

FACULTY MANUAL

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In accordance with applicable provisions of law, Schreiner University does not discriminate in admissions, educational programs, extra-curricular programs or employment against any individual on the basis of that individual's race, color, sex, sexual orientation, religion, age, disability, veteran status or ethnic origin. Exceptions may be made if a bona fide occupational qualification applies.

Inquiries/complaints should be forwarded to the Director of Human Resources, phone (830) 792-7375.

This edition of the Schreiner University *Faculty Manual* is effective on and after August 15, 2011 and consists of all previous and all amendments/changes made through May 31, 2011. The provisions in this Manual supersede any and all provisions in previous editions of the Schreiner University *Faculty Manual* unless specifically noted. Amendments adopted after May 31, 2011, will replace earlier policies and will be the effective policies.

1.1 INTRODUCTION TO SCHREINER UNIVERSITY

Schreiner University is a Texas non-profit corporation. Schreiner University is independently governed and related by choice and by covenant to the Presbyterian Church (USA). A co-educational institution, Schreiner University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Schreiner University.

The University also holds accreditation by the Texas Board of Vocational Nurse Examiners and the Texas Board of Nursing and is approved by the State Board for Educator Certification (SBEC) for teacher certification programs. Documents pertaining to accreditation may be reviewed in the Office of the Vice President for Academic Affairs during normal office hours.

The University holds membership in the following organizations: the American Association for Higher Education, The American Council on Education, the Association of Presbyterian Colleges and Universities, the National Association of Independent Colleges and Universities, the Association of Texas Colleges and Universities, the Independent Colleges and Universities of Texas, and the Council for Advancement and Support of Education (CASE).

1.2 MISSION STATEMENT

Mission

Schreiner University, a liberal arts institution affiliated by choice and covenant with the Presbyterian Church (USA), is committed to educating students holistically. Primarily undergraduate, the University offers a personalized, integrated education that prepares its students for meaningful work and purposeful lives in a changing global society.

Vision

Schreiner University will always hold student success as its first priority. The University will be known for its academic rigor; it will continue to be an institution of opportunity where students from a variety of backgrounds and experiences learn through educational programs equipping them to achieve, excel, and lead. The University aspires to serve as a standard to others in programs and practices.

Values

Schreiner University

- holds sacred the Christian convictions that each student is valuable and unique and that the University's purpose is to enable every student to grow intellectually, physically and spiritually.
- values diversity of people and thought in a setting of open, civil discourse.
- embraces life-long learning and service to society as critical traits in a world whose community is global.
- believes that higher education is instrumental in developing thoughtful, productive, and ethical citizens.
- believes that the values that inform our relationships with our students should also inform our relationships with one another.

Goals

Support, promote, and initiate curricular and co-curricular programs which instill a culture of demonstrable excellence within a diverse community of scholars.

Foster internal conditions and relationships and expand external partnerships with professional, service, and church-related communities to further the University's strategic vision.

Develop and be effective stewards of Schreiner's resources to achieve the educational mission of the University.

Revised Recommendations Following May 2007 Board Retreat and August AC Retreat and Endorsed by the Executive Committee of the Board in September 2007

1.3 HISTORY OF SCHREINER UNIVERSITY

Opening its doors in 1923, Schreiner Institute began when a Hill Country rancher and merchant asked the Presbyterian Church to help him put bricks, mortar, and people around a dream he had nurtured for many years.

Accepting in trust Captain Charles Schreiner's gift of 140 acres and \$250,000, the Presbyterian Synod of Texas established "facilities for high grade instruction to boys and young men as preparation for college and university work."

Schreiner's first students came from remote ranching communities with inadequate school systems. But news of the boarding school and nurturing atmosphere spread quickly. Soon, scores of young men from varied backgrounds, from quiet villages and bustling cities, from the Southwest and several Central and South American countries gathered in Kerrville to earn high school diplomas and junior college degrees.

From the era of its founding until the present, Schreiner's Board of Trustees has never been complacent when considering the institution's direction and ability to serve its students. In the beginning, instruction in military training was required for both high school and college students. In 1957, participation was made optional for college students, and in 1969, military instruction for college students was discontinued. On May 19, 1971, instruction in military training and the wearing of uniforms by high school students was also discontinued. This same year, the Board of Trustees set aside campus dormitory facilities for women and Schreiner became fully coeducational.

In February 1973, the Board made two other significant decisions affecting the school's future. First, the curriculum in the college division was to be expanded as quickly as feasible to strengthen the transfer curricula and to include career education courses and life-long learning opportunities. So that this emphasis on the college division could be enhanced, the Board phased out the high school division and voted to change the name of the institution to Schreiner College. The last high school class graduated in 1976.

In 1981, college trustees announced that Schreiner would become "a quality four-year college." Schreiner's first group of seniors graduated in 1984. In 2001, the Board of Trustees changed the name to Schreiner University. Today, the college offers majors in the liberal arts, the sciences, and business administration. Because the college community considers spiritual, physical, and emotional growth important corollaries to intellectual strength, all degree programs include emphasis on the development of the whole, or healthy, person. The Interdisciplinary Studies sequence of credit courses, seminars, workshops, internships, and travel opportunities -- interspersed throughout the four-year curricula -- help students relate, integrate, and apply specific academic knowledge to their own lives and to the world at large.

While a community of scholars cannot anticipate the weighty questions each student will confront after leaving college, Schreiner is committed to encouraging open inquiry, to exploring personal ethics and values, and to developing in its students the analytical skills and intellectual curiosity which mark productive, creative leaders.

Still related by choice and by covenant to the Presbyterian Church (USA), Schreiner is an independent college, supported totally by the private sector.

With enrollment increasing throughout the last and this decade and with thorough master plans for controlled growth and financial health, Schreiner University's Board of Trustees confidently plans the service Schreiner is performing as a purposeful four-year college.

Presidents of Schreiner Institute and College:

1923 – 1950	Dr. James J. Delaney
1950 – 1971	Dr. Andrew Edington
1971 – 1996, 2000 – 2001	Dr. Sam M. Junkin
1996 – 2000	Dr. J. Thompson Biggers
2001 – present	Dr. Charles Timothy Summerlin

1.4 PHILOSOPHY OF GOVERNANCE

Schreiner University pursues the ideal and the practice of shared, or collegial, governance. Under its articles of incorporation and corporate bylaws and of applicable statutes of the State of Texas, the board of trustees retains final and full responsibility for the sound management of the institution and its assets. As a matter of practice, the governing board ordinarily confines its concerns to the acquisition and oversight of University fiscal and physical assets, the development and implementation of policies as to management, and the approval of administrative recommendations as to budgets, academic and other programs, faculty appointments and promotions and tenure, and similar matters.

The board charges the administration to carry out its duly adopted policies, to attend to the ongoing and responsible management of University fiscal affairs, property maintenance, enrollment management (with faculty cooperation), staff recruitment and development, through the Office of the President to assume the initiative in institutional planning, the maintenance of an environment supportive of collegiality and of student learning, to provide the board with information that it needs to perform its duties, and to accomplish such other tasks as may from time to time be assigned to it. In brief, the administration is responsible for the sound day-to-day operation, and for leading in planning for Schreiner University.

The board lodges in the faculty responsibility for developing and offering programs of instruction, the recommendation of academic policies, the conduct of scholarly activities, and the performance of such service responsibilities as are customary for faculty members. Faculty proposals as to academic policies, programs, faculty appointments and promotions and tenure, proceed to the board of trustees for approval, subject to administrative review and recommendation. Where the administration does not concur with the faculty it will report both its views and those of the faculty to the board, and its nonconcurrence to the faculty, with the reasons therefore.

—Adopted by faculty December 4, 1996

—Adopted by board of trustees February 20–21, 1997

1.5 THE EDUCATED PERSON: AN IDEAL PROFILE

The educated person possesses one or more highly developed skills as well as a number of basic skills. He/she is able to communicate effectively through writing, speaking (formally and informally), listening, and reading in his/her native language and in at least one foreign language. He/she is able to communicate in mathematical, computer, scientific, and technical languages. He/she is able to think and act rationally in analyses and problem solving.

The educated person possesses highly refined social competencies. He/she is able to lead and to follow in group and community endeavors. He/she is flexible, adaptable, and open-minded; receptive to criticism and change, and to the ideas, values, problems, and needs of others. He/she is able to develop interpersonal relationships on a "you" versus "I" level and project an image of dependability and responsibility in the eyes of individuals as well as society as a whole. He/she is respectful of the rights of others, their property, and their basic equality. He/she is adept in the social graces; diplomacy and discretion in interaction with others; and his/her actions are guided by an acceptable code of ethics and morality. He/she is cognizant of his/her distinct role as an educated person in society and subsequent expectations of him/her to set example, to contribute, and to serve.

The educated person is broadly knowledgeable. He/she is aware of his/her universal heritage in general through a knowledge of world cultures socially, religiously, politically, philosophically, and artistically and in specific, that of the Western world, his own nation and region. He/she is aware of current world, national, and regional problems and issues. He/she has a clear understanding of global economics and ecology; the inter-relationship and inter-dependencies of world population economically and ecologically. He/she knows and understands the necessity for a balance in nutrition, physical activity, rest, relaxation, and recreation to good mental, physical, and emotional health. He/she is aware of, has an interest in, and can appreciate beauty and aesthetics: literature, art, drama, and music. Finally, he/she is keenly cognizant of and can benefit from an awareness of the inter-relationship of all knowledge.

The educated person is independent, realistic, and individualistic. He/she is able to understand him/herself-strengths, weaknesses, needs, and drives-and is capable of self-discipline in those primary areas and other secondary ones. He/she is able to choose a proper vocation and to set goals and priorities; to make choices and decision; to be creative, imaginative, and innovative. He/she is Thoreau's dreamer of dreams, architect of castles in the air, but practical enough to build foundations on solid ground. He/she has an inquiring mind full of curiosity and a desire to be a life-long learner. He/she accepts the reality of the human condition of youth, middle age, old age, and death and prepares him/her self to meet these various stages of life. Finally, he/she has a positive self-image and looks for positive qualities in others; has an abiding hope in self, in humankind, and in the future of the world.

Schreiner University Faculty, 1983

1.6 BOARD OF TRUSTEES BY-LAWS (Available Upon Request)

1.7 AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS STATEMENT ON PROFESSIONAL ETHICS

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2 FACULTY STATUTES

2.1 FACULTY STATUS

The faculty consists of the President, the Vice President for Academic Affairs, the Registrar, and all Schreiner personnel with academic rank of instructor or above. Persons who teach half time or less will not be eligible for salary, promotion, or contract status of faculty as these are described in the Faculty Manual. Throughout the Faculty Manual teaching refers to teaching courses listed in the Schreiner University Catalog. However, library personnel with faculty rank are considered full-time teaching faculty. Faculty appointments are made on the basis of a competitive search preceding appointment.

2.1.1 Ranked faculty are those with a rank of Professor, Associate Professor, or Assistant Professor.

2.1.2 Full-time teaching faculty are those ranked faculty who teach more than halftime. They are eligible for promotion and tenure considerations as these are described in the Faculty Manual. They have the responsibility of the vote in departmental, school and general faculty meetings. Full-time teaching faculty retain full-time status for a term not to exceed three years when under special assignment, which requires them to teach half-time or less.

2.1.3 Instructors and Visiting Faculty are special appointment full-time teaching faculty employed for a limited period to fill temporary needs of the University. They have the rights and responsibilities of full-time teaching faculty members for the length of their contract. Their appointment is temporary, and they are not eligible for promotion and tenure considerations as these are described in the Faculty Manual. In the case of visiting faculty, a higher rank than instructor may be granted by the VPAA. Ordinarily, no more than 15% of the full-time teaching faculty should carry the title “instructor”.

2.1.4 Adjunct teaching faculty are those faculty who teach half time or less. They are appointed on semester contracts and are not eligible for promotion and tenure considerations as these are described in the Faculty Manual. They may be asked to serve (by appointment) on committees with the responsibility of the vote. These faculty carry the title of “adjunct instructor”.

2.1.5 Program Directors, Program Specialists, and Program Assistants are those filling positions that do not carry faculty status unless the contract otherwise confers such status. Such staff members are encouraged to attend general faculty meetings, but they have the privilege of voice only.

2.2 FACULTY APPOINTMENT AND PROMOTION

The President and the Board of Trustees of Schreiner University make all appointments to and promotions of the full-time teaching faculty. Recommendations to the Board of Trustees for appointment or promotion are the responsibility of the President, but the President receives recommendations from the Vice President for Academic Affairs who makes use of suggestions, judgment, and information from faculty members and committees. In matters of promotion, the President receives recommendations directly from the Promotion and Tenure Committee.

2.2.1 Qualities Desired in Faculty Members: Consideration for appointment, promotion, and tenure is based upon superior ability and performance in the following areas.

- A. Teaching effectiveness
- B. Student advising
- C. Service in and on behalf of the University community
- D. Scholarly/creative performance and professional activity

2.2.2 Categories of Appointment

The three categories of appointment to the full-time teaching faculty are (1) tenure appointments, (2) probationary tenure track appointments, and (3) non-tenure track term appointments.

A. Tenured faculty members should expect to continue in their academic position unless adequate cause for dismissal is demonstrated in a fair hearing, which follows procedures to provide due process, or when stated policy of the Board of Trustees may necessitate reduction.

B. Faculty members on tenure track probationary appointments are eligible for consideration for tenure in accordance with the criteria and evaluation procedures below. Tenure track probationary appointees should possess the appropriate terminal degree. In the event that a tenure track probationary appointment is given to an appointee who does not possess the appropriate terminal degree, he/she will have a specified length of time from the date of hire to complete and receive said degree. If the appointee fails to comply with this stipulation, he/she may be removed from tenure track and such will be included in the contract.

C. Faculty on non-tenure track term appointments are not eligible for tenure consideration. Such appointments carry an “instructor” or “visiting” designation and generally are for brief association with the university. However, when deemed necessary, and in the best interests of the university and its academic programs, these appointments may be renewed on an annual basis after consultation between the VPAA and the members of the Promotion and Tenure Committee charged with promotion and tenure consideration. Non-tenure track faculty members may apply for consideration for a tenure track appointment when such an opening arises and may request credit for years served at Schreiner toward the probationary years although no expectation should exist that such credit would be available on a one-for-one basis.

2.2.2.1 For appointment to or promotion to the rank of Professor.

Doctorate or appropriate terminal degree (MFA, MSW, MLS) in the teaching field or a master’s degree in the teaching field coupled with a doctoral degree in a related discipline and six years successful full-time teaching experience (three of which must be at associate professor level). For this appointment or promotion, a faculty member should have demonstrated the qualities desired in faculty members as stated in 2.2.1 above.

2.2.2.2 For appointment to or promotion to the rank of Associate Professor.

A. Doctorate or appropriate terminal degree (MFA, MSW, MLS) in the teaching field or a master’s degree in the teaching field coupled with a doctoral degree in a related discipline and six years successful full-time teaching experience (three of which must be at assistant professor level) or:

B. Master's degree in the teaching field or a master's degree with a concentration in the teaching field (minimum of 18 graduate semester hours in the teaching field) plus an additional 18 graduate semester hours in the teaching discipline which must be part of a terminal degree program, except in special circumstances, and ten (10) years successful full-time teaching experience (three of which must be at assistant professor level). For this appointment or promotion, a faculty member should have demonstrated the qualities desired in faculty members as stated in 2.2.1 above.

