduce, or discontinue any benefit discussed in this Handbook. Coverage and benefits of the plans listed here are subject to certain restrictions, limitations, conditions, maximums and minimums as described in the relevant plan documents:

- | | |
|---|----------|
| •
Dental and Vision Insurance | Medical, |
| •
and Dependent Care Spending Accounts | Medical |
| •
ee Tuition Benefit | Employ |
| •
Insurance | Life |
| •
nt Life Insurance | Depende |
| •
tal Death and Dismemberment | Acciden |
| •
ent Plan | Retirem |
| •
Travel Accident Insurance | Business |

In accordance with applicable law, the university may withhold and remit to the applicable authorities' tax related payments. The university cannot be responsible for current or deferred tax liability of employees.

C1.2 Workers' Compensation

If you are injured or become ill as a result of your work, you may be eligible to receive insurance benefits as provided under the state Workers' Compensation laws. Samford University pays all costs of providing this insurance protection provided you use one of the approved medical providers. As a condition of employment you commit to promptly report to your supervisor any accident or injury that occurs on the job or that you believe is job-related.

After reporting any work-related injury to your supervisor, if medical care is required, please refer to the following:

Occupational Health Center of St. Vincent's
 1 Lakeshore Drive (Corner of Lakeshore Drive & Greensprings Highway)
 Birmingham, AL 35209
 Hours: M-F 8:00 a.m.-5:00 p.m. (205) 930-2910
 --To be used as the primary medical facility

St. Vincent's Hospital Emergency Room
810 St. Vincent's Drive
Birmingham, AL 35202

--To be used when the primary or alternate medical facilities are closed or if the medical condition is serious but not life threatening

Brookwood Medical Center-Emergency Room
2010 Brookwood Medical Center Drive (Next to the Brookwood Mall)
Birmingham, AL 35209

--To be used only in the event of a life-threatening medical situation

Inform the medical facility that this is an on-the-job injury. Do not give them your personal insurance card.

As a condition of employment, all employees are required to submit to a drug test following an on-the-job-injury. Refusal to submit to the drug test will result in a forfeiture of worker's compensation benefits as well as termination of employment.

No compensation shall be allowed for an injury or death caused by the willful misconduct of the employee, by the employee's intention to bring about the injury or death of himself or herself or of another, his or her willful failure or willful refusal to use safety appliances provided by the employer or by an accident due to the injured employee being intoxicated from the use of alcohol or being impaired by illegal drugs.

No compensation shall be allowed if, at the time of or in the course of entering into employment or at the time of receiving notice of the removal of conditions from a conditional offer of employment, the employee knowingly and falsely misrepresents in writing his or her physical or mental condition and the condition is aggravated or reinjured in an accident arising out of and in the course of his or her employment.

C1.3 Unemployment Compensation

Samford University provides insurance that may provide you with income in the event you become unemployed through no fault of your own. As an employee, you pay no part of the fund that provides you with this benefit. Samford University pays the entire cost for this protection.

C1.4 Social Security

Social Security is a benefit to eligible employees with responsibility of contributions shared as required by law by Samford University and you as an employee. Your share is deducted from your wages each pay period.

Samford University makes an appropriate contribution and sends the total (employer and employee) payment to the district director of the Internal Revenue Service. Social Security payments made by Samford University are not subject to federal or state income tax by the employee.

C1.5 Medical Insurance Continuation (COBRA)

In accordance with applicable law, if your employment with Samford University is terminated, or if you experience a reduction in hours of employment, you may be eligible to continue your present level of health insurance coverage, if eligible, under Samford University's group health insurance plan. Under COBRA you pay the entire premium plus an administrative fee. This coverage can last for a period of up to eighteen (18) months, or you may be able to convert your group coverage to individual coverage.

If your spouse and any dependent children are covered under Samford University's group health plan at the time of your termination or reduction of hours, they may also have the same right to continue their health insurance coverage. In addition, they may have the right to elect to remain covered under our Plan if they lose coverage because of: (a) your death; (b) your divorce or legal separation; (c) your entitlement to Medicare; or

(d) a dependent child's ceasing to be a "dependent child" under the plan. However, if events (b) or (d) above occur, you or your spouse must notify us of the event within 60 days in order for your spouse or child to be eligible to continue coverage.

To be eligible for these continuation or conversion rights for yourself or your spouse and any dependent children, the law requires that certain conditions be met. In addition, the summary plan description you receive contains further details concerning your health insurance coverage and the extension of such benefits coverage that governs in the event of any conflict. Of course, because the law changes and because our health insurance benefits change periodically, the continuation and conversion of benefits described above may also change.

C1.6 Employee Tuition Benefit

The Employee Tuition Benefit [ETB] is available to employees and to their spouses and dependent children when they meet the university's admission requirements. Qualified recipients of this benefit are: (1) full-time employees, (2) spouses of full-time employees, and (3) sons and daughters of full-time employees who will be claimed as legal dependents for the current calendar year for federal income tax purposes. To receive the ETB, you must be admitted to Samford University. Once admitted, you must obtain the appropriate ETB form from the Student Financial Services website. Students enrolled in an undergraduate degree program must also submit an Alabama Student Grant form to the Office of Financial Aid.

The ETB is available beginning with the next academic term following the date of your full-time employment. If, upon employment, you are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and part-time undergraduate studies through the attainment of one bachelor's degree, utilizing the ETB, and part-time graduate studies deemed beneficial to the employee's job at Samford, through the attainment of one master's degree, utilizing the ETB (using the ETB for graduate classes may be taxable). It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established from time to time by the Board of Trustees.

Full-time employees are permitted to audit, or take for credit, up to two undergraduate courses or two graduate course at a time as long as there are sufficient non-employee students in the class which meet the criteria for the minimum number of students necessary to teach the class, and as long as no paying student will be denied access to the class. An employee may not take more than one course at a time during one's normal working hours. If you are given permission by your vice president/provost to take a course during normal work hours, you must make up the lost work time during the same workweek and on the University work premises.

The ETB is also available to Samford University retirees with 15 years or more of service. The full text of this policy is available in the Human Resources Department or may be viewed at the Samford University website for the Human Resources Department.

C1.7 Employee Tuition Benefit for Spouses and Dependent Children

The ETB is available to the spouse and dependent children beginning with the next academic term following the starting date of the employee's full-time employment. If, upon employment, the spouse or dependent children are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and part-time undergraduate studies through the attainment of one bachelor's degree utilizing the ETB. It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established from time to time by the Board of Trustees, nor does it apply to graduate studies or to courses in any degree program beyond those normally designated as undergraduate level courses.

During the first two years of an employee's full-time employment, a spouse and dependent children shall receive tuition remission equal to 50% of the cost of tuition. Beginning with the third year of an employee's full-time employment, a spouse and dependent children shall receive tuition remission equal to 75% of the cost of tuition. Beginning with an employees' fourth year of full-time employment (following three consecutive years of full-time employment), a spouse and dependent children shall receive tuition remission equal to 100% of the cost of tuition.

Should an employee leave the employment of the University before the end of the term during which he or his spouse or dependent received the ETB, the student will be billed pro rata for the remaining value of the ETB for that term.

The ETB is available to the dependent children of an employee with 10 or more years of benefit eligible service, who is eligible for the benefit and who dies while employed by the university. The full text of this policy is available in the Human Resources Department or may be viewed online at the Samford University website for the Human Resources Department.

C1.8 Tuition Exchange Program

Samford University is a member institution of The Tuition Exchange, Inc., a reciprocal scholarship program for dependent children of full-time faculty and staff at approximately 650 U.S. colleges and universities. Institutions participating in this program have agreed to remit tuition for participants from other member institutions.

Eligible employees are provided the ability to apply for tuition exchange. However, the decision regarding who is awarded a tuition exchange scholarship is made by the importing institution, not Samford University. There is no guarantee that an applicant for tuition exchange will be awarded a scholarship.

The primary obligation of each member institution is to maintain a balanced exchange of students going to other schools (exports) and students coming to Samford from other schools (imports). For more information, contact the Office of Financial Aid.

The full text of this policy may be viewed online at the Samford University website for the Human Resources Department.

C1.9 Other Samford University Services Available to Employees

Athletics Events

Free admission to many home events. For schedules and availability, contact the athletics ticket office.

Bookstore

A 10% discount is offered on books and some other items with your current ID.

Cafeteria and Food Court and Other Food Service Options

A variety of food service facilities are located in the University Center, the university library and College of health Sciences building for use by employees, students and visitors. A smoothie bar and snack bar are located in Pete Hanna Center.

Chapel Facilities

Reid Chapel is available, for a fee, for weddings and other events for you and your immediate family. Call ext. 2355 for scheduling.

Credit Union

Payroll deductions for checking or savings accounts are available through First Educators Credit Union.

Employee Service Awards

Employees are recognized at our annual service Awards Luncheon for each five years of full-time service.

Libraries

You are welcome to use the university libraries. Employees are responsible for the payment of fines when returning overdue books and materials.

Mail Services

An office providing mail and shipping services is located on the ground floor of the University Center.

Recreation Facilities

Weight room, swimming pool, racquetball court and indoor track facilities are available to faculty and staff on a limited basis. For dates and times of availability, please contact Campus Recreation.

Samford Academy of the Arts

Employees receive a 10 percent discount on tuition for Samford Academy of the Arts (noncredit) classes.

Samford University Theatre

Free tickets are available for most productions. Call the Samford Box Office, ext. 2853.