2.2.2.3 For appointment to or promotion to the rank of Assistant Professor.

A. Doctorate or appropriate terminal degree in teaching field or a master's degree in the teaching field coupled with a doctoral degree in a related discipline or

B. Master's degree in the teaching field or a master's degree with a concentration in the teaching field (minimum of 18 graduate semester hours in the teaching field). For this appointment or promotion, a faculty member should have demonstrated the qualities desired in faculty members as stated in 2.2.1 above.

2.2.2.4 Instructor

Master's degree in the teaching field or a master's degree with a concentration in the teaching field (minimum of 18 graduate semester hours in the teaching field). For this appointment, should have demonstrated the qualities desired in faculty members as stated in 2.2.1 above.

2.2.3 Promotion Considerations

For consideration for promotion to assistant professor, associate professor, or professor, a faculty member should be actively fulfilling a faculty contract with the University and should have:

A. Demonstrated the qualities desired in faculty members (2.2.1 above) and

B. Satisfied the minimum guidelines for appointment to the respective rank as listed above and

C. Completed a minimum of three years service at Schreiner University and

D. Applied for consideration.

E. For senior appointments, met specific expectations as follows:

1. Associate Professor.

a. Effective teaching as described in Faculty appointments, Standards, and Procedures section of Faculty Manual and

b. Advanced study and professional activity such as: workshops, research, study in field, or qualifications (SACS standards) in a second teaching field. Not more than two years must pass without significant performance in this area. Membership in at least two professional societies and

c. University Service through

(1) effective academic advising and

(2) active leadership through effective service on committees (including positions as committee officer) or in

administrative functions (chairman, coordinator, director, etc.)

2. Professor:

In addition to a., b., and c. of 1. above, active contribution in leadership in civic life, activity of demonstrable excellence in improvement of community life; or active participation and leadership in professional scholarship: i.e., as a minimum (1) hold membership in at least two professional organizations, attending annual meetings of at least one, and (2) hold a leadership position in one, or be actively engaged in professional research or activity as evidenced, for example, by reading to a learned society, or publishing one article each two or three years -- or publishing a book within the last ten years.

2.2.4 Minimum Standards for Academic and Instructional Staff not falling under salary, promotion and contract status of full-time faculty.

A. Program Assistant, Program Specialist, Program Director:

1. Master's degree or equivalent in the teaching field or
2. Demonstrably high level of knowledge, skill, and experience in professional practice in the field taught.

B. Lecturer (generally a part-time position):

1. Master's degree with at least eighteen semester hours of graduate credit in the teaching field or
2. Demonstrably high level of knowledge, skill, and experience in professional practice in the field taught.

2.2.5 Minimum Standards for Appointment as Graduate Faculty

In addition to fulfilling the minimum requirements for appointment to a specific rank, graduate faculty shall also fulfill the following requirements.

A. Earned doctorate (or equivalent). This requirement may be waived only in exceptional circumstances,

B. Demonstrated competence as evidenced by scholarly activity in each field(s) of specialization (professional service in a field may be substituted in exceptional cases),

C. Active involvement in the profession and current in the field of specialization and exhibit fluency in the use of computers and technology relevant to the discipline, and

D. Evidence of continuing commitment to professional growth.

2.3 PROFESSIONAL SECURITY

The intent of the Schreiner University system of professional security is to:

- A. promote development of the faculty,
- B. provide a measure of job security,
- C. protect academic freedom,
- D. protect the interests of the University,
- E. protect student rights, and
- F. ensure due process.

The basis for this policy is a set of expectations, a common framework of behavior for all members of the faculty. This set of expectations/objectives serves as a standard in on-going self-evaluation and in evaluation of all faculty.

2.3.1 Evaluation

Faculty members are encouraged to make effective contributions in all areas of expectations; all areas are considered important in evaluating performance and in making a decision about contract renewal. Faculty members, including candidates for contract renewal, will be evaluated in terms of overall performance and efforts responding to identified areas of weakness. A candidate for contract renewal, promotion, and tenure is deemed to have authorized the relevant parties to the decision to access his/her permanent files.

Of the broad areas of expectations, teaching will be evaluated as the most important and will include both teaching effectiveness and effective course design and management; effective teaching is considered essential to satisfactory performance as a member of the faculty. Next in importance are student advising, general service to the University (committee work, administrative duties, involvement in student organizations and active leadership in and on behalf of the University community), and professional/creative activity.

2.3.2 One-year Contracts

2.3.2.1 Definitions - Schreiner University offers the following types of one-year contracts.

- A. Probationary contract - This is a one-year contract between the University and the faculty member. This contract is renewable if the faculty member meets performance expectations and there is an academic need.
- B. Provisional contract - This is a one-year contract between the University and the faculty member. This contract contains stipulations and conditions specific to the faculty member's performance and agreed upon by the University and the faculty member. If the faculty member demonstrates

satisfactory improvement during the year of the provisional contract, the faculty member may be offered a one-year contract.

- C. Term contract - This is a one-year contract between the University and the faculty member who is not on tenure track. Depending on performance by the faculty member and academic needs of the University, an additional term contract may be offered to the faculty member.
- D. Terminal contract - This is a one-year contract between the University and the faculty member. This contract is non-renewable.

2.3.2.2 Additional information involving one-year contracts

- A. One-year probationary contracts are offered to faculty on the tenure track during their first six years of service at Schreiner University or who otherwise agree to serve under a one-year probationary contract as recommended by the University.
- B. The evaluation timeline and focus for tenure-track faculty on probationary contracts is as follows:

Year one: Faculty will complete a first semester report by December 22 that is submitted to the Dean. In this report, faculty will reflect on their teaching, advising, and scholarly/creative activity. Additionally, they will articulate both short-term goals (to be accomplished before the next review period) and long-term goals (to be accomplished before the pre-tenure review). The Deans will complete their recommendations and meet with the Vice President for Academic Affairs to discuss the recommendations by January 15. If the recommendation is that the contract not be renewed, faculty will be notified by February 1. If the recommendation is that the contract be renewed, Board action will take place before March 1.

Year two: Faculty will complete a first-year report by September 1 that is submitted to the Dean. In this report, faculty will document what happened during their first year in the categories of evaluation (see section 2.2.1), reflect on the successes and challenges they encountered in each category, and identify the extent to which short-term goals were met, long-term goals are being met, and how they need to be modified, if at all. The Deans will complete their recommendations and meet with the Vice President for Academic Affairs by December 1. If the recommendation is that the contract not be renewed, faculty will be notified by December 15. If the recommendation is that the contract be renewed, Board action will take place before March 1.

Year three: Faculty will complete an annual report on their first two years by September 1 that is submitted to the Dean. In this report, faculty will document what happened during their first two years in the categories of evaluation, reflect on the successes and challenges they encountered in each category, and identify the extent to which their goals are being met. The Deans will complete their recommendations and meet with the Vice President for Academic Affairs to discuss the recommendations by January 15. If the recommendation is that a terminal contract be issued, faculty will be notified

by February 1. When terminal contracts are issued, they apply to the faculty's final year of employment. If the recommendation is that the contract be renewed, Board action will take place before March 1.

Year four: Faculty will complete a pre-tenure portfolio by September 30 that is submitted to the Provost's office. In this portfolio, faculty will assemble appropriate evidence that illustrates the extent to which they are meeting the expectations for a faculty member at their rank on the tenure-track in all categories of evaluation. The Deans will complete their recommendations and include this in the faculty portfolio. The Promotion and Tenure Committee will consider eligible tenure-track faculty and decide if the faculty member is "Meeting Expectations" for the tenure track standard or "Not Meeting Expectations" for the tenure track standards. In order to earn a "Meeting Expectations" rating, faculty should be at least continuing to meet the standards for promotion to their rank, as defined in section 2.2.3.E.1. If Not Meeting Expectations, faculty will be informed in writing by the Vice President for Academic Affairs as to areas needing improvement. Faculty can receive a probationary contract, a provisional contract outlining areas for improvement, or a terminal contract that applies to the final year of employment. If the recommendation is that a terminal contract be issued, faculty will be notified by February 1.

Year five: If Not Meeting Expectations, faculty will submit an updated pre-tenure portfolio by September 30 with the same requirements and process identified above in year four. If Meeting Expectations, faculty will complete an annual report on their first four years by September 1 that is submitted to the Dean. In this report, faculty will document what happened during their first four years in the categories of evaluation, reflect on the successes and challenges they encountered in each category, and identify the extent to which their own goals are being met and they have been able to address any concerns noted by the Promotion and Tenure Committee. The Deans will complete their recommendations and meet with the Vice President for Academic Affairs to discuss the recommendations by January 15. If the recommendation is that the contract not be renewed, faculty will be notified by February 1. If the recommendation is that the contract be renewed, Board action will take place before March 1.

Year six: Faculty will submit their tenure portfolio following the procedures outlined in 3.1.1.5.

- C. If it is deemed advisable, a one-year provisional contract may be recommended by the University because the candidate is not fulfilling college expectations but appears to have the potential to do so. The provisional contract will specify areas in which the candidate must demonstrate acceptable improvement in order to merit further contracts; it will also suggest ways of demonstrating achievement.
- D. Tenured faculty complete an annual report on the past year by September 1 that is submitted to the Dean. When tenured faculty stand for promotion or post-tenure review, Deans provide a written evaluation for inclusion in the promotion portfolio or submission with the post-tenure review letter. In the case of promotion, the Deans will follow the schedule for submission of their

evaluation in 3.1.1.5. In the case of post-tenure review, the Deans will submit their evaluations and meet with the Vice President for Academic Affairs to discuss the evaluation by February 15. The Vice President for Academic Affairs will conduct the post-tenure review in-person and write a summary evaluation that goes into the faculty member's file.

- E. Full-time faculty on term contracts are evaluated annually by the Deans. These faculty complete an annual report on the past year by September 1 that is submitted to the Dean. In this report, faculty will document the extent to which they have participated in teaching effectiveness, student advising, service in and on behalf of the University community, and scholarly/creative performance and professional activity. The Deans will complete their recommendations and meet with the Vice President for Academic Affairs to discuss the recommendations by January 15. If the recommendation is that the contract not be renewed, faculty will be notified by February 1. If the recommendation is that the contract be renewed, Board action will take place before March 1.

2.3.3 Tenure

2.3.3.1 Definition - Tenure is defined as expectation on the part of both the faculty member and the University of continuing employment as a designated Associate Professor or Professor at Schreiner University except:

- A. for cause when established as valid through due process; and
- B. when stated policy of the Board of Trustees may necessitate reduction of teaching positions because of general program change or financial exigency.

2.3.3.2 Assumptions - Tenure status at Schreiner University is noted in the annual contract. Tenure may be awarded and held provided the faculty member

- A. is a full-time member of the teaching faculty of Schreiner University, and
- B. holds faculty rank of associate professor or professor.

2.3.3.3 Prior Tenure Status at Schreiner University - A faculty member who was contractually granted tenure before the adoption of the criteria herein described will continue to hold tenure.

2.3.3.4 General considerations - During the fall term of the tenure-track faculty member's fourth year, a formal "tenure progress" evaluation will occur. The candidate will prepare a portfolio by September 30 for examination by the Promotion and Tenure Committee. This portfolio will contain the student evaluations of teaching, the Dean's annual evaluations, the annual reports and the peer reviews used in the merit process. The Promotion and Tenure Committee will consider eligible tenure-track faculty and decide if the faculty member is "Exceeding" the tenure track standard, "Meeting" the tenure track standard or "Not Meeting Expectations" for the tenure track standard. In order to "Meet" the tenure track standard, faculty should be at least continuing to meet the standards for promotion to their rank, as defined in section 2.2.3.E.1. Faculty not

meeting tenure expectations will be informed in writing by the Vice President for Academic Affairs as to areas needing improvement and will continue to undergo tenure progress evaluations on an annual basis until a status of “Meeting” or “Exceeding” is obtained. A copy of this written report will be sent to the VPAA and a copy will be placed in the faculty member’s file. During the sixth year of the probationary period, faculty members will be considered by the Promotion and Tenure Committee for tenure. Faculty members not receiving tenure will be offered a one-year provisional contract or a one-year terminal contract. This decision will be based on faculty performance and the academic needs of the University. The awarding of tenure is based on an individual's professional excellence with the burden of proof placed on the applicant and on the anticipated needs of the university's academic programs. Failure to be awarded tenure, then, does not reflect a judgment of incompetence. It reflects, rather, a decision that the combination of excellence and anticipated need has not been demonstrated.

- A. Full-time teaching faculty members are eligible to be considered for tenure and are considered to be actively fulfilling a teaching contract.
- B. The years of the probationary period must be years in which a candidate actively fulfilled a teaching contract. Such years need not be consecutive, but no service more than seven years in the past can be counted in fulfilling a probationary year of service.
- C. The President may allow a faculty member to count as much as two years of full-time teaching at another institution toward the total six-year probationary period.
- D. In exceptional cases, the President of the University may, at any time, request that the Vice President for Academic Affairs consider recommending to the Promotion and Tenure Committee a faculty member for tenure.

2.3.3.5

Procedures - Procedures to be followed in determining whether to offer tenure:

- A. By September 1, the Vice President for Academic Affairs will notify the faculty member and the Dean to prepare the necessary materials for the Promotion and Tenure Committee. It is the responsibility of the faculty member and the Dean to prepare the necessary materials for the Promotion and Tenure Committee. Please refer to section 3.1.1.5 of the Faculty Manual for a list of materials to be prepared. It is the responsibility of the faculty member to provide any additional material that he/she wishes to be considered by the Promotion and Tenure Committee. Any such material provided will be placed in the permanent file of the faculty member. If the faculty member chooses not to prepare materials, then the Promotion and Tenure Committee will use the materials otherwise available. The tenure file is due to the office of the VPAA by September 30.
- B. The Dean will evaluate the candidate and prepare a written recommendation to the Promotion and Tenure Committee by September 30. A copy of the recommendation will be given to the candidate at least one week before the Promotion and Tenure Committee deliberations. The candidate will have an opportunity to respond in writing to the Promotion and Tenure Committee. The Dean's recommendation and the candidate's response, if any, will be placed in the permanent file of the faculty member.
- C. When the files are deemed complete, the Vice President for Academic Affairs will instruct the Chair of the Promotion and Tenure Committee to call a meeting or meetings of the Promotion and Tenure Committee to consider all faculty members who are candidates for tenure.
- D. Procedures to be followed by the Committee:
 1. Prior to the Committee meeting to discuss tenure, members will read and evaluate the contents of the permanent file of each candidate seeking tenure. Members reading and evaluating files should date and initial a sign-in sheet on each file so as to provide a clear record that the committee has examined all relevant files.
 2. The Committee will meet to discuss the candidates for tenure. Committee members will disqualify themselves from considering candidates who are immediate family as defined in section 2.5.1.2 of the Faculty Manual. Any member who feels unable to be objective about a faculty member will disqualify himself or herself and so inform the Vice President for Academic Affairs well before the committee meeting. In these circumstances, the Vice President for Academic Affairs will select a replacement from the same category as the disqualified member to vote on this particular tenure decision only.
 3. After its initial deliberations, the Committee will notify the candidate in writing if there are any significant concerns about the candidate's eligibility based on the minimum

requirements for tenure. The candidate may respond in writing. If needed, the Committee may also request additional information. Both requests for information/clarification and the responses received will be placed in the permanent file of the faculty member.

4. The Committee will vote by secret ballot on each candidate. A two-thirds majority of the Committee is necessary to recommend tenure. The Promotion and Tenure Committee will recommend one of the following to the VPAA:
 - a. that tenure be offered,
 - b. that a one-year provisional contract be offered. At the end of the one-year provisional contract period, the faculty member must be awarded tenure or offered a one-year terminal contract.
 - c. that a one-year terminal contract be offered.
- E. The Vice President for Academic Affairs will send a written recommendation regarding each candidate to the President of the University in time for action by the Board of Trustees before contracts are offered. The letter will contain (1) a report of the action of the Promotion and Tenure Committee: recommendation, reasons for that recommendation (based upon evidence in the permanent file, records, or other sources), and vote count; if the decision is not unanimous, dissenting opinions may be expressed in a minority report included in, or attached to, the report to the President, and (2) the recommendation of the Vice President for Academic Affairs (for offering tenure, a one-year provisional, or a terminal contract). The Vice President for Academic Affairs will send a copy of the recommendations to the candidate. The candidate will have five working days to respond in writing to this recommendation to the President. Any written response will be placed in the permanent file of the candidate.
- F. Family and medical leave taken in accordance with the Federal Family Medical Leave Act (FMLA) does not constitute a break in continuous service.
 1. Qualified leave time will not count toward the 6-year probationary period or toward a provisional contract period.
 2. An extension of time will automatically be granted to off-set leave taken in accordance with FMLA and will be equal to the amount of FMLA leave time taken. This extension of time will be communicated to the VPAA and the faculty member by the Director of Human Resources.
 3. If the extension described above extends a faculty member's evaluation beyond the annual evaluation schedule, then

- a. the faculty member will submit portfolios and/or other relevant materials to the Promotion and Tenure Committee no later than the last date identified as the extension period,
 - b. the Promotion and Tenure Committee will meet in special session to review the faculty member's materials, and
 - c. if the faculty member is recommended for tenure or promotion, the matter will be submitted to the Vice President for Academic Affairs and the President within established timelines or in such a timely manner so that the Board of Trustees can consider the recommendations during its next regularly scheduled meeting.
4. If a faculty member does not qualify for FMLA and must take family or medical leave, no extension of probationary time will be considered.

2.3.4 Contract Decisions

- A. After receiving the recommendations, and the faculty member's response, if any, the President of the University will reach a decision, subject to final approval by the Board of Trustees.
- B. The President or Vice President for Academic Affairs will notify the faculty member of the contract decision. If a probationary contract is not to be renewed, the faculty member will be given notice by March 1 of the first year of service and December 15 of the second year of service. A faculty member in the third or later year of probationary service will be given notice in writing of a terminal contract by March 1. The President of the University will notify the Vice President for Academic Affairs of all contract decisions. The President will notify the Promotion and Tenure Committee of all decisions made on recommendations from that Committee. The Vice President for Academic Affairs will notify the Dean involved on contract decisions.

2.3.5 Discharge for cause

For purposes of this policy, discharge refers to action taken by the University to dismiss a member of the faculty with tenure or to discontinue a probationary or special appointment before the end of the term. Discharge of a faculty member for cause may be recommended when supported by evidence of professional incompetence, moral turpitude, gross neglect of professional and/or contractual responsibilities, failure to comply with the lawful and reasonable directives of the President and the Vice President for Academic Affairs and/or a bona fide financial exigency exists as defined in 2.3.3.1.

Upon receiving a request from the Provost for advice and recommendations regarding the possible discharge of a faculty member, an ad hoc hearing committee of five tenured faculty members elected by the tenured faculty will review specific charges and may hold a hearing. A hearing will be automatic if requested by the charged faculty member. The committee will, within fifteen days, give advice and recommendation to the Provost in writing.

The President may suspend the faculty member from duties during the investigation if the President has reasonable grounds to believe that continuation of the faculty member in these duties will cause immediate harm to the faculty member, other persons, or the institution. Salary will continue during the period of suspension.

The Provost will review the recommendations of the ad hoc committee and will transmit those recommendations to the President along with his/her own recommendations within 10 days.

The Executive Committee of the Board of Trustees will act upon the recommendation for discharge of tenured personnel or to discontinue a probationary or special appointment before the end of the term, when such recommendation is received in writing from the President.

The President will inform the faculty member of the decision of the Executive Committee of the Board. If the Executive Committee decides to discharge the faculty member, the faculty member will be notified by the President, in writing, and will be given the date the discharge is effective.

2.3.6 Clarifications

- A. Part-time faculty members who later become full-time, may not count part-time service as meeting any of the probationary period requirements.
- B. Non-tenure track faculty members may be retained on the faculty, on one-year term contracts, at the discretion of the President of Schreiner University.
- C. Persons on official leave from the University may not count that time toward meeting the requirement of probationary time. The leave time, however, will ensure continuity of service in meeting the “consecutive academic years” provision set forth in the policy statement.
- D. A tenured faculty member who elects to resign his or her position at the end of an academic year should submit, as a professional courtesy, his or her resignation in writing by February 1 of the last year of service.

2.3.7 Appeal of Contract Decisions and Procedures of the Contract Grievance Committee

2.3.7.1 Basis for Appeal - Schreiner University grievance procedures allow an aggrieved faculty member a fair hearing by a group of peers in order to determine whether a legitimate grievance exists and, if so, to suggest a manner of redress. An initial appeal may be made for any of the following reasons:

- A. Belief that there was procedural error during the contract review process.
- B. Belief that the reasons stated for the negative recommendation indicate significant evidence concerning the candidate's performance was not considered.
- C. Belief that the decision was reached in an arbitrary and/or capricious manner.

2.3.7.2 Procedure - Procedure for appealing contract decisions.

- A. Within two weeks of receiving a contract, a faculty member intending to appeal the decision will so notify the President of the University in writing and will submit a written appeal detailing the reasons and listing persons who can corroborate relevant information. The President will charge the Contract Grievance Committee and send copies of the appellant's letter to the Vice President for Academic Affairs and to all members of the Contract Grievance Committee. Committee members will disqualify themselves from considering candidates who are close relatives. Any member of the Committee who feels unable to be objective about a faculty member will voluntarily withdraw from the Committee during the hearing. A member may be removed for lack of objectivity on majority vote of other members.
- B. Members of the Contract Grievance Committee will read the contents of the appellant's permanent file, all material submitted to the Promotion and Tenure Committee, the recommendations submitted to the President of the University, and the President's decision, and will date and initial a sign-in sheet on each file so as to provide a clear record that the committee has examined all relevant files.
- C. After reading the letter of appeal and the contents of the appellant's file, the members of the Contract Grievance Committee will meet to determine if the appeal should go to a hearing and, if so, what additional information may be needed, what additional persons may need to be interviewed, and to set up a schedule. If the Contract Grievance Committee decides (by a unanimous {secret ballot} vote of the full Contract Grievance Committee) not to hold a hearing, sections D through I of the appeals process will not apply. This decision may be appealed as provided for in section L.
- D. The Chairman of the Contract Grievance Committee will schedule Committee interviews for all persons listed by the appellant or the Committee. The Chairman will provide all persons to be interviewed with the information they need by arranging for them to see relevant excerpts from the letter of appeal and/or by outlining the areas in which the Committee intends to seek information.
- E. The Chairman of the Contract Grievance Committee will notify the appellant and the Committee members of the schedule of interviews.
- F. The interviews will commence no later than five working days following the receipt of the appeal by the Contract Grievance Committee unless there are exceptional circumstances. The appellant has the right to be present during all interviews and to bring counsel at his/her own expense, if any. If the appellant chooses to bring counsel the interviewee will also have the right to bring counsel at his/her own expense. Both the appellant and the interviewee will have the right to consult counsel at any time. The Contract Grievance Committee will consider only the evidence at hand when the decision was reached. Proceedings will be as follows:

1. At the commencement of the hearing the appellant will have the right to make an opening statement to the members of the Contract Grievance Committee.
 2. Members of the Contract Grievance Committee may question the appellant.
 3. The person being interviewed will have the opportunity to make an opening statement.
 4. Members of the Contract Grievance Committee may question the person being interviewed.
 5. The appellant will have the right to make a statement on the matters brought up during that particular interview.
 6. Members of the Contract Grievance Committee may question the person being interviewed or the appellant or both.
 7. At the end of the interview process (when all interviews have been completed) the appellant will have the right to make a closing statement.
- G. If either the appellant or any of the persons interviewed desires to submit information to answer, clarify, or support questions or statements made during the interviews, the Committee will grant a request to postpone deliberations for up to five working days while the material is being prepared. The appellant will have access to any material submitted during this time and opportunity to respond within five working days.
- H. The Contract Grievance Committee will conclude its deliberations and present its report to the President within ten working days of the conclusion of the interviews and receipt of additional materials, if any, unless extraordinary circumstances prevent thorough deliberations within that time.
- I. The Contract Grievance Committee will recommend one of the following based on a majority vote by secret ballot:
1. that the decision be reconsidered.
 2. that the decision not be reconsidered.
- J. The Contract Grievance Committee will send to the President its recommendation; reasons for the recommendation based upon evidence collected, and vote count. If the decision of the Contract Grievance Committee is not unanimous, dissenting opinions will be expressed in a minority report protecting the identity of those issuing the minority report. Copies of any reports will be sent to the candidate and the Vice President for Academic Affairs.
- K. After receiving the recommendation of the Contract Grievance Committee, the President will reach a decision within five working days and notify the candidate, Vice President for Academic Affairs, and the chair of the Promotion and Tenure Committee of this decision immediately thereafter.

Notification will be in writing and, if it is a terminal or provisional contract, will state reasons and conditions, if any.

- L. The candidate may appeal this decision to the Contract Grievance Committee for any of the following reasons:
 - 1. Belief that the Contract Grievance Committee did not consider substantial evidence in the file.
 - 2. Belief that procedural error was made in the initial grievance review.
 - 3. Belief that the decision was reached in an arbitrary and/or capricious manner.
- M. In the event of a second appeal, the appellant and the Contract Grievance Committee will follow the procedures outlined in Paragraphs C-J above.
- N. Upon receiving the recommendation of the Contract Grievance Committee, the President will make a decision and so inform the candidate, the Vice President for Academic Affairs, the chair of the Promotion and Tenure Committee, and the Board of Trustees. This decision will be final and binding, not subject to further appeal.

2.3.7.3 Composition and Selection of the Contract Grievance Committee -

- A. The Contract Grievance Committee will consist of five members representing the broad spectrum of the faculty and ideally including members of the different schools, members of both sexes, and members of different lengths of service to the University. Members of the faculty who teach one-half time or more will be eligible to serve on the Contract Grievance Committee after completing two full years consecutively at Schreiner University. Members of the Contract Grievance Committee will serve for three years. The chairman will be elected annually by and from the Committee. After serving on the Promotion and Tenure Committee, no former member may serve on the Contract Grievance Committee for a period of two years.
- B. During the last term of the academic year, the faculty will elect new members for the Contract Grievance Committee for three-year terms. At the same time, the faculty will also elect four alternates to serve one-year terms.
- C. Nominations to the Contract Grievance Committee will be made by the Chairman of the Contract Grievance Committee in consultation with the Vice President for Academic Affairs and the President of the University. The list of nominations will be circulated to the faculty no later than two weeks prior to the election. Members of the faculty who teach one-half time or more may make additional nominations at the faculty meeting preceding the election.
- D. The election of new member(s) for the Contract Grievance Committee will be by secret ballot distributed through campus mail one week after the faculty meeting at which nominations are made. Members of the faculty who teach one-half time or more will be eligible to vote.
- E. Any member of the Contract Grievance Committee wishing to appeal a contract decision must temporarily withdraw from the Contract Grievance Committee before appealing.

- F. The Contract Grievance Committee chair and Vice President for Academic Affairs, together, will fill a temporary vacancy (for an individual appeal) from the alternates maintaining breadth of representation specified in paragraph A above.

2.3.8 Post-Tenure Review

The University expects tenured faculty will continue to actively pursue excellence, as defined in section 2.2.1 of the Faculty Manual. The purpose of post tenure review is largely formative in nature, assisting the faculty member's professional development and performance at the University. If concerns arise regarding a faculty member's performance, the appropriate Dean and VPAA in consultation with the Promotion and Tenure Committee will suggest suitable remediation. If initial remediation is inadequate, the VPAA may pursue additional remediation or corrective action.

2.3.8.1 Procedure for Post-Tenure Review

Students and Deans currently evaluate each tenured faculty member, as required by this Manual. Additionally, each faculty member undergoes a peer review through the current merit process.

In the fourth year following tenure, and at four-year intervals thereafter, the faculty member will submit by the end of the spring semester of the faculty member's review cycle a cumulative Four-Year Report to the VPAA. This Four-Year Report will summarize the material in the faculty member's file regarding evaluations. The Four-Year Report will also include a reflective self-assessment of two to four pages, addressing:

- a. major issues and accomplishments in teaching and learning over the past four years;
- b. major issues and accomplishments in academic advising;
- c. contributions to the University via service on committees and active leadership in and on behalf of the University community;
- d. major issues and accomplishments in research, scholarly/creative performance or professional development.

Subsequent to the Four-Year Report, each tenured faculty member will have a conference with the VPAA to review the past four years' evaluations and to discuss the reflections as a professional development tool.

The review cycle for the Four-Year Report and conference would restart following any promotion in rank, so that faculty members would not be reviewed again for four years following a thorough review by the Promotion and Tenure Committee.

2.4 TEACHING LOAD

2.4.1 Teaching Load for the Academic Year

The full-time teaching load of a faculty member ordinarily will be a total of 24 semester hours, or its equivalent, accumulated during the fall, and spring terms. The graduate faculty loads ordinarily will be a total of 21 semester hours, or its equivalent, accumulated during the fall and spring terms. Graduate faculty is defined as those teaching more than half of their load in the graduate program. The Vice President for Academic Affairs, in consultation with the Faculty Affairs Committee, will determine semester hour equivalents for other substantial duties. A table of such equivalents for general categories will be placed in the appendix of the Faculty Manual. The Vice President for Academic Affairs may make adjustments in instructional loads when he/she deems it necessary in the cases of vocational programs, multiple classes or sections taught simultaneously, and other unusual situations.

2.4.2 Summer Term

Remuneration for teaching during the summer term will be determined using the number of semester hours taught.

2.5 FACULTY ABSENCES

When a faculty member must be absent, the instructor must notify the Dean of his or her School. Arrangements for attending professional meetings should be made with the approval of the appropriate dean who will then notify the Vice President for Academic Affairs.

2.5.1 Absences Without Loss of Pay - For full-time faculty members at Schreiner University, absence from duty without loss of pay is authorized only for the following purposes and within the limitations prescribed for each circumstance:

- Illness (or sick leave)
- Bereavement
- Personal business
- Jury Duty

2.5.1.1 Illness (or sick leave)

- A. Accrual: Full-time faculty members at Schreiner will accrue sick leave at the rate of five (5) days for each long-term semester. The maximum number of sick leave days that may be accrued is sixty (60) days. Sick leave may not be accrued for employment during Summer Term.
- B. Use: A faculty member may begin using sick leave as soon as it is accrued. Accrued sick leave may be used because of illness of dependents or members of the immediate family of the teacher.
- C. Part-time teachers may have two days sick leave without loss of pay per long term. Sick leave does not accumulate from term to term for part-time teachers.