C2. LEAVES FOR MILITARY, FMLA, FUNERAL AND JURY DUTY

C2.1 Military Leave

Leave for performing military service will be granted, consistent with and subject to the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, and Alabama Code Section 31-2-13 (as amended in 2010). To the extent that such notice is possible, written or oral notice of the impending military service is to be provided to the employer.

Employees will receive up to fifteen (15) days regular pay per calendar year while on military leave. Accrued vacation time may be used to cover all or part of the remaining leave.

Questions concerning the rights and obligations of both employee and employer under federal and state laws governing military leave should be directed to the Director of Human Resources.

C2.2 Family and Medical Leave

Purpose

To outline the conditions under which faculty and staff may request time off for family or medical reasons, for a limited time period, usually with job protection and with no loss of previously accumulated service provided the employee returns to work after the leave.

Eligibility

You are eligible for leave under the federal Family and Medical Leave Act (FMLA) if you have been employed by Samford University for at least 12 months and worked at least 1250 hours during the 12 months preceding the beginning of the leave.

If you are eligible for FMLA leave, you may take up to twelve (12) work weeks of leave in a rolling 12-month period, measured backward from the date leave begins, for any of the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- Birth and care of a newborn child during the first 12 months following the child's birth. Care of an adopted or foster child during the first 12 months following the child's placement with the employee.
- Your own serious health condition that makes you unable to perform the functions of your job.
- Serious health condition of your spouse; parent; or child, adopted or foster child, or legal ward who is either under the age of 18 or who is over the age of 18 but is incapable of self-care because of a mental or physical disability.
- To respond to a "qualifying exigency" arising from the active duty service (or call up to active duty) of a son, daughter, spouse, or parent in the National Guard or Reserves, when that service is in support of an operation designated by the U.S. Department of Defense as a contingency operation. (A

“qualifying exigency” may include attending certain military events; arranging for childcare; addressing financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings.)

- If eligible, you may take additional unpaid leave to care for a spouse, son, daughter, parent, or next of kin who is a current member of the uniformed services of the United States (including the regular armed forces, as well as the National Guard and reserves) and sustains a serious injury or illness in the line of duty that renders the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, or is placed by the Uniformed Services on the temporary disability retired list. In such cases the employee is entitled to take an aggregate total of 26 weeks of leave during a 12-month period.

If you and your spouse are both employees of Samford University, the two of you will be limited to a combined total of 12 weeks of FMLA Leave for the birth or placement of a child. You may use any unused portion of the 12 weeks for your own serious health condition, to care for a seriously ill child, or to care for your seriously ill spouse or parent.

For 9-month faculty and full-time staff who work less than 12 months, the weeks not regularly scheduled to work do not count towards the 12 weeks of leave.

Serious Health Condition

A serious health condition is defined as a physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility.
- Incapacity due to pregnancy or for prenatal care.
- Incapacity requiring absence from work, school, or other regular daily activities for more than three calendar days that also requires continuing treatment or supervision of a health care provider.
- A chronic or long-term condition that requires periodic visits to a health-care provider, continues over an extended period of time, and may cause episodic periods of incapacity.
- Incapacity due to a permanent or long-term condition for which treatment may not be effective but for which the employee is under the supervision of a health care provider.

Continuing treatment generally means those circumstances in which you or a family member requires a visit to a healthcare provider within seven (7) days of the onset of the condition, coupled with a second visit within 30 days of the onset of the condition, or a regimen of continuing treatment.

Medically unnecessary treatments (such as voluntary or cosmetic) are not considered serious health conditions unless hospitalization is required. Routine preventive examinations are excluded.

Requesting Leave

If you are aware of the need for FMLA Leave in advance (such as birth, adoption, planned medical treatment), you must apply in advance and should give your supervisor and the Human Resources Department 30 calendar days’ notice, or as much notice as practicable under the circumstances. Faculty should provide notice to their chair or dean, and staff to their immediate supervisor.

If your leave is for a planned medical treatment, we expect that you will plan the treatment so that it does not unduly disrupt operations or cause an undue hardship to other employees.

If you are absent from work for more than three (3) consecutive business days, you must contact the Human Resources Department to discuss FMLA Leave. If you are a supervisor, you are also required to notify the Human Resources Department if any employee in your department is absent for more than 3 consecutive business days.

If you are eligible for and wish to take FMLA Leave, you must inform the Human Resources Department of the need and you must provide sufficient information for the university to determine if the leave may qualify for FMLA protection, along with the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health-care provider, or circumstances supporting the need for military family leave. You also must inform the university if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

To initiate the FMLA Leave, you must notify the Human Resources Department of the need. You will then be sent an eligibility form (WH-381) which will explain your eligibility.

You may be required to provide written certification of the qualifying circumstance, using the form WH-380-# provided by the Human Resources Department, when leave is taken because of: (1) your own serious health condition; (2) the serious health condition of a non-military family member; (3) the serious injury or illness of a family member who is a covered service member; or (4) because of a qualifying exigency arising from the call to duty of a family member.