2.5.1.2 Bereavement Leave:

Teachers are allowed up to five (5) days of "bereavement leave" necessitated in the event of death in the immediate family. "Immediate family" is defined as spouse, child, parent or sibling. Up to three (3) days are allowed in the event of the death of grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

2.5.1.3 Personal Business Leave:

Faculty members are allowed two (2) days each year for "personal business" leave. Personal business leave does not accrue, per se, nor is an instructor allowed personal business leave for employment during Summer Term.

2.5.1.4 Jury Duty Leave:

Full-time and 3/4 time employees summoned to jury duty will have their salary continued during the active period of jury duty for up to a maximum of fifteen (15) working days per calendar year. An employee required to serve jury duty beyond the period may use accrued personal and/or vacation time off or may request an unpaid jury duty leave of absence. An employee is permitted to retain the allowance received from the court for jury duty service. All other employees summoned to jury duty will be provided time off without pay while serving on jury duty.

2.5.2

Loss of Pay

A faculty member who is absent on working days beyond the number of earned or accrued leave days will forfeit pay for each day missed in an amount determined by dividing the annual salary by the total number of working days the faculty member is expected to be on campus during the contract period. Working days are defined as those days that a faculty member is required to be on campus in an instructional setting (class, laboratory, studio, etc.) or for in-service workshops, commencement, and the like. Should a faculty member perform part of his assigned duties, that partial performance will be appropriately included in the determination of leave days used in calculation of pay forfeiture.

2.5.3

Record Keeping

The Human Resources Office, as provided by the School dean will maintain accurate leave records for each faculty member. Upon termination of employment, an instructor will not be paid for any unused accrued leave.

2.5.4

Maternity Leave (see Family and Medical Leave Act in Appendix A.14)

2.5.5 Sabbatical Leave

A. Purpose

To refresh and reinvigorate tenured faculty members, physically and academically, in their own interests and those of the University; to encourage productive scholarly research that will enhance the stature of both the individual and the institution; to improve, through appropriate activity, the academic qualifications and teaching competence of the faculty; and to stimulate contributions of high caliber in the future.

B. Policy

The sabbatical leave program recognizes that continuing faculty excellence requires periodic opportunities for respite from normal academic responsibilities so that faculty may be refreshed through suitable enterprises they may choose to pursue during the leave.

C. Differentiation from Related Programs:

1. The sabbatical leave program is intended to be separate and distinct from other programs or leaves of absence. Leaves granted for visiting professorships, consultantships, and work on advanced degrees are not sabbatical leaves (unless requested by the faculty concerned and approved as such by the provost), and the granting of a sabbatical leave shall not be restricted because a faculty member has had other such types of leave granted previously.
2. The payment of normal sabbatical leave compensation is based upon the assumption that the individual receiving the leave will not sell his or her services during the leave period. However, a fellowship or scholarship that requires no service from the recipient and/or a travel grant that does not conflict with the intent of the sabbatical leave may be accepted. Research grants, fellowships, and other positions that do require service may be accepted only after the approval of the provost. This is to assure that the period of the sabbatical leave will be used for the intended purposes.

D. Conditions for the Granting of Sabbatical Leave:

1. Eligibility

- a. Any tenured member of the instructional staff of the University holding the rank of professor or associate professor, who has a minimum of eight years of full-time tenured and / or tenure-track service, shall be eligible for a sabbatical leave. No semester spent on leave can be counted as part of the required eight years.
- b. Except in the case of the kind of time extension described under Procedures, item 3b, of this policy, a minimum of eight years in residence must elapse following the completion of a sabbatical leave before the same faculty member would again be eligible.
- c. The acceptance of a sabbatical leave automatically commits the faculty member to return for a minimum of one academic year of teaching or other appropriate functions at Schreiner University. Should the faculty member decide to leave the university within that one-year period, he or she shall reimburse the University the full amount of the cost of the leave.

2. Compensation

- a. A faculty member may apply for and be granted either one full academic year or one-half academic year of leave. If one full academic year is granted, the rate of compensation from the University shall be one-half of the faculty member's regular salary for the academic year.

If one-half academic year is granted, the rate of compensation shall be the individual's full pay for the period of the leave (one-half of the individual's full academic year salary). The administration will establish the salary rate that would have been in effect without the leave, and this rate will be used to compute the sabbatical compensation.

- b. While on leave the faculty member may not engage in other regular remunerative service unless specifically authorized to do so by the provost, or unless the activity is described in the accepted request for leave.

E. Procedures

1. Application Process

- a) An eligible faculty member desiring a sabbatical leave shall submit a formal application to the dean of his or her school.
- b) The application must be submitted by November 1 of any year for a leave to begin the following August, or by April 1 for a leave to begin the following January.
- c) The individual's application must contain a statement of plans for the use of the leave period, and may also contain pertinent supporting documents such as records of publication, grants received, etc., if a research program is planned.

2. Consideration Process

- a) The dean shall forward the application to the tenured members of the school who shall, in return, make their recommendations to the dean. The school's recommendation shall contain specific information as to how the workload of the member on leave will be handled during his or her absence.
- b) The dean shall consider the applications and recommend to the provost (by December 1 or June 1, respectively, for leaves to begin the following August or January) the leaves to be granted, and shall inform all applicants in writing of the disposition of their requests. In reaching his or her conclusions, the dean should be guided by considerations of seniority, demonstrated academic superiority of the applicants and potential for growth, adequate distribution of leaves among the various disciplines, and the needs of the School. The dean will also be guided by the quality, character, and appropriateness of the sabbatical proposal. In the awarding of any sabbatical leave, both the welfare of the academic unit and individual faculty opportunities will be preserved.
- c) The provost shall accept or reject the recommendations of the deans. By December 15 or July 1, respectively, for leaves to begin the following August or January, the provost shall inform in writing all persons recommended for leaves and the dean whether such leaves will be granted.
- d) A faculty member whose request for a sabbatical leave is rejected by his or her dean may appeal the decision to the provost.

3. Recipient Considerations

- a) The recipient of a grant shall, upon returning to the university, make a detailed report in writing, detailing how the sabbatical recipient's proposal has been successfully completed, to the dean of his or her school with copies to the provost.
- b) Although the constraints outlined under Eligibility, item a, of this policy, must be observed, sabbaticals are to be awarded regardless of the size of the department. If the faculty member's normal workload cannot be absorbed within the department, the university will provide a temporary replacement. However, when the welfare of the academic unit is at stake, the dean, with sufficient notice and with the concurrence of the provost, may require the faculty member to reschedule his or her sabbatical leave, on the condition that such a delay would in no way lengthen the calendar under which the faculty member becomes eligible to apply for subsequent sabbatical leaves.

4. The authority to grant exception to one or more of these policies and procedures is vested with the President of the University or his/her delegated representative in consultation with the Provost and the Dean of the appropriate School.

2.5.6 Other Leaves of Absence

The President, in consultation with the Provost and the appropriate Dean, may grant study leaves of absence, with or without financial assistance, to members of the faculty. Ordinarily, a request for leave with financial assistance will not be granted before employment at Schreiner for at least three years, nor for those in academic positions but with less than minimum required credentials. Any employee granted a study leave with financial assistance will be required before beginning leave to sign an agreement that the full amount of Schreiner assistance

received on leave will be returned should the employee not return to Schreiner for the specified term after the termination of leave to fulfill a contract offered by Schreiner.

2.6 RETIREMENT

2.6.1 Retirement Plan Benefit

The University provides all members of the faculty who are at least 3/4 full-time and appointed for at least a full academic year the opportunity to participate in a tax sheltered (IRS Code Section 403 (b)) retirement program. Faculty members may begin contributions to the program on employment by the University. The University will begin contributions to the retirement program, for participating faculty members, after one year of service with the University. Faculty members may continue participation in the program until they are no longer employed by the University. A summary of the plan is found in the Appendix.

2.6.2 Individual Notice of Retirement to University

As a faculty member begins plans for voluntary retirement, the faculty member should consult with the Vice President for Academic Affairs or the President regarding such plans. In order to serve the students most effectively and provide needed continuity in the instructional ranks, the faculty member should give at least six months advance notice in writing to the Vice President for Academic Affairs before the planned retirement date. Employment and security provisions, including evaluation procedures, as stated elsewhere in this manual, will govern the relationship between the full-time faculty member and the institution until retirement. If both the University and the faculty member agree, continued employment on a part-time basis may be available after retirement from full-time faculty duties. Such part-time arrangements will be concluded in the regular way for part-time instructional staff.

NEPOTISM

It is the policy of the University to seek for its faculty the best possible qualified persons who are judged to be so in a competitive search preceding the appointment. All faculty members will satisfy the appropriate appointment and promotion standards as set forth in the Faculty Manual. Relationship by family, marriage, or consanguinity will constitute neither an advantage nor a disadvantage in hiring, promotion, salary, or assignment of faculty duties. No individual will be assigned teaching duties, either full or part time, by a relative without the concurrence of a majority of the members of the department and discipline affected. No individual will serve under the direct supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare. No administrator or faculty member may participate, either directly or indirectly, in the process of employing a relative unless that relative is recommended by a majority vote of the members of the department and discipline in which the employment is to take place. If an administrator is a part of the recommendation process involving promotion, extended contract, or tenure of a relative, the administrator will not make a recommendation, but will forward the recommendation of the Promotion and Tenure Committee directly to the President or to the Board of Trustees in the case of a relative of the President. If a faculty member is part of the recommendation process involving faculty development grants, promotion, or extended contract, continued employment, or tenure of a relative, the faculty member will recuse himself or herself when the relative is being considered. If the dean is part of the recommendation process involving promotion, extended contract, continued employment, or tenure of a relative, the appropriate department chair will substitute for the dean when the relative is being considered. For the purpose of this policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, and in-laws of any of the foregoing.

2.8 RIGHTS AND RESPONSIBILITIES

2.8.1 Responsibilities

The Board of Trustees expects of each faculty member efficient service measured by approved academic standards and will look to each member to effectively promote higher education within the resources available. In the discharge of its duties, the Board must hold faculty members accountable for a failure to discharge their responsibilities. It is the responsibility of the faculty to make their views known to their representative(s) on the standing and other committees, especially in relation to items on the agenda of the respective committees.

2.8.2 Academic Freedom

Schreiner University subscribes to the definition of academic freedom stated below and based on the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; research for pecuniary return should be based upon an understanding with the Vice President for Academic Affairs and President of the University.

The teacher is entitled to freedom in the classroom in discussing his or her subject but should be careful not to introduce controversial matter, which has no relation to the subject.

The teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the teacher should be free from institutional censorship or discipline, but a teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, he or she should remember that the public might judge the profession and the University by a faculty member's statements. Hence, teachers should at all times be accurate, should exercise appropriate restraint, and make every effort to indicate that they are not institutional spokesmen.

The teacher's conduct, within the institution and in public, should be such as to bring credit to the University and to its reputation. The teacher should fulfill the terms of employment and abide by the ethics of the academic profession.

2.8.3 Rights of Part-time Academic Staff Members

- A. Part-time instructional staff members will have the same protection of academic freedom as full-time academic staff members.
- B. Part-time instructional staff members will have the same safeguards regarding dismissal prior to the expiration of their contracts as full-time academic staff members.

2.8.4 Grievances

A faculty member who has a grievance against another faculty member or against any other part of the University organization should follow the existing administrative structure which is as follows:

Dean, Vice President for Academic Affairs, President, Board of Trustees.
To the end that, in relation to the University, the rights of any student, potential student, former student, any employee, potential employee, or former employee be protected, the following grievance procedure is established:

1. Any question or complaint may be raised informally with any administrative office of the University. Whenever possible, potential problems will be resolved at the lowest appropriate level without the initiation of formal proceedings.
2. If informal methods do not resolve the issue, the complainant will submit a formal written statement of the issue to the Vice President for Academic Affairs if the issue involves students or faculty or to the Vice President for Administration and Finance if the issue involves a staff member other than faculty. The appropriate Vice President will investigate the matter and answer the question or resolve the issue and, in writing, inform the person submitting the written statement; this resolution should normally take no longer than thirty (30) days from receipt of the initial written statement. It may be that, because of the persons involved, the Vice President for Academic Affairs and the Vice President for Administration and Finance may answer jointly or resolve the issue.
3. If an appeal of the resolution specified above is deemed necessary, such appeal will be made in writing to the President within fifteen (15) days of the date of the written decision by the appropriate vice president. The President will usually make a decision within thirty (30) days of receipt of such appeal.
4. Further appeal may be made to the Executive Committee of the Schreiner University Board of Trustees. The Executive Committee will have the power of the Board to act, given that the Executive Committee may choose to defer to the entire Board for final judgment.
5. The decision of the Executive Committee or the Board of Trustees is final, and any further action by the complainant may be by recourse to remedies within the appropriate legal system.

2.8.5

Non-Discrimination

In concurrence with federal and state legislation, as amended, Schreiner University is committed to the principles of equal protection and equal opportunity for qualified persons regardless of race, color, sex, religion, national or ethnic origin, age, or handicap:

- A. in the admission of students;
- B. in all decisions concerning financial aid;
- C. in employment or discontinuation of employment;
- D. in all decisions concerning rank, tenure, assignment, and promotion.

2.8.6

Disruptive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized by Schreiner University, is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The University reaffirms its belief that all segments of the academic community are under strong obligation and have mutual responsibility to protect the campus

community from disorderly, disruptive, or other obstructive actions, which interfere with academic pursuits of teaching, learning, and other campus activities.

The University understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April 1968, and by the Association for Higher Education in March 1968, condemning actions taken to disrupt the operations of institutions of higher education.

2.8.7 Abuse of Power or Authority in Relationships

Schreiner University is committed to the principle that professionalism, respect, and trust foster a positive learning environment. The University believes that its students must encounter a university community free from exploitation, harassment, or discrimination of any kind (as affirmed by the American Association of University Professors, Code of Professional Ethics). Schreiner University deems unethical and inappropriate any relationship in which a University employee governed by the Faculty Manual abuses his or her position of power or authority. Romantic relationships between faculty and students or superiors and subordinates are almost always inappropriate and are therefore highly discouraged. When inappropriate relationships are discovered, the VPAA may investigate and determine on a case-by-case basis whether action should be taken. If taken, action may include counseling, warning, a letter of reprimand, and/or termination pursuant to section 2.3.5.

2.9 SEXUAL HARASSMENT

2.9.1 Statement of Policy on Sexual Harassment

Schreiner University strives to provide a working and educational environment for faculty, administration, staff and students that is free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission. Retaliation against a person who files a sexual harassment complaint or participates in any capacity in a proceeding relating to a sexual harassment complaint is also strictly prohibited.

2.9.2 Definition of Sexual Harassment

- A. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct, or written communications of a sexual nature when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;
 2. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual;
 3. such conduct has the purpose or effect of interfering with an individual's work, academic performance, or participation in extracurricular activities, or of creating an intimidating, hostile, or offensive working or learning environment.
- B. Conduct (subject to 1,2,3 above), which may constitute sexual harassment, includes any speech or conduct of a sexual nature that is unwanted and unwelcome. Examples include, but are not limited to:
- Unwelcome physical touching, such as patting, hugging, or brushing against a person's body;
 - Direct or implied threats that submission to sexual advances may favorably affect employment, work status, promotion, grades, or letters of recommendation; or that rejection of sexual advances may negatively affect any of these;
 - Proposals of sexual activity;
 - Subtle pressure for sexual activity, such as sexual comments or jokes, remarks or questions about sexual activity, speculation about previous sexual experiences, or unwelcome remarks about a person's body or clothes; or
 - Conduct such as sexual gestures, leering, staring, or suggestive facial expressions that tend to bring discomfort to or humiliate an individual.
- C. This sexual harassment policy is not, however, intended to inhibit the free exchange of ideas in an appropriate academic setting. By its very nature, the educational process may involve the instructional use of reading materials, audio and visual media, lectures, and discussions containing sexually oriented language, images, and ideas that might be considered offensive in the ordinary workplace. Such use will not be considered sexual harassment, provided that:
- (1) the use occurs in an appropriate academic setting;
 - (2) the use is reasonably related to the course content;
 - (3) the use services a legitimate educational purpose designed to foster intellectual growth;
 - (4) the use is not for the principal purpose of shocking or offending (many entirely appropriate materials may shock or offend);
 - (5) the manner of use does not unreasonably invade the personal dignity of the individual (e.g., requiring intimate touching);

(6) and the presenter does not selectively demean or embarrass students, based on gender, with prurient material.

- D. For university policy regarding complaint stemming from consensual relationships that do not fall under sexual harassment see 2.8.7 above. See appendix for details of the procedures to be followed in filing a sexual harassment complaint.

2.10 INTELLECTUAL PROPERTY POLICY

2.10.1 Purpose

Schreiner University desires to foster the creation of original works created by its faculty, staff and students. This Intellectual Property Policy is intended to delineate the ownership rights of any such original works, whether copyrightable works consistent with the United States Copyright Law or patentable works consistent with the United States Patent Law.

2.10.2 Applicability

This Policy is applicable to all copyrightable or patentable works currently in progress or hereinafter created by, at, or with the resources of the University. This Policy applies to all faculty members, staff employees, students and all other persons or entities who create copyrightable or patentable works using the University's resources or pursuant to a contractual arrangement with the University.

2.10.3 Ownership and Use

A. Externally Sponsored Works

Whenever a third party sponsors a work created by, at or with the resources of the University, the University shall enter into a written agreement with such third party before the work is created. The agreement will set forth the ownership rights of any copyrightable or patentable works that are developed. To the extent possible, the University will retain all ownership rights in any resulting copyrightable and patentable works and will not waive the right to publish the results of any research resulting from such sponsored activity. If no provision for ownership has been made with respect to any externally sponsored copyrightable or patentable works, the University shall retain all rights to such works allowable under law.

The University will grant to the creator(s) of original works the right to publish in scholarly journals the results of their research and the right to perform their creative works if no compensation is received for the publishing and/or performance and this right has not been waived by written agreement.

B. Institutional Works

Institutional works shall include specific assignments that are "works-for-hire" under the United States Copyright Law, works created by staff employees in the performance of their jobs, works supported by a direct allocation of University funds

or other resources for a specific University purpose and works commissioned by the University. Institutional works shall also include all copyrightable and patentable works under this policy where it is not possible to determine specific creatorship for the work, such as works developed over a significant period of time by multiple creators. Regarding institutional works, the policy described in paragraph A. For Externally Sponsored Works shall apply with the University recognized as both “external sponsor” and “University.” In addition, the creators of contributions to works developed over a significant period of time by multiple creators shall retain the right to use their contributions in their subsequent work, when their contributions can be identified.

C. Non-Institutional Works

The University shall not claim ownership of works (e.g., books, journal articles, musical compositions, theses, papers and course assignments) created by the University faculty or students that are not institutional works and did not result from a significant use of University’s resources. For purposes of this Policy, the normal use of the University’s facilities and computers, the incidental use of the University’s supplies and clerical support, normal expenses for travel to professional meetings, for book purchases, interlibrary loans, computer software and data, the granting of sabbatical leave and faculty development grants are not a significant use of the University’s resources.

Furthermore, collaboration among faculty and students, both within and without Schreiner University does not by itself give the University an ownership interest in their work, but when it does (as in works developed over a significant period of time by multiple creators, described in the prior section) the University will identify its ownership interest. The University advises all parties involved to identify their ownership interests in collaborative works and disclaims liability resulting from any failure to do so.

Faculty, employees and students may use the name of the University for purposes of affiliation only. Any other use of the University's name requires specific written approval by the University.

D. Coursework

Except for coursework developed over a significant period of time by multiple creators and except as provided by specific agreement, coursework developed for instructional purposes at the University shall belong to the creator.

E. Assignment of Rights

In the case of externally sponsored and institutional works when the University retains copyright or patent ownership, the University may assign its rights to the creator(s) of such works or to any third party for the purposes of commercialization. The University will consider assignment of rights to the creator(s) when, after a reasonable period of time, the University does not make such use of works. In any assignment of rights, the University shall retain a non-exclusive, perpetual, worldwide, royalty free

license to use and reproduce the copyrightable or patentable works for its own non-commercial purposes and to preserve such royalty free license for the creator(s) of such works as provided in this policy.

2.10.4 Royalties and Other Income

Any royalties or other income beyond expenses derived from works covered under this agreement to which the University has a vested interest shall be shared between the University and the creator(s). A mutually satisfactory written agreement will be made in advance.

2.10.5 Copyright and Patent Administration

The Vice President for Academic Affairs shall administer this Policy and all copyright and patent matters of the University in consultation with Vice President for Administration and Finance. In this regard, the VPAA shall be authorized to:

- A) Prepare and issue additional policy statements interpreting or further defining this Policy.
- B) Determine the characterization of all copyrightable works under this Policy and notify the appropriate parties of such determinations
- C) Recommend to the President agreements that should be executed for Externally Sponsored Works, Institutional Works
- D) Collect any and all proceeds from such license or assignment, and make the appropriate allocation of such proceeds.

In cases where there is no written agreement specifying the sharing of income with respect to commercialization by the University, the VPAA shall determine if such a sharing arrangement is appropriate and, if so, recommend a sharing distribution to the President of the University for approval.

2.10.6 Copyright Notice

All copyrightable works owned by the University shall bear the following copyright notice: © [Year of first publication] Schreiner University.

2.11 AMENDMENTS

As with all matters pertaining to Schreiner University, final authority for all parts of the Statutes section of the Faculty Manual rests with the Board of Trustees. The usual method of modification of those Statutes is described in the section that follows.

Proposed amendments to the Faculty Statutes may originate with individuals and/or committees and will be presented in writing to the Faculty Affairs committee. An amendment recommended by the Faculty Affairs Committee will be presented to the faculty for disposition at any regular meeting of the faculty or at any special meeting called for the purpose of amending -- provided that all proposed amendments and recommendations be submitted in writing to the faculty not less than ten days prior to the faculty meeting at which the amendment will be considered. The proposed amendment will be considered adopted upon a

favorable vote of a two-thirds majority of the faculty members present, provided the required quorum is present at the time of voting, and will become effective after approval by the Board of Trustees. Any processes described in this section will follow the Philosophy of Governance as adopted by the faculty and the Board of Trustees.

FACULTY MANUAL

3 FACULTY POLICIES AND PROCEDURES

The following abbreviation will be used throughout section 3.
VPAA = Vice President for Academic Affairs

3.1 GENERAL INFORMATION

3.1.1 Faculty Standards, Appointments, and Procedures

The following is a statement of factors that bear upon the appointment and promotion of faculty members and a description of the procedures used in making decisions. This general policy cannot be exhaustive. The task of building a faculty is a creative work that must call for judgment based on many considerations. The document has been written with this basic objective in mind: to provide the best possible education for the students of Schreiner University.

3.1.1.1 Standards

- A. The University seeks to secure for its faculty individuals who possess basic qualities, which contribute to excellence in teaching and research. These qualities include intellectual ability and curiosity, analytical power, initiative, imagination, creativity, industry, clarity of expression, integrity, and a sympathetic appreciation of the viewpoints of others. One major quality is an interest in and enthusiasm for the basic objectives of the University.
- B. In appraising an individual, the University has two sets of criteria: the record of the person's performance and an assessment of basic qualities. Both are important. The University seeks the basic qualities that are indicators of continued intellectual growth and excellence in future work. The University will make judgments about candidate's teaching and research abilities primarily on the basis of performance in teaching and other professional activities.
- C. The character and amount of evidence available for the appraisal of teaching personnel will change as individual's careers advance. The University seeks persons who increasingly understand the practice of their discipline and whose teaching and research reflect this discipline and whose teaching and research reflect this knowledge. In judging faculty members' teaching, the University will consider sensitivity to realities and practices and to students' problems in seeking to learn.
- D. While the University expects faculty members to be aware of and use appropriately recent research in their discipline and in teaching methods,

effective teaching at Schreiner cannot rest solely on materials prepared by others. Teachers must demonstrate their own abilities to organize, present materials, and use various instructional methods appropriate to the discipline and the learning situation. The teacher may also demonstrate contributions in this area by stimulating colleagues through informal contacts and formal presentations.

- E. In evaluating the faculty member's (or candidate's) teaching qualities, the University will consider any relevant evidence that bears on that person's probable future teaching performance at the University.

3.1.1.2 Appointments and Procedures

- A. The Trustees on recommendations of the President make all faculty appointments at Schreiner University. Recommendations for appointments are the responsibility of the President, who receives recommendations from the VPAA, who makes use of faculty information and judgment.
- B. Tenure-holding faculty members have on-going responsibility for developing and evaluating the teaching of non-tenured faculty members with whom they work in the various educational programs of the University. The Deans and faculty members holding tenure positions should, throughout the terms of appointment of non-tenured faculty, periodically visit the classes of such individuals and, as well, evaluate other aspects of their teaching. Classroom visits should assess an individual's classroom teaching skills and progress in the development of those skills. Written observations of classroom visits are to be submitted to the appropriate Dean.

Responsibility for direction of these developmental and evaluation activities rests with the Deans. Each Dean will help in the development and evaluation of non-tenured faculty by discussing the non-tenured faculty member's overall performance with the faculty member and the VPAA at least annually.

- C. Each faculty member will be assigned to a particular school and also to a department within that school. A department consists of faculty with similar academic interests.

3.1.1.3 The Hiring Process

The University normally follows the procedures below for hiring full-time teachers and uses a simplified procedure (in accordance with accepted employment practice) for temporary and part-time positions.

- A. Publication notice of opening in media or with agencies appropriate to the discipline and/or applicants pulled from the faculty applicant database. This is coordinated through the Human Resources Office.
- B. Preliminary examination of responses received from above publication and of applications and letters received over past year or two: Screening Committee will normally be composed of Dean, VPAA, and other selected faculty members (from the discipline, if possible).

- C. Securing credentials of likely candidates.
- D. Selection of top candidates by the Screening Committee.
- E. Telephone interview with top candidates.
- F. Checking references provided.
- G. Campus interview, whenever possible, of top two or three candidates with appropriate faculty members and administrators.
- H. The screening committee will make its recommendation to the VPAA who will make his/her recommendation to the President. If the rank recommended by the VPAA is not in strict conformity with Section 2.2 of the Faculty Handbook, or is different from that recommended by the screening committee, then the President will discuss the recommendation with the Chairperson of the Promotion and Tenure Committee before making the final decision.

3.1.1.4 The Contract Letter

The President and the VPAA send annually a contract letter to each faculty member.

The following elements will be assumed to have been covered to the satisfaction of the faculty member upon return of a signed contract letter to the VPAA:

- A. title of the position and/or rank accorded therewith;
- B. salary;
- C. term and dates covered by agreement to include probationary or one-year contract, extended contract, or tenure, whichever applies.

3.1.1.5 Promotion and/or Tenure

A. Candidates for promotion and/or tenure must prepare a portfolio, which will summarize their qualifications. The portfolio will include the following (emphasizing materials since the last promotion):

1. A brief letter of application, which refers to each criterion for promotion and/or tenure and how the candidate meets it. This letter must be submitted by 1 September.
2. Record of scholarly/creative performance and professional activity. Candidates should submit copies of all publications and evidence of artistic accomplishment, etc. In those cases where the work has not yet been published, reading performed, artistic works exhibited or performed, evidence should be submitted such as letters of acceptance or invitation, programs, brochures, etc.
3. Record of service to and on behalf of the university.
4. Recommendations of 2 peers of candidate's choice. Peer recommendations from outside the campus community are encouraged.
- 5.* Student evaluations of instruction.
- 6.* Dean's annual evaluations.

- 7.* Dean's recommendation (new one specifically pertaining to the current application).
- 8.* All current written comments and information from tenured faculty members (with signatures removed).

* These (numbers 5, 6, 7, and 8 above) will be compiled and added to the portfolio by the office of the VPAA. The portfolio will be complete by 30 September, after which the candidate has 7 days to add responses to any of the components of the portfolio. If further information is needed, the Committee may request it from the candidate or other persons or from official University files including the personnel file (See section 3.2A). After discussion, the Committee will vote by secret ballot; a two-thirds affirmative vote is necessary to recommend promotion and/or tenure, but the specific vote count and the discussion will be confidential.

Any such materials provided by any party will be placed in the permanent file of a faculty member denied tenure or promotion and maintained for seven years.

- B. The Chair of the Promotion and Tenure Committee will prepare a written report summarizing significant points of discussion and stating the recommendation of the Committee; if the vote is not unanimous, the opposing points of discussion will be summarized. The VPAA will forward this report along with the VPAA's own separate recommendation; if the recommendation of the VPAA is different from that of the Committee, the VPAA will inform the members of the Committee of that fact and the reasons therefore. The VPAA, in individual conferences, will inform each candidate of the recommendations of the Committee and will provide the candidate with a copy of the written recommendations to the President. Other members of the Committee will refrain from discussing the situation with anyone outside the Committee meeting unless requested to communicate such information by the VPAA or by simple majority vote of the Promotion and Tenure Committee considering the promotion.
- C. The President makes a recommendation to the Board of Trustees for all promotions. The decision on promotion of any faculty member rests entirely with the Board of Trustees.
- D. Relevant sections of the procedure outlined for tenure contracts (section 2.3.3.5) also apply to promotion consideration.

3.1.1.6 Summer Teaching

Most faculty members' contracts are for a nine-month academic year. Summer teaching cannot be assured, but when a faculty member teaches in the Summer Term, they do so under a contract. Faculty with summer teaching contracts will have the same instructional responsibilities as during the academic year.

3.1.1.7 Emeritus/emerita Status

- A. Emeritus/emerita status is awarded by the Board of Trustees upon recommendation of the President after consultation with the Promotion and Tenure Committee and the Vice President for Academic Affairs. Under normal circumstances, a proposal for the awarding of emeritus/emerita status

will come from a member (or a group of members) of the current faculty of Schreiner University and will be submitted to the Promotion and Tenure Committee for recommendation. Candidates eligible for consideration will be no longer in full-time service to the University and will have completed at least fifteen years exemplary full-time service with the rank of professor, associate professor, or assistant professor. An affirmative recommendation for the award of emeritus/emerita status will require a two-thirds affirmative vote of those Promotion and Tenure Committee members qualified to vote on matters of promotion, extended contract, and tenure. Recommendations will be forwarded to the Vice President for Academic Affairs who will submit that recommendation, as well as their own, to the President. Determination of whether to bring the matter to the Board of Trustees will rest with the President.