The form WH-380-3 (available in the Human Resources Department) must be completed by your health care provider and submitted to the Human Resources Department within 15 days.

The applicable certification paperwork must be completed and returned to the Human Resources Department no later than 15 days after your request for leave. Failure to provide a completed Certification of Health Care Provider within 15 days or failure to provide a 30-day advance notice may result in the delay of leave.

For leave to care for a seriously ill dependent child, spouse, or parent, the certification must include an estimate of the amount of time you the employee is needed to provide care.

When leave is taken because of your own serious health condition or the serious health condition of a non-military family member, the university reserves the right to require, at its own expense, a 2nd medical opinion. If the 1st and 2nd opinions differ, the university, at its own expense, may require the binding opinion of a 3rd health care provider jointly chosen by you and the university. You may also be required to submit a re-certification periodically.

Notice of Eligibility and Designation of FMLA Leave

After receiving your request for FMLA leave, the university will notify you whether you meet the minimum time-in-service standards to be eligible to take FMLA leave. If you have not met those minimum time-in-service standards, you will be notified that you are not eligible to take FMLA leave.

If you have met those standards, you will be notified of any additional information that is required in order to determine whether your request for FMLA leave will be approved. Once you have provided the requested information, you will be notified whether your leave is designated as FMLA leave.

While on FMLA Leave, you are required to stay in contact with the Human Resources Department and your manager every 30 days regarding your status and intent to return to work.

Pay While Out on Continuous (not Intermittent) Leave

If you have completed **at least two years of continuous full time employment at Samford University:**

- The first six (6) weeks of a continuous leave period will be paid FMLA leave minus any paid FMLA leave used in the previous 12 months. (For intermittent leave please see Intermittent FMLA section.)

- Time taken beyond whatever paid FMLA Leave balance you have will be paid utilizing any accrued sick and vacation leave, in that order, and in accordance with sick and vacation leave policies. You must stay in a pay status as long as you have paid leave.
- In the event that accruals have been exhausted, the remainder of the leave may be without pay.

If you have **at least 12-months employment at Samford University but less than 2 years of continuous full time employment:**

- The entire portion of the 12 weeks of leave will be paid by utilizing any accrued sick or vacation leave in that order and in accordance with sick and vacation leave policies.
- In the event that accruals have been exhausted, the remainder of the leave may be without pay.
- In the event that you reach your two-year employment anniversary while out on FMLA, there will be no prorated amount of paid FMLA leave granted.

Intermittent FML

You may take FMLA Leave intermittently or on a reduced work schedule due to your own serious health condition or the serious health condition of your spouse, dependent child or parent. Intermittent FMLA Leave cannot be taken for the birth or placement of a child.

You should work with your supervisor or try to arrange a mutually acceptable time for absences whenever possible. While on intermittent leave, you must follow departmental guidelines when reporting your time worked.

Samford may require you to temporarily transfer to an alternative position which better accommodates recurring periods of absence, provided that the position has equivalent pay and benefits.

Samford reserves the right to verify that the intermittent leave must be taken at the specific time(s) that you request.

If you take intermittent leave due to the serious health condition of a spouse, dependent child, or parent, you must exhaust your paid sick leave and then your paid vacation before using the paid family medical leave (provided you are eligible for the paid family medical leave).

Benefits While Out on Leave

During FMLA leave, you are entitled to group health insurance coverage, including family coverage, on the same terms as if you continued to work. During any paid FMLA leave, Samford will continue to make payroll deductions for health insurance premiums as if you were at work. You must contact the Human Resources Department as far in advance as possible to make arrangements for any required monthly premium contributions during any period of unpaid leave. If your arranged payments are more than 30 days late, your insurance coverage will be cancelled and cannot be reinstated until the next open enrollment period.

The premiums for group insurances which are normally paid completely by the university will continue to be paid in full while you are on leave. However, if you do not return to work after your leave ends, you may be required to reimburse Samford for any premiums paid on your behalf, unless the failure to return to work is due to the serious health condition of you or a family member or other circumstances beyond your control. Samford reserves the right to recover its share of the premiums through deductions from any sum due you including, but not limited to, unpaid wages.

Taking a leave will not result in the loss of any employment benefits accrued before the date the leave started. "Employment Benefits" means all benefits provided or made available to you, including group insurances, sick and vacation leave, retirement and educational benefits. Accrual of benefits while on leave is subject to the individual circumstances of the leave and whether or not you are in a paid status during the leave.

Your length of service for retirement purposes remains unaffected by the leave.

Tenure-track faculty with absences of six weeks or more during any 12-month period covered by the FMLA Leave policy may be granted, upon application to the provost, an additional year to be considered for tenure with a maximum two-year extension.

Return to Work

If you are able to work earlier than anticipated, you must provide the Human Resources Department two (2) business days' notice where feasible, or as much notice as is feasible. It is your responsibility to notify the Human Resources Department whenever you return to work.