- B. Emeritus/emerita recognition entitles the person to the following rights and/or privileges:
 1. Use of the University facilities such as the Edington Sports Complex, William Logan Library, Fasken Learning Center, etc.
 2. Dining room privileges the same as full-time faculty.
 3. Free admission to University events, if possible.
 4. Free parking on campus.
 5. Listing in the academic Catalog as emeritus/a faculty.
 6. Office space (if and when available) at their request.

3.1.1.8 Part-time Teaching Prior to Retirement

- A. A faculty member who has served as a full-time faculty member at Schreiner University for at least ten years will be eligible to apply for partial employment at Schreiner University. Faculty desiring such partial employment will submit an application to the VPAA. The VPAA will consult with the appropriate Dean and follow the usual process in submitting the application for Board approval or disapproval. Such applications will be null and void if not approved by the Board, and the faculty member's employment status will, at member's option, continue as before the application.
- B. Faculty employed part-time under this provision will retain their academic rank. The salary for partial employment will be pro-rated based upon the fraction of a full teaching load and other assigned responsibilities.
 1. A partially employed faculty member who teaches a one-half course load during the year or full-time for one semester (i.e., 12 credits) with corresponding office hours with no additional assigned responsibilities will receive 40% of salary schedule pay for their rank, degree, and experience.
 2. A partially employed faculty member who teaches a one-half course load during the year or full-time for one semester (i.e., 12 credits) with corresponding office hours with the usual faculty responsibilities will receive 50% of salary schedule pay for their rank, degree, and experience.
 3. Arrangements for other less-than-full-time employment will be made on an individual basis.

3.2

FACULTY EVALUATION

Evaluation of faculty members at Schreiner is designed to help ensure the best possible educational experience for the students and promote faculty growth in the profession. The evaluation areas listed below come from Faculty Statutes section 2.2.1.

- A. Non-tenured faculty at Schreiner University are evaluated by Deans (supervisors) and by students enrolled in courses taught by the faculty member. Faculty members are provided documented feedback concerning these evaluations. When seeking promotion and in anticipation of a post-tenure review, tenured faculty also are evaluated by Deans and by students enrolled in courses taught by the faculty member. Faculty members are provided documented feedback concerning these evaluations. Faculty members with administrative responsibilities should also see section 3.2.6 Administrator Review.
- B. Because valuable learning takes place outside the classroom where students associate with and emulate their professors, service to the community at large can be a beneficial part of the Schreiner University learning experience. The VPAA is encouraged to hire people who support such involvement, and faculty members are encouraged to actively demonstrate these values in their daily lives.

3.2.1

Evaluation Criteria

- A. Teaching Effectiveness – Schreiner University supports the teacher-scholar concept by recognizing that teaching is the primary mission of its faculty, and that teaching and scholarship are mutually supportive. Evaluations of faculty by Deans are based on the following standards. (See sections 2.2.1 Qualities Desired in Faculty Members and 2.3.1 Professional Security-Faculty Evaluation.)
 - 1. Provides a clear, relevant, and current course syllabus, which reflects current and appropriate course materials and student evaluation methods;
 - 2. Communicates expectations in clearly stated instructional goals and objectives regarding behavioral outcomes (including skills, knowledge and affective development);
 - 3. Is knowledgeable and current in content and teaching strategies, incorporates recent advances in scholarship in lessons, understands how research is done and used proven research-based practices from discipline and effective teaching techniques;
 - 4. Displays effective communication skills;
 - 5. Is able to motivate students and stimulate student interest in the discipline;
 - 6. Is able to respond appropriately to student needs and interests adapting instruction as needed;
 - 7. Accepts responsibility for student outcomes and displays willingness to devise and implement appropriate assessment instruments/techniques;
 - 8. Is thoughtful and reflective about his/her teaching, uses self-assessment and makes effort to improve, completes the annual report and consults dean or other faculty for suggested improvements.
 - 9. Students evaluate each course taught by a faculty member during the faculty member's probationary period at Schreiner University and thereafter as appropriate for promotion and post-tenure review. A student from the class will turn in completed evaluations to the Dean of the School without prior

review by the instructor. After final grades have been submitted, the Dean reviews and summarizes the evaluations before they are returned to the faculty member. (The appendix includes a copy of the evaluation form.)

- B. Student Advising – Schreiner University recognizes the important role of student advising by faculty. Evaluations of faculty by Deans and feedback from student advisees are based on the following standards.
 - 1. Accurate, appropriate knowledge of current degree plan/career advising.
 - 2. Appropriate class scheduling term-by-term and effective use of the degree plans.
 - 3. Developmental advising suited to student needs.
 - 4. Taking the time to get to know advisees, and
 - 5. Keeping student appointments and being available during office hours.

- C. General Service to the University – Evaluations of faculty by Deans are based on faculty meeting the following standards:
 - 1. Meets contractual obligations including any administrative duties as assigned.
 - 2. Supports the Mission of the University through balanced involvement in campus events and appropriate external service, such as attending student faculty and/or University sponsored activities, sponsoring student organizations, serving on committees, working with Hill Country area organizations and schools in the area of one’s personal and academic expertise and other appropriate activities.

- D. Scholarly/creative performance and professional activity – The teacher-scholar concept presupposes that the faculty member will exhibit a pattern of commitment to personal intellectual development that contributes to the growth of Schreiner University as an academic community. A faculty member’s scholarly activity will be evaluated on the evidence present in annual reports, evaluations by the faculty member’s supervisor, and testimony of colleagues, publication, and research records. Written and oral evaluations of faculty by Deans are based on faculty meeting the following:
 - 1. Curriculum development and designing new courses.
 - 2. Participating in seminars, conferences, and professional visits and meetings.
 - 3. Artistic production, performance, and presentations, writing, publication, and integration of textbooks, books, educational software, information articles for nonprofessionals, and research articles.
 - 4. Research in field.
 - 5. Pursuit of additional degrees and qualifications in additional teaching fields, and
 - 6. Development and implementation of a funded grant that supports the Mission of the University.

These activities are named merely as primary examples of scholarly and professional activity. They are not intended to comprise an exhaustive list. In no individual case will publishing of original material be the determinative factor in granting (or denying tenure or promotion to otherwise unqualified or qualified applicants.

3.2.2 Annual Report

Faculty on probationary contracts complete the annual report on the schedule identified in Section 2.3.2.2.B. Faculty on term contracts complete the annual

report by September 1 (Section 2.3.2.2.E). Tenured faculty complete the annual report by September 1 (Section 2.3.2.2.D). The appendix includes a copy of the annual report form.

3.2.3

Evaluation by Dean

1. The Deans will evaluate annually all non-tenured teaching faculty and those tenured faculty seeking promotion or completing the post-tenure review.
2. The Dean or department chair will observe all faculty on one-year probationary or term contracts in the classroom. See section 2.3 for additional contract information.
3. The Dean will forward evaluations to faculty members and will discuss the evaluation individually with the faculty member.
4. The Dean will forward tenure and promotion letters on the schedule identified in section 3.1.1.5 and probationary and term contracts on the schedule identified in section 2.3.2.1.

3.2.4

Evaluation by Students

For faculty in post-tenure review, the faculty member will select classes for evaluation in consultation with the dean in the fall semester. One upper-level and one lower-level should be chosen, but may be evaluated in the fall and/or spring semesters. Other classes may be evaluated in other semesters, as needed, as determined by the dean.

Tenure track faculty are evaluated in every class during their first two years of employment. During the fifth year all classes are evaluated in both semesters. Other classes may be evaluated in other semesters, as needed, as determined by the dean.

Non-tenure track faculty and adjunct faculty are evaluated in every class during the first two years of employment. They are also evaluated in any class they teach for the first time. Other classes may be evaluated in other semesters, as needed, as determined by the dean.

Classes with five students or less will not be evaluated to protect student anonymity.

Any faculty member may initiate an evaluation of any of their classes in any semester.

Faculty members may add their own questions to the standard form in order to assess a particular course feature.

A student from the class will turn in completed evaluations to the appropriate school office without prior review by the instructor. After grades have been finalized, the VPAA and Deans review and summarize the evaluations before they are returned to the faculty member. The appendix includes a copy of the evaluation form. Faculty members may provide additional opportunities for student evaluation of their courses.

3.2.5 Professional Development Plan

Faculty members applying for tenure, seeking promotion or desiring faculty development grants are to complete a Professional Development Plan in consultation with their Faculty Development Consultant. A Faculty Development Consultant may be any full-time faculty member with a rank of associate professor or higher who has served at Schreiner University for a minimum of five years. (The Professional Development Plan format is included as the last part of the Annual Report Form in the Appendix.)

3.2.6 Administrator Review

Their immediate supervisors will evaluate faculty members with administrative responsibilities annually. The faculty member and the supervisor will confer to review the evaluation of the past year and project goals for the coming year.

Faculty and staff under the authority of a faculty member with administrative duties (e.g., program director, dean, VPAA) will evaluate that administrator annually. The VPAA will distribute forms in mid-April for this evaluation, and forms will be returned to the evaluated officer's immediate supervisor. The supervisor and the person being evaluated will discuss the results of this evaluation.

3.3 PROFESSIONAL MEMBERSHIPS, MEETINGS, AND VISITS

3.3.1 Memberships and Meetings

The University encourages faculty members to hold membership in professional organizations and to attend professional meetings. Each faculty member is allotted an amount of money to offset the costs of memberships and meeting attendance.

3.3.2 Professional Visits

The University encourages faculty members to visit other universities periodically for the purpose of studying varied approaches, innovations, new methods within their individual teaching fields. The following procedures will govern such visits:

- A. The University encourages each faculty member to make one visit every other year subject to the approval of the Dean.
- B. Such visits normally will not involve more than one day's absence from class and will be made by at least two faculty members. The Dean will consider exceptions.
- C. Policy relating to Faculty and Staff Travel (Faculty Manual Section 3.9.6) will govern travel and related expenses; the department concerned will pay such expenses.

3.4 FACULTY GRANTS AND AWARDS

3.4.1 Faculty Development Grants

Faculty Development Grants are intended to assist faculty in remaining professionally active in the scholarship of discovery, scholarship of integration, the scholarship of application, and the scholarship of teaching. Funding opportunities are available from several sources, and faculty are encouraged to apply for that funding which contributes to their current interests in professional development.

3.4.1.1 General Considerations

- A. To receive consideration for a Faculty Development Grant, a faculty member must be a full-time faculty member with a teaching appointment as defined by contract.
- B. The proposed activity or project for which funding is sought must have clear goals, reflect adequate preparation with a clear understanding of the research in the field, utilize appropriate methods to achieve results, indicate how the results will be used and disseminated, and articulate how this fits into the faculty member's professional development. Faculty Development Grants are normally awarded for activities or proposals that are non-recurring and short term in nature (typically less than three months).
- C. The recipient of a Faculty Development Grant must agree to complete an after action summary detailing all expenditures and serve one year at Schreiner University following completion of a grant year. The specific term of service will be specified in the letter offering the Faculty Development Grant. Upon receipt of the letter, the faculty member has 10 business days to sign the letter accepting the terms of the grant award and return it to the VPAA.
- D. Activities or projects that fall in the category of routine upgrading of knowledge or refinement of skills are generally not supported.
- E. Two grant rounds shall be established in each fiscal year. Deadlines for receipt of grant proposals are November 15 and March 15. Funds will be disbursed to applications received by November 15. The second round of disbursement for applications received by March 15 will consider grant awards for the current and next fiscal year. If any money from the current budget year is available after March 15 applications have been awarded, then the Faculty Affairs Committee may open up the Faculty Development Grant process to redistribute any remaining funds. Award funds must be spent between the first and last business day of the fiscal year for which they are awarded.

3.4.1.2 Types of Activities for Which Support May be Provided

Individual and group activities such as the following may be carried out on or off campus: (Note: The following order should not imply preference of how the grant money is dispersed.)

Research, writing, scholarship, creative activity

Training and study

Program development

Special seminars, workshops, institutes

Special conferences and meetings but generally not including routine attendance at professional conferences

Instructional innovation

3.4.1.3 Types of Expenses Which May be Included in Proposed Budget are the Following:

Travel, room, meals outside residence, copying, duplicating, typing, clerical, supplies, minor essential equipment, books, copyrighted software, and other publications (which except for course textbooks become the property of the University upon completion of the project), computer charges, media use, tuition, fees, and textbooks.

The faculty member must submit a detailed proposed budget of such expense for approval. Personal automobile mileage should use the standard rate set by Schreiner University. The University will establish time limits and a per diem rate for room expense and for meal expense.

3.4.1.4 Application Procedure

A. Applications must include the following information (see A.33 for application and sample itemized budget):

1. Cover sheet
2. Application form with abstract of no more than 300 words.
3. Vitae of all project members
4. Other materials: Any artifacts that would be useful in evaluating the proposal (brochures, etc.) and/or documentation showing faculty member's acceptance to present at conference, if applicable.

B. A thoroughly explained and justified budget is one of the most important components of a successful application. Consult with the dean of the school about plans for the proposed project. Be sure to include funding from other sources (department, college, outside agencies and/or personal).

C. Submit original grant proposal to VPAA.

3.4.1.5

Review Criteria

The committee will use the following criteria to evaluate the quality of all faculty development grant proposals.

Overall Impact

- Extent and quality of improvement in student learning and teaching. In what ways and to what extent will the activities contribute to improvement in student learning, teaching, and curriculum?
- Extent and quality of professional development of the faculty member. In what ways and to what extent will the activities contribute to the professional development of the faculty member?
- Extent and opportunity to disseminate results. In what ways and to what extent will the activities contribute to published works?

Quality of the Written Proposal

- Is the proposal comprehensible to a non-specialist audience? Please clarify terminology and acronyms and minimize jargon.
- Is the proposal complete and in the proper format? Note: The committee may decide not to review proposals that omit one or more sections of the required format.
- Is the assessment strategy a substantive and appropriate way to evaluate the project?

Applicant's Ability to Complete the Project Successfully

- Does the applicant have the experience and training necessary to carry out the project?
- Does the proposal clearly specify how the project will be conducted?
- Can the proposal be completed in the stated time period?
- Does the proposal demonstrate quality, feasibility and adequacy of planning?

Appropriateness of the Budget

- Do the funds requested seem appropriate to carry out the project?
- Does the proposal clearly specify how the funds will be spent?
- Is the cost of the project reasonable in light of the potential benefits?

Additional Factors

- Has applicant been awarded a faculty development grant before? Note: All else being the same, preferences will be given to proposals from applicants who have not been recipients of faculty development grants in the past two years.
- Is the proposal consistent with the best interests of the school and university?
- Does the proposal provide sufficient quality and quantity of opportunities to disseminate the results?
- Is the faculty member eligible for promotion and tenure? Note: Preference will be given to those who are being considered for promotion and tenure by the Promotion and Tenure Committee.

3.4.1.6 Process for committee consideration of faculty development fund proposals.

- A. Applications should be submitted to the office of the vice president for academic affairs. The VPAA will review all grant proposals to ensure the faculty members are eligible to receive a grant in the given academic year.
- B. Members of the faculty affairs committee serve as the evaluation committee and they meet in a closed session to determine the grant awards.
- C. No evaluator may serve on the evaluation committee during the meeting in which the evaluator or a member of the evaluator's immediate family has a funding proposal under consideration. No evaluator may serve on the evaluation committee during the meeting that a proposal is submitted by a faculty member with whom the evaluator is doing collaborative work directly related to the proposal under consideration for award.
- D. Faculty development proposals will stand on their own merit. Questions will not be addressed to applicants nor will applicants be invited to make presentations advocating their proposals.
- E. Faculty development proposals will usually be considered at the next regularly scheduled faculty affairs meeting. A quorum for the evaluation meeting shall consist of two-thirds of the members of the whole committee. In the case that a quorum cannot be reached due to circumstances set out in 3.4.1.5C or 3.4.1.6F, the VPAA will serve as a deciding member.
- F. The committee will review individually each proposal prior to the evaluation meeting. Individual members will rank each proposal on a rating sheet from the highest to the lowest and indicate which proposals should be funded. Individuals who have not reviewed and ranked the grant proposals prior to the committee convening will be recused. In the case that a quorum cannot be achieved due to these circumstances, the evaluation meeting will be rescheduled. Individual member rankings will be combined at the evaluation meeting to produce an initial committee ranking.

- G. The committee, by a majority vote of members present, may identify a proposal as unacceptable and therefore to be withdrawn from further consideration. In this case, the reasons for this determination will be conveyed to the author of the rejected proposal by the VPAA.
- H. The committee, by a two-thirds vote of members present, may decide to accept the initial committee ranking as final. The proposals are then funded with appropriate amounts sequentially, starting with the highest ranked proposal, until funds or suitable proposals are exhausted. If this occurs, step I (which follows) may be omitted. Failing by a two-thirds vote, the committee will proceed to step I.
- I. The committee will discuss each proposal, limiting the discussion to 10 minutes for each proposal. Upon completion of the discussion, the committee members will individually rank all proposals. These individual rankings will be combined to produce a final committee rank.
- J. The proposals are then funded with appropriate amounts sequentially, starting with the highest ranked proposal, until funds or suitable proposals are exhausted. Upon completion of the ranking, the faculty affairs committee chairperson will transmit the committee ranking and a list of unacceptable proposals to the VPAA for final award of funds.
- K. The committee sometimes recommends partial funding; in these cases, the faculty member is expected to help fund the proposal from personal resources and to complete the proposal as presented. If the faculty member chooses not to use their personal resources, the faculty member may decline the grant award opportunity by so stating in the required response to the VPAA letter of notification for grant award.
- L. The committee shall maintain a record of its proceedings and shall keep all records of rankings. This record will be maintained by the VPAA for seven years.

3.4.1.6 Use of Funds and Record Keeping

The recipient of a Faculty Development Grant may receive the funds through reimbursement for expenditure. (When needed, the grantee may receive an expense advance by arrangement with the University's business office.) Reimbursement requires submission of standard purchase order request (or travel reimbursement forms) substantiated by receipts. The faculty member will maintain a record of expenditures connected with the proposal. Faculty Development Grants may have income tax consequences for the faculty member who should retain copies of all financial records transmitted to the University.

The University will not fund expenditures beyond the amount of the Faculty Development Grant. Expenditures beyond the amount of the grant may have positive tax consequences. If any activities are not completed or if some of the funds received for the project are not actually required for carrying it out, all funds not used for authorized expenses must be returned to the University with the report submitted at the completion of the project.

3.4.1.7 Submission of Report on Completion of Project

Within 14 business days of completing the action or project, the faculty member must submit a brief summary of the activity or project to the VPAA, with copies of the summary to the Dean and Department Chair.

The after action summary should include:

- What was done, where, when;
- What benefits resulted;

Report on expenditures, indicating expenses in various categories and certifying that funds were expended for the purpose indicated in the approved proposal.

Note: The after action summary should indicate whether any monies remain in the account so that the remaining funds can be used for other grant proposals.

Subsequent Faculty Development Grant requests will be considered only if prior Faculty Development Grant completion reports have been received and approved by the University. If the faculty member fails to file a report, the faculty member will not be eligible for grant awards in the future and action to recover the money may be taken.

3.4.2 Harriet Garrett Award

3.4.2.1 The Harriet Garrett Award was created to honor a long-time friend of Schreiner University, Miss Harriet Garrett.

3.4.2.2 Procedure:

- A. Each spring during registration for summer and fall terms, the Registrar of Schreiner University will conduct a vote of students to elect by ballot an eligible Schreiner teacher who has contributed the most to the education of students at Schreiner University. The ballots will specify the criteria above. Seniors applying for graduation at the end of fall and Spring Terms will also have the opportunity to vote. The president of the Student Senate and the Registrar together will count the ballots and verify the gross vote. An eligible teacher is one who has taught at least 12 semester credit hours of course work during the nine-month academic year.
- B. The teacher with the highest score will be chosen for the award.
- C. The teacher so chosen will be awarded a stipend to help with continuing learning, will have his/her name inscribed on the Harriet Garrett Award plaque, will receive an individual award plaque, and will lead the students and give a charge at Commencement the same year.

3.4.3 Elmore Whitehurst Award for Creative Teaching

The Elmore Whitehurst Award for Creative Teaching is one of two Hatton W. Summers Foundation Awards for Excellence in Education established at Schreiner University in 1986. The awards symbolize the great respect and admiration the

Hatton W. Sumners Foundation trustees and the Schreiner University community hold for the late Honorable Elmore Whitehurst. The award is to encourage implementation of new strategies, methodologies, and programs, which will enhance and enrich the academic integrity of the learning experience at Schreiner University.

3.4.3.1 General Considerations

The Elmore Whitehurst Award for Creative Teaching is intended to promote innovative teaching and learning to accomplish an academic pursuit more quickly than could be achieved without outside funds. The annual grant of \$2,000 will be awarded to a member of the Schreiner University faculty or instructional staff (full-time or part-time) through a competitive application process. Present and continuing employment at Schreiner University for the academic year of the award is required.

An account of \$2,000 will be established for the recipient to use; all expenditures will be made within the fiscal year following the award. Normal university requisition and purchase order procedures will apply. All equipment, supplies, and materials purchased under a Whitehurst Award Grant are the property of Schreiner University. Any funds, which are not spent, will be placed in a holding account and be made available to a subsequent year's recipient.

3.4.3.2 Types of Projects for Which Support May be Provided

Travel funds and application fees for conferences, which faculty and student delegates would attend together.

Rental and promotion costs for a film festival, which confronts subjects of universal concern such as old age, patriotism, nuclear war, family, global relationships.

Purchase of videotapes or other library aids to support and execute a specific seminar or symposium that would attract interdisciplinary interest; for example, seminars, which satisfy required Interdisciplinary Studies courses could involve interdepartmental participation.

Learning excursions, which make available to Schreiner students opportunities and facilities not found in Kerrville such as theaters and museums, business and industry, government and social agencies.

Bringing artists, scholars, or other professional people to campus to participate in courses or other activities.

3.4.3.3 Application Procedure

Each applicant will submit a proposal explaining how his or her project will enrich the learning experience on campus. Application cover sheets are available from the office of the VPAA. Candidates should submit proposals by early April. A Whitehurst Award recipient is ineligible to apply for the next year's grant.

3.4.3.4 Proposal Review and Selection Process

Proposals will be judged upon the originality, intensity, or variety of learning experiences.

An independent committee of five teachers and/or administrators from Hill Country school systems will review proposals and make recommendations to the President of Schreiner University. The VPAA will serve as a non-voting resource member. Working through regional superintendents, the VPAA will recruit members from at least three different school systems and disciplinary backgrounds. The VPAA will convene the group and will enable each member to review each proposal without disclosing the applicants' names. The committee will recommend three proposals for the President's consideration. The President will make a decision and inform the Hatton W. Sumners Foundation of the selection.

3.5 FACULTY ADMINISTRATIVE AND COMMITTEE ORGANIZATION

3.5.1 Powers and Duties of the Faculty

The faculty, of which the President is the chief executive officer, will, subject to the approval of the Board of Trustees,

- A. concern itself with all matters connected with the educational program: academic, cultural, social and religious,
- B. nominate to the Board of Trustees for favorable action candidates for all degrees,
- C. delegate to committees of its own constitution such of its powers and functions as it may see fit, and
- D. have such other powers and duties as the Board of Trustees may from time to time delegate to the faculty.

3.5.2 Faculty Meetings

3.5.2.1 Quorum

Attendance at faculty meetings is required of all faculty. A quorum of the faculty will consist of a majority of the voting members of the faculty based on an annually certified roll of voting members of the faculty who are present and listed on the certified voting roll.

Faculty members absent from a faculty meeting for a legitimate reason (Schreiner class conflict, illness, or University sponsored trip) may vote by absentee ballot for an agenda item that has come through either the Faculty Affairs Committee or Academic Affairs Committee. The ballot must be delivered to the chair of the faculty meeting in a sealed envelope prior to the time the vote is taken on the specific motion. The ballot should specify whether the vote is for (against) the main motion only or for (against) the main motion with any applicable amendments. Faculty members on leave will not be eligible to cast absentee votes.

3.5.2.2 School Meetings

Attendance at school meetings is required of all faculty. It is the responsibility of each Dean to schedule meetings when members can attend.

3.5.3 Administrative Organization

3.5.3.1 The President is the chief executive officer of the University and is responsible to the Board of Trustees for the operation of all aspects of the University. The President is elected by and serves at the pleasure of the Board of Trustees.

3.5.3.2 The VPAA, the chief academic officer of the University, is elected by the Board of Trustees upon nomination by the President, and is responsible directly to and serves at the pleasure of the President.

3.5.3.3 Dean

The Dean, a faculty member with teaching, advising, and committee responsibilities, is head of a School, its principal spokesperson, and the immediate supervisor of all other faculty and staff members assigned to or teaching in the School. When needed, the process for appointing the Dean begins January 15 of each academic year. Deans may be tenured or non-tenured but should hold the academic rank of associate or full professor. The respective Schools recommend prospective Deans to the VPAA (this recommendation may be in the form of an election). The President upon recommendation of the VPAA appoints them to the position of Dean. The term of office is three years and may be renewed. Appointments may be terminated at any time by resignation or by removal for reason of unsatisfactory performance as determined by the VPAA or the President. Deans are supervised and evaluated by the VPAA. The faculty in their respective schools on an annual basis also evaluates Deans. The teaching assignment of a Dean will usually be one-half of a normal teaching load. Deans with faculty rank are considered full-time teaching faculty and retain all rights and responsibilities of full-time teaching faculty.

Deans of Schools must be experienced and successful teachers as well as effective advisors. The Dean must consistently exhibit a strong commitment to continuing professional growth and development in instruction, student advising, scholarship, and campus leadership. The Dean's primary duties are instructional; the Dean is first and foremost a teacher and faculty member and as such is largely responsible for a spirit of collegiality within and among the Schools. The central focus of the Dean must be upon the effective education of students. The duties of the Deans are listed in the appendix.

3.5.3.4 Program Directors and Department Chair

A. Program Directors are appointed by the VPAA. Program Directors have responsibilities for general administration and supervision of the programs they direct.

B. Department Chair

The Department Chair, a faculty member with teaching, advising, and committee responsibilities, is head of a department and its principal spokesperson. The members of their departments elect department chairs for a two-year period. Appointments may be terminated at any time by resignation or by removal for reason of unsatisfactory performance as determined by the Dean or the VPAA. The new Department Chair will be elected by the department for the remainder of the term. Department Chairs are supervised and evaluated by the Dean of their school. The teaching assignment of a Department Chair will usually be a full teaching load. The duties and responsibilities of Department Chairs constitute a two-hour overload annually.

Department chairs must be tenure track faculty. Department Chairs must consistently exhibit a strong commitment to continuing professional growth and development in instruction, student advising, scholarship, and campus leadership. The Department Chair's primary duties are instructional; the Department Chair is first and foremost a teacher and faculty member and as such is largely responsible for a spirit of collegiality within and among the Departments within the School. The central focus of the Department Chair must be upon the effective education of students. The duties of the Department Chairs are listed in the appendix.

3.5.3.5 Faculty Marshal

The Faculty Marshal is the senior (in length of service at Schreiner University) member of the full-time teaching faculty.

3.5.4 Faculty Committee System

The purpose of the Committee System is to provide an organizational structure to plan activities; to promote exchange of viewpoints, advice, and inter-communication among administration, teaching faculty, and student; to set up an ongoing system for appropriate initiatives or referrals of university polity issues. All University issues are intended to be deliberated and decided at the lowest appropriate level and the results reported upward through the system to the general faculty. For establishing or amending faculty policy, the committee level is the appropriate level. Committee actions are subject to challenge by the general faculty. All committee meetings are open meetings unless specified otherwise in the Faculty Manual. Minutes of all open committee meetings will be made available to faculty to ensure thorough deliberation by the faculty and opportunity to exchange viewpoints. Faculty members interested in matters under consideration are urged to attend committee meetings so that committee action will be thoroughly informed so the faculty can act expeditiously on committee recommendations.

3.5.4.1 Academic Affairs Committee

A. The Academic Affairs Committee considers academic matters and reports its findings to the general faculty. The Committee reviews admission standards;

courses and curricula including systematic review of University requirements, major and other programs, and core sequences; degrees; and academic honors. It also reports needed academic information and makes recommendations to the faculty on academic matters that require faculty approval.

B. The Chair is a teaching faculty member elected by and from the Committee. The Chair of the Academic Affairs Committee is responsible for notifying the Registrar in writing of approved catalog changes.

C. Membership

1. Two faculty elected by and from each of the three schools (three-year staggered terms within each school).
2. If a school has more than twenty faculty members, a third faculty member will be elected from that school (three-year staggered term with the elected members from that school).
3. Student - elected from Student Senate with Junior or Senior status (one-year term).
4. VPAA
5. Registrar (non-voting)
6. Library Director (non-voting);

3.5.4.2 Faculty Affairs Committee

The Faculty Affairs Committee considers matters of faculty status, faculty organization, and professional activities and development. The Committee may also provide its interpretation of policy in the Faculty Manual to a faculty member upon written request by the faculty member. Specific responsibilities include updating the Faculty Manual, benefits, travel, leaves, fellowships, and grants. The Committee makes recommendations on many of these matters to the general faculty, but in matters of grants for faculty development, the Committee makes recommendations to the VPAA without participation or approval of the general faculty. When considering faculty development grants, the Faculty Affairs Committee meetings will be closed.

Membership (two-year staggered terms)

Two full-time faculty holding the rank of Instructor or above, elected from each school. The VPAA will serve on this committee as a resource person without a vote.

Chair

The chair of the Faculty Affairs Committee will be a teaching faculty member elected by the Committee from the members.

3.5.4.3 The Promotion and Tenure Committee

The Promotion and Tenure Committee considers promotions, tenure, peer review, and post-tenure review. The Committee makes recommendations to the President and VPAA.

The Promotion and Tenure Committee meetings will be closed.

Membership (two-year staggered terms)

The Committee shall consist of the Dean from the candidate's school and six other members. The committee members shall consist of two tenured faculty elected from each school for two-year staggered terms. The VPAA shall serve on this committee as a resource person without a vote.