When you return from FMLA leave, you will be returned to the same position held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless you would have been reassigned, laid off, or terminated had you not gone on leave.

If your leave was occasioned by your own serious health condition that rendered you unable to perform the job, you are required to obtain and present certification from your health care provider that you are able to resume work upon return from leave. Your restoration to employment will be delayed until you submit the required fitness-for-duty certification.

If you fail to return to work after the completion of a family or medical leave you shall be treated as having voluntarily resigned.

If additional time beyond the 12-week Family and Medical Leave is required, unpaid leave may be requested in advance (at this time, applying for long term disability may be a consideration). The university may extend leave for a reasonable, definite period if the extension is anticipated to allow you to become able to perform the essential functions of the job, unless such extension would present an undue hardship to Samford. [Faculty requests for leave without pay must be in accordance with section 8.3.3 Leaves of Absence without Pay in the Faculty Handbook. Approval must be obtained prior to taking unpaid leave.]

Employee Rights

It is Samford's policy to fully comply with the requirements of the Family and Medical Leave Act. The FMLA prohibits an employer from interfering with, restraining, or denying any right provided for under the FMLA. It also prohibits an employer from discharging or discriminating against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If for any reason you believe that your request for leave has not been handled appropriately, or if you have any other concern, please immediately report your concern to your supervisor or to the Human Resources Department, so that we may take appropriate action.

Employees are entitled to file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

Exceptions

Exceptions to this policy require the approval of the President and must be submitted in writing through the Provost or appropriate Vice President.

This policy is subject to revision as determined necessary or desirable in view of experience or changes in the law.

C2.3 Leave for Death in the Immediate Family

Bereavement leave is paid absence for the purpose of attending and/or arranging for the funeral of a family member. Full-time employees will be permitted a bereavement leave of up to five (5) days off with pay in the death of their spouse, child or step child. Up to three (3) days off with pay will be granted for the death of an

immediate family member. An immediate family member includes a parent, sibling, grandparent, grandchild, parent-in-law, brother and sister-in-law, daughter and son-in-law and grandparent-in-law. The bereavement leave paid must be continuous and its use must include either the date of death or the day of the funeral. Use of vacation time may be granted by the supervisor in unusual circumstances requiring travel or other unique considerations.

If an employee is bereaved during their vacation leave they may substitute bereavement leave for the appropriate period. Bereavement leave is not accumulated and there is no compensation for unused bereavement leave. Use of bereavement leave requires approval of the immediate supervisor. Upon return to work, an official record, obituary notice, or other form of documentation to substantiate the request for paid leave may be required.

C2.4
Duty

Jury

It is your civic duty to report for jury duty whenever called. If you are called for jury duty, Samford University will continue to pay your regular pay, not to exceed eight (8) hours per day for days on which you are regularly scheduled to work during jury duty.

You must notify your manager within forty-eight (48) hours of receipt of the jury summons and provide a copy of the notice to your manager.

You must present a statement of jury service when you return to work. The court issues this document.

You must report for work if you are released from jury duty and have sufficient time to report to work before the end of our workday or if you are prematurely released from jury duty

C3. GENERAL UNIVERSITY POLICIES

C3.1 Follow Our Policy on Drugs and Alcohol

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus.

Any individual who conducts business for Samford University, is applying for a position or is conducting business on Samford University's property is covered by our drug and alcohol policy. Our policy is intended to apply whenever anyone is representing or conducting business for Samford University.

To further the objective of providing a safe and healthy workplace, Samford University requires that its employees adhere to the following requirements:

- A. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on Samford University property or during work hours or while representing or conducting business for Samford University is prohibited.
- B. The distribution, sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Samford University property or during work hours or while representing or conducting business for Samford University is prohibited.
- C. Reporting to work or being on university property or representing or conducting business for Samford University with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in blood or urine is prohibited.
- D. Employees who use alcoholic beverages on the job, or report or return to work under the influence of alcohol, or with an odor of alcohol, will be subject to immediate discharge.
- E. Reporting to or being at work or representing or conducting business for Samford University with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or use of prescribed or over-the-count narcotics or drugs where in the reasonable opinion of authorized representatives of Samford University, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug that affects job performance or impacts the safety of the employee or others must advise his or her supervisor of its use. The employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.
- F. Adherence to Samford University's policy on drugs and alcohol is a condition of employment for all employees.
- G. All employees must notify the Director of Human Resources of Samford University of any criminal drug statute arrest, indictment or conviction for a violation arising out of conduct in the workplace within five (5) days of such arrest, indictment or conviction. Federal contracting agencies will be notified when appropriate.
- H. Deans, Department Chairpersons, Directors and other supervisory employees are responsible for enforcing Samford University policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

C3.1.1 Drug/Alcohol Testing

Under the Samford University Drug and Alcohol Policy, an employee may be required to undergo a urinalysis, blood test or other diagnostic test. Samford University reserves the right to test on the following occasions:

- A. As a condition of the employment application after a conditional offer of employment has been made;
- B. After the occurrence of any work-related injury while on Samford University property or during work hours which requires off-premises medical treatment;
- C. When there is reason to believe in the opinion of authorized representatives of Samford University that an employee has reported to work or is on University property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine;
- D. On a random basis;
- E. As part of any periodic medical examination provided or required by Samford University; or
- F. Return to duty testing.

C3.1.2 Testing Procedure

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

Testing for the presence of alcohol will be conducted by analysis of breath, saliva and/or blood.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine, blood, hair, and/or saliva.

All drug-testing information will be maintained by the Human Resources Department in records separate from the employee file.

C3.1.3

Searches

When there is a reason to believe in the opinion of authorized representatives of Samford University that an employee is under the influence of prohibited intoxicants, drugs or narcotics, or is in possession of any prohibited intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, Samford University may require that the employee submit to a search by Samford University representatives of his/her person and/or property (including clothing, pockets, offices, lockers, desks, cabinets, closets and vehicles brought onto University premises).

C3.1.4

Discipli

ne

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a drug or alcohol test, or who adulterates a specimen, or otherwise interferes with the testing process, or who otherwise is in violation of this policy is subject to disciplinary action up to and including immediate termination. If an applicant tests positive or engages in the above-referenced behavior, the offer will be withdrawn.

Workers who are injured at work or in the course of employment may be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover Worker's Compensation benefits under § 25-5-51 of the Code of Alabama, as amended, and is subject to disciplinary action up to and including termination.

C3.1.5

ations

Interpret

The Samford University property covered by this policy includes property of any nature owned, controlled or used by Samford University including parking lots, offices, desks, lockers and vehicles.

Due to the nature of the Samford University's operations and the possible need to accommodate the tenure policy as well as individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. Samford University reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, in either individual or university-wide situations with or without notice.

C3.2 Follow Our Policy on Workplace Violence

It is Samford University's policy to promote a safe environment for our employees.

Samford University is committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, coercion and intimidation in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including discharge.

We need your cooperation to implement this policy effectively and to maintain a safe working environment. Any incidents involving suspected criminal activity or violations of university policies and procedures related to the safety or security of people or property should be reported to the Public Safety Department.

If you observe someone who appears to be an immediate threat to his or her own safety or that of others (an extreme risk, emergency situation), please contact:

- 2020 from a campus phone;
- 205-726-2020 from a cellular or off-campus phone; and/or
- 911 from any phone

Examples of extreme risk, emergency situations include, but are not limited to the following:

- Possession of unauthorized weapons (e.g. guns, knives) on campus;
- Possession of bombs or bomb-making materials on campus;
- Physical assault or attempted assault, with or without weapons; and
- Specific threats to inflict harm to self and/or others (including threats made by email or via social media)

If you observe or experience violent, threatening, harassing, coercing or intimidating behavior by anyone (employee, student or otherwise) on the Samford University premises, you must report it immediately as stated above.

If you have any questions about this policy, please contact the Director of Human Resources (726-2837).

C3.3 Follow Our Policy on Firearms and Weapons

Subject to the exceptions noted below, Samford University generally prohibits possession or use of firearms, ammunition, bowie knives, knives with blades 3 inches or longer, instruments of like kind, bows and arrow, fighting weapons (e.g. nunchaku, daggers), brass knuckles, and other potentially dangerous weapons (including firecrackers and other explosive devices), in all university buildings, facilities and properties and off premises when the employee is engaging in university activities. Bringing firearms of any type into a Samford facility, Samford automobile, or offsite location while conducting university business, is strictly prohibited. This policy applies to all faculty, staff, students, and visitors of the university. Violations of this policy may result in discipline up to and including ejection from campus and immediate termination of employment.

Exceptions There are two exceptions to the general prohibition of potentially dangerous weapons.

The first exception is for compliance with Alabama Act 2013-283. A Samford employee may transport or store a lawfully possessed firearm or ammunition in the employee's own privately-owned vehicle while properly parked in a Samford parking area if the employee satisfied all of the following:

- (1) The employee either:
 - (a) Has a valid concealed weapon permit; or
 - (b) If the weapon is any firearm legal for use for hunting in Alabama other than a pistol:
 - (i) The employee possesses a valid Alabama hunting license;
 - (ii) It is during a season in which hunting is permitted by Alabama law or regulation;
 - (iii) The employee has never been convicted of any crime of violence as defined in Ala. Code § 13A-11-70, nor of any crime set forth in Ala. Code Chap. Title 13A Chapter 6, nor is subject to a Domestic Violence Order, as defined in Ala. Code. § 13A-6-141.
 - (iv) The employee has no documented prior workplace incidents involving the threat of physical injury or which resulted in physical injury.
- (2) The motor vehicle is operated or parked in a location where it is otherwise permitted to be.
- (3) The firearm is either:
 - (a) kept inside the employee's vehicle and out of sight, while the employee is attending the vehicle; or
 - (b) kept out of sight, locked in a compartment, container, or in the interior of the employee's privately owned vehicle or in a compartment or container securely affixed to the employee's vehicle, when the vehicle is unattended.

Employees failing to satisfy any of the above requirements are prohibited from having a firearm in a vehicle on Samford property. Samford reserves the right to restrict or prohibit the presence of a hunting weapon, to the extent permitted by the Americans with Disabilities Act, if the Chief of Public Safety or Director of Human Resources knows that the employee meets any of the criteria set forth in Ala. Code § 13A-11-75(a)(1)a.1.-8.

The law does not allow an employee to possess a firearm in an automobile owned by Samford or another person.

Samford has the right to question an employee regarding verification of any of the above exceptions. Also, in any instance in which Samford believes an employee poses a risk of danger to themselves or others, Samford reserves the right to make further inquiry as to whether an employee has a weapon on Samford property. If the employee in question does have a weapon, Samford may take the required steps to determine that the employee is compliant with Alabama Act 2013-283. If it is found that the employee is not in compliance, the employee will be subject to disciplinary action, up to and including termination.

The second exception is for Public Safety Officers who are authorized by the Director of Public Safety to be armed and have a weapon on campus while performing job related duties.

C3.4 Follow Our Policy on Ethical Behavior

- You must manage your personal and business affairs in a manner that will avoid situations that lead to a conflict of interest or even the appearance of such a conflict. You should not solicit, receive or accept any item or any advantage with the intent of being influenced in connection with Samford University business.
- You must avoid a conflict of interest or even the appearance of a conflict of interest by completing a Conflict of Interest Disclosure form with proper approvals before you or a member of your immediate family receives personal financial benefit as a result of you or your immediate family member doing business with Samford University.
- Conduct your personal financial affairs in a manner that does not reflect negatively on Samford University.
- You are encouraged to take part in community, charitable, church, civic, educational, and fraternal activities to the extent that it does not significantly affect time spent on Samford University business. Prior to seeking election or appointment to a political office, you must discuss the situation with your department head or vice president and, where appropriate, gain his/her approval.
- You cannot commit Samford University as a sponsor of any organization or function without prior written consent of a Vice President.
- You are prohibited from using confidential information obtained through your employment for your own benefit or for the benefit of your family, friends or others. Confidential information is to be used solely in the appropriate performance of your job. Upon the termination of your employment, all information and documents must be promptly returned to Samford University. This information remains the property of Samford University.
- If you are known or are suspected to have committed a dishonest or fraudulent act in dealing with university financial resources, Samford University is required to report the act to Federal law enforcement agencies.
- If you become aware, or reasonably suspect that another employee has committed a dishonest act in the course of his/her employment, you must report the facts to a member of management. If you prefer not to report the facts to a member of management, you may call The EthicsPoint (Navex Global) program at 1-800-677-5620 or use the EthicsPoint link at the website of the Human Resources Department. You may call this number 24 hours a day 7 days a week and you are not required to give your name.

C3.5

Follow

Our Policy on Consensual Relationships

- Undergraduate Students. Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, Samford University prohibits any faculty or other employee from engaging in a consensual relationship with any person enrolled as an undergraduate student at Samford University.
- Graduate Students. Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, Samford University prohibits any faculty or other employee from engaging in a consensual relationship with any graduate student with whom such faculty or employee has an academic or supervisory relationship.
- University Employees. Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, Samford University prohibits any faculty or other employee from engaging in a consensual relationship with another faculty or employee with whom such faculty or employee has an academic or supervisory relationship. Even if the consensual relationship is terminated, it may be necessary for the faculty or employee to avoid any role in future decisions affecting the other person to avoid a perceived or actual conflict of interest or sexual harassment.
- Reporting. For the integrity of the environment of the Samford University workplace, whenever a consensual romantic or intimate relationship commences, exists or has formerly existed between faculty or other employees in which one person has or had an academic or supervisory relationship, the person who has or had the position of influence or authority must promptly report the consensual relationship to the Director of Human Resources. It is the responsibility of the person in the position of influence or authority and the Director of Human Resources to ensure that such authority or influence is no longer

- exercised over the other party to the consensual relationship. In extraordinary circumstances where removal or reassignment of supervisory, managerial or evaluative authority is not practicable, the parties to the consensual relationship shall cooperate with the Director of Human Resources and others that the Director of Human Resources may identify to determine if a written management plan can be agreed upon that will eliminate or significantly mitigate any actual, potential and perceived conflict of interest.
- E. Enforcement. A violation of this policy by any faculty or other employee, including the failure to make a timely report pursuant to the preceding paragraph D, shall result in disciplinary action pursuant to Samford University policies and procedures, which may result in a written reprimand, loss of privileges, mandatory training or counseling, probation, suspension, demotion, or termination of employment.
- F. Student Employees. References in the preceding paragraphs A through D of this Section C3.5 to “employees” shall not include undergraduate students who have part-time employment with Samford University.
- G. Exemptions. Exemptions to any of these provisions will be considered on a case-by-case basis. Questions about the application or effect of this policy to an existing or potential relationship should be directed to the Director of Human Resources. This policy is not intended to apply to legal marriage relationships. Refer to Samford University Policy 3.01.2 - Employment of Relatives, for information concerning family relationships.
- H. Retaliation Prohibited. Retaliation against a person who reports a potential violation under this policy, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this policy is strictly prohibited and will not be tolerated. Retaliation includes, but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual's employment or education. Samford University will take appropriate steps to assure a person who in good faith reports, complains about, or participates in an investigation pursuant to this policy will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the Director of Human Resources.
- I. Definitions. For purposes of this policy, the terms below are defined:
- (i) “Faculty” consists of all full- or part-time faculty, teaching assistants, graders, members of dissertation committees and all other personnel who teach, coach, evaluate, allocate financial aid to, or guide research by students.
 - (ii) “Consensual relationship” is any dating, romantic or sexual relationship.
 - (iii) “Academic or supervisory relationship”, for the purpose of this policy, means the ability by faculty or staff to extend, influence or affect academic or employment benefits to a student or employee. Academic benefits include, but are not limited to grades, financial aid, and admissions. Employment benefits include, but are not limited to, employment itself, wages, promotions, and performance appraisal.

C3.6 Security Checks

In order to ensure that contraband, drugs, weapons and other unauthorized or illegal substances or materials, or substances or materials to be used for illegal purposes, do not enter our premises, and to further ensure that files, equipment, products, materials, substances and other property of Samford University are not being removed from university premises without our authorization, Samford University reserves the right, in the university's discretion, to question, inspect, and search any employee or other person before they enter or leave any of these facilities.

This also applies to any employee while on Samford University business, whether or not on our premises, along with any packages or other items that the employee may be transporting. All containers, brief cases, handbags, and other parcels and personal belongings of an employee, and all vehicles under the control of or transporting a Samford University employee thus are subject to inspection and search by Samford University or its designated outside investigators at any time.

These procedures are necessary for the safety, health and security of everyone at Samford University and the protection of our property and facilities. Submission to and compliance with these rules is a condition of your continued employment.

C3.7 Inclement Weather Plan

From time to time the Birmingham area experiences severe weather such as tornados, snow and ice on the roads, making it difficult or hazardous for employees to get to work. Samford utilizes the RAVE emergency alert system as the primary communication channel to notify employees of crisis situations, including weather-related closings. RAVE includes both text messages and emails. You are responsible for updating your contact information in Banner to ensure that you receive these notices. Emails automatically are sent to your Samford email address. The university may use other communication channels including the Alert Samford mobile app and local radio and television announcements to communicate during an emergency situation.

Most employees are not required to report to work when the university is closed; however, some departments operate on an around-the-clock, seven-day-per-week schedule providing essential services that cannot be suspended. Employees providing essential services should make every effort to get to work even if the university is closed. If this applies to you, your supervisor will notify you.

The university does not pay for work not performed due to inclement weather. If you are delayed or unable to reach the campus due to weather conditions, you are expected to contact your supervisor and report your situation. Employees should use good judgment, exercise caution and not take unnecessary risks when traveling to work during unfavorable weather conditions.

C3.8 No Harassment

Samford University is committed to Christian purposes and values. The university desires a strong spirit of community among its faculty, staff, administration and students, a spirit characterized by truth, grace, mercy, encouragement, righteousness and brotherly love. Each member of the Samford community should work and act in ways that model these values and promote the full development of each individual's God-given potential. No one should act in ways inconsistent with or harmful to this spirit of community.

Samford University does not and will not tolerate harassment of our employees. The term "harassment" includes, but is not limited to, slurs, jokes, pranks, signs and other verbal, graphic or physical conduct relating to an individual's race, color, sex, national origin, citizenship, age, disability or any other factor.. Although statutory and constitutional laws exempt Samford University from the legal prohibition against discrimination in employment based on religion, this policy prohibits harassing conduct based on an employee's religion. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or any other unwelcome or offensive verbal, graphic or physical conduct of a sexual nature. Violation of this policy by an employee will subject said employee to disciplinary action up to and including immediate discharge.

The University's management is responsible for taking action against acts of harassment and investigating all complaints. If you believe that you have been harassed in any way by an employee, supervisor or manager, student or vendor, you must promptly report such conduct to your immediate supervisor or your supervisor's immediate supervisor or the Director of Human Resources at 726-2837.