3.5.4.4 Other Committees

- A. Contract Grievance Committee: see Faculty Statutes 2.3.7.
- B. Admission Committee applies the academic standards for admission and for academic awards. In addition, the committee makes admission and scholarship determination in individual cases brought to committee and recommends to Academic Affairs Committee possible changes in admission standards. Membership consists of six faculty members appointed by the VPAA (for staggered three-year terms) one student appointed by the Student Senate, and four *ex officio* members including the Registrar, a Dean, the Dean of Admission/Financial Aid, and the VPAA. The VPAA appoints the Chair.
- C. The Library/Technology Committee serves as a planning group to guide the introduction of new technologies into the educational program. The membership of the Committee will consist of 9 appointed faculty (2 from each School and 3 at-large), two Ex Officio members (Director of the Library and a staff person from IT), and one student member. The student member will be selected by the student senate. Faculty members will serve for 3-year, renewable terms. The Committee will elect its own chair.
- D. Teacher Education Committee evaluates student candidates for admission to Teacher Education Program, to student teaching, and for certification; advises Academic Affairs Committee and faculty on teacher education requirements and programs; and initiates change in teacher education criteria. The discipline representative assure courses taught and required of students meet requirements set by the State of Texas (including essential elements) and assist in observing student teachers in the fields of expertise. Membership includes education department faculty members, one representative from each approved certification major/area, Professional Studies Dean, Registrar, the Library Director and a student representative. The Director of the Schreiner Teacher Education Program serves as chair.

3.5.5 Ad Hoc Committees

From time to time, the faculty, its committees, or its officers may constitute temporary committees for limited and specific purposes. Such committees will report to the constituting authority or as directed in the document establishing the ad hoc committee; an ad hoc committee will dissolve upon completion of its task to the satisfaction of the constituting authority.

3.6 FACULTY RESPONSIBILITIES

3.6.1 General Responsibilities

- A. Faculty service on committees is essential to the governance of the institution. Membership on committees is established through presidential appointment and elections. A faculty member may make written requests concerning their committee assignments.
- B. The University expects full-time faculty members to be on campus five days a week, Monday through Friday, during any term in which they teach. There can be no exceptions to this policy except on recommendation by the appropriate Dean and approval by the VPAA.
- C. The University expects faculty members to meet all classes for which they are scheduled for the full time period.
- D. The Catalog states that the University expects students to attend all regularly scheduled classes for which the student is enrolled. By action of the faculty, all faculty members have responsibility for establishing policies relating to class attendance in their courses. Excuses are not issued for short-term absences. The Registrar's office may notify instructors if a student will be absent for an extended time or if a student will be absent because of some university-approved function.
- E. Faculty members must not change the time or place of a scheduled class or final examination without the approval of the VPAA.
- F. Faculty members will follow carefully the dates on the University calendar printed in the Catalog.
- G. The University does not permit eating, drinking, or the use of tobacco products in the classrooms or laboratories at any time.
- H. All faculty members are expected to participate in all in-service activities, commencements, and other academic convocations. Absences may be authorized only by the VPAA.

The University expects faculty members to appear in academic cap and gown at special convocations and commencements. The commencement procession is under the supervision of the VPAA. The bookstore can assist in ordering academic regalia.

- I. Faculty and staff members will be judicious in their dealings with students so that charges or implications of favoritism or inappropriate relationships are avoided.
- J. Faculty members will avoid making public statements where such statements might be construed as representing a university position, without clearly indicating that their statements are their own private opinions. No one is authorized to speak for the University except the President and those specifically authorized by the President.

3.6.2 Instructional Responsibilities

3.6.2.1 Academic Rights for Students

The faculty will provide for full academic rights of the student as follows:

- A. At the beginning of every course, provide the students with a syllabus for the entire course.
- B. At the beginning of every course, clearly state attendance policy for the class. See 3.6.4.4 of this Manual.
- C. At the beginning of every course, clearly state grading policy showing what portion tests, papers, class participation, etc., count toward the course grade for the class.
- D. Conduct significant evaluation early in each term to alert students to demands of the course and to give instructor early indication of possible student problems.
- E. Announce major tests at least one week in advance. Announce major papers at the beginning of the course.
- F. Evaluate achievement of course objectives stipulated in the syllabus on major tests.
- G. Grade and return all tests and papers to the student as soon as possible. No major papers will be due later than one week prior to the last regular class meeting.
- H. Assign no more that fifteen- percent of the total reading during the last two weeks of classes of a long term.
- I. Make appropriate arrangements for handicapped students in accordance with Section 504 of the Rehabilitation Act of 1973. Make arrangements for students in the Schreiner University Learning Support Services program; advice and assistance in these matters may be obtained from the VPAA or the Director of Learning Support Services.
- J. Abide by the Schreiner University Student Records Policy to protect student rights accorded by the Family Educational Rights and Privacy Act of 1974 ("Buckley Amendment").
- K. Encourage students to make use of counseling, testing, and career services provided by the University.
- L. Be available at specified and regular times for student consultation and advisement and submit schedule of office hours to the VPAA at the beginning of each term.

3.6.2.2 Academic Counseling and Advising

A vital part of instructional responsibilities is academic advisement and life counseling. All faculty members are expected to assist with advisement and counseling.

3.6.2.3 Section 504, Rehabilitation Act of 1973

Faculty members are reminded that federal law prohibits discrimination against the handicapped and requires that appropriate accommodation be made whenever needed to teach and to measure the achievement of handicapped students.

3.6.2.4 Office Hours

Full-time faculty members will schedule a minimum of five office hours per week. Part-time faculty will schedule one hour per week for each course taught.

3.6.2.5 Reporting Grades

Faculty members, either in a grade book or in electronic format, shall keep grades and attendance of all students. In the event a faculty member leaves the university, grade books shall be copied and submitted to the dean.

Faculty should report final course grades by the deadline announced by the Registrar. Grade book entries must record a student's attendance and progress to substantiate the final course grade earned.

Schreiner University has an established grade appeal process, and faculty members should be familiar with its provisions in Appendix and in the Student Handbook.

3.6.2.6 Calendar

The academic year consists of a Fall Term and Spring Term. A Fall Term and Spring Term are about fifteen weeks in length and conclude with several days devoted to examinations as scheduled by the Registrar. The University also has a Summer Term of six weeks. See Catalog for specific calendar dates.

3.6.2.7 Continuity of Instruction and Substitute Faculty

The University is committed to the continuity of instruction during brief and extended faculty absences. The responsibility for this continuity rests first with the absent faculty member, next with the Department Chair, then with the Dean, and finally the VPAA.

In the event of a brief faculty absence ("brief" is defined as one week for a regular term, two class sessions for Summer Term), it will be the responsibility of the appropriate Dean to request volunteers from the faculty of the University to cover the absent faculty member's instructional duties.

In the event that no qualified volunteer instructor is available, it will be the responsibility of the Dean in consultation with the Department Chair to recommend qualified faculty from outside the University to the VPAA. It is the

responsibility of the VPAA to make the necessary contractual, organizational, and fiscal arrangements with the substitute faculty member.

In the event of an extended absence of a member of the faculty, it will be the responsibility of the appropriate Dean in consultation with the Department Chair to recommend qualified faculty (internal and/or external) to the VPAA. It is the responsibility of the VPAA to make the necessary contractual, organizational, and fiscal arrangements with the substitute faculty member in the classroom.

3.6.2.8 Course Syllabi

Faculty will prepare and distribute a course syllabus for each course they teach. One copy of each course syllabus will be provided to the appropriate Dean. The syllabus, which should be viewed as a contract with the students, should contain all essential class policies and a tentative timetable for covering course content. Specific information to be included in the syllabus is as follows:

- A. Course number and title (see Catalog)
- B. Term and year
- C. Instructor's name
- D. Instructor's office location, office telephone, email address, and office hours (schedule at least one hour per day, if possible)
- E. Course goals or objectives
- F. Prerequisites or recommended background
- G. Required textbooks and other materials
- H. Grading policy; i.e., how the final course grade will be earned; specific information is essential
- I. Make-up Policy
- J. Attendance Policy
- K. Academic Dishonesty Statement
- L. No use of tobacco products, no food or beverage in classroom or laboratory
- M. Bibliography or reading list
- N. Course Outline/Schedule

3.6.2.9 First Class Meeting

Since the first class meeting sets the tone for the entire course, the instructor should inform the students of what they can expect from the teacher and what the

teacher expects from them. The class should meet for the entire period, and at least the following items should be covered:

- A. Give an introduction
 - 1. Introduce self
 - 2. Identify the class and section, call the roll, and deal with students who are not on the roll.

- B. Distribute the syllabus
 - 1. Discuss syllabus
 - 2. Make assignment for second class meeting

- C. Teach

3.6.2.10 Outside Speakers

Faculty wishing to use outside guests or speakers in the classroom should request and have approval from the Dean two days in advance.

3.6.2.11 Clerical Assistance

- A. Faculty who wish to have typing done should give a copy to the administrative assistant of their school at least two working days prior to the date when the completed material is needed. More time will be required for syllabi, mid-term, and end-of-term tests.

- B. Typing will be done in the order it is received in the office of the administrative assistant of their school. The following priority will be followed when there is more work than can be completed in the next two workdays:
 - 1. Class tests
 - 2. Syllabi and other class material
 - 3. Professional correspondence related to assigned duties at Schreiner University.Personal typing, duplicating, or other services, including typing or processing of work to be published for pay or honorarium, will not be done. The office of the faculty secretary will not type or duplicate work for individual students.

- C. If it is impossible for the administrative assistant to do the typing in the desired time period for any reason, the Dean charged with supervision of the administrative assistant will notify the faculty member as far in advance of the desired completion date as possible. Requests for typing of short professional papers must be cleared through the appropriate Dean and may be done only when no faculty teaching needs and materials are pending.

3.6.2.12 Student Assistants

Faculty members may request student assistants for the following academic year from the VPAA before the end of the current Spring Term.

3.6.2.13 Copyright Policy

Faculty members will respect and will work to ensure that their students respect the copyright laws of the United States. Books, articles, other print media, dramatic and artistic works, phonograph records, compact disks, tapes, films, videos, computer software, and portions thereof protected by copyright will not be reproduced except in accordance with valid license agreement with copyright holder or in accordance with the concept of "fair use." Fair use may include use for criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, and research when such use is not substantial in relation to the work as a whole, has no commercial nature, and has no effect on the potential market or value of the copyrighted work.

The Copyright Act of 1976 (PL 94-5531, 17 USC 106) vests in the copyright owner exclusive right to do or authorize any of the following:

- 1) to reproduce the copyrighted work in copies or phonograph records;
- 2) to prepare derivative works based upon the copyrighted work;
- 3) to distribute copies or phonograph records of the copyrighted work to the public by sale or other transfer of ownership, or by the rental, lease, or lending;
- 4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly; and
- 5) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.

3.6.3.1.1 William Logan Library

The mission of the William M. Logan Library is to provide traditional and innovative information resources and services in support of the educational program of Schreiner University. The library faculty and staff work proactively with administrators, faculty, staff, and students to promote information literacy, to assist in instruction, and to stimulate intellectual curiosity.

3.6.3.1 Library Services

Library services include but are not limited to the following:

- over 83,000 volumes, 200+ periodical subscriptions, 100+ online databases (38 full text), over 10,000 online journals, and over 30,000 e-books
- Interlibrary Loan Services
- public computer workstations with access to the Internet and all electronic library resources
- Sun Porch Electronic Classroom with 12 workstations equipped with the Microsoft Office Suite, Internet access, and some subject-specific software
- Multimedia Instructional Learning Lab (MILL) equipped with flatbed scanners and software to allow production of multimedia or video
- Archival digitizing center
- 10 group study rooms

- One small, reservable classroom
- Four degreed faculty librarians available for class instruction and individual assistance

Faculty members may check out resources for one semester with unlimited renewals provided others have not requested the materials. Faculty may request that books be placed on reserve. Personally owned materials may added to Reserves but should be removed promptly when the items are no longer needed by students.

Librarians will assist with instruction upon faculty request. Such instruction can take place in the library or in classrooms.

Faculty may request additions to the library's collection by submitting titles to the appropriate collection development librarian.

Library materials may be used by outside persons or groups as stated in the library Community Patron Policy. Such requests should be directed to the librarians.

Current information as well as access to online resources maybe found via the library's homepage at <http://library.schreiner.edu>

3.6.3.2 Instructional Technology Services

The Instructional Technology (IT) department provides instructional program support for faculty and students, maintains and staffs the open labs and computer classrooms, maintains the academic network, provides media technology equipment, training, and support for faculty and staff.

IT also offers a variety of Multi Media and Audio/Visual resources for teachers or students, including a multimedia production and editing lab and will assist students in their use of hardware and software for class-related and personal activities.

Most classrooms are equipped with presentation systems. Additional equipment may be reserved through IT. For current resources, policies and procedures, see the IT homepage at <http://tech.schreiner.edu/technology/instructional/technology.html>

3.6.4 Academic Policies

3.6.4.1 Auditing Courses (see Catalog).

3.6.4.2 Challenge Exam Policy (see Catalog).

3.6.4.3 Class Rolls

The Registrar will distribute class rolls at various intervals during each term of the University year. Explicit instructions concerning the information required will be included with the rolls.

3.6.4.4 Guidelines for the Formulation of a Class Attendance Policy

1. Regular and punctual class attendance and its relationship to learning outcomes should be stressed by instructors.
2. No attendance policy affecting a class grade should be excessively punitive.
3. Attendance should count for no more than 15 percent of the final class grade unless the nature of the course, such as performance-based courses, implies otherwise. In cases where it does exceed 15 percent, it should not be excessively punitive.

3.6.4.5 Final Examinations

The University expects faculty members to give a final examination in each class. Instructors are to follow the examination schedule.

The instructor may assign an incomplete grade with concurrence of the VPAA when, because of extenuating circumstances, a student cannot take the final examination or otherwise complete course requirements and has, to that point, made acceptable progress.

3.6.4.6 Grading System

The instructor assigns a grade for all students regularly enrolled during any term. The Registrar distributes grade report forms near the end of classes; the instructor must complete these forms in ink, sign, and return them personally to the office of the Registrar as soon as grades for each class are determined, no later than the date indicated in the Registrar's instructions. A grade once earned and entered upon the official record cannot be removed and may not be changed without the approval of both the VPAA and the instructor. If a student repeats a course, the higher grade earned is the only one counted for the grade point average. The Schreiner University grading system is described in the current edition of the Schreiner University Catalog.

3.6.4.7 Change of Grade Policy

- A. A Faculty member may change a student's grade in order to correct an error in the grade assigned or to remove an Incomplete. The faculty member may obtain a change of grade form from the Registrar's office. The faculty member completes the form and returns it to the Registrar's office after the change is approved by the VPAA.
- B. Students have the right to appeal a final course grade through a process approved by the faculty and published in the Student Handbook and in the Appendix of this manual.

3.6.4.8 Schreiner University Code of Academic Conduct

The University recognizes honesty and integrity as essential elements of the academic function of the University. The following regulations are promulgated in the interest of protecting the equity and validity of the University's grades and

degrees and to assist students in developing standards and attitudes appropriate to academic life.

A. Basic Standards of Academic Conduct

All members of the academic community are responsible for promoting and maintaining a climate of academic integrity at Schreiner University. It is the expectation of the community of scholars that students will act fairly and honestly at all times. Examples of academic misconduct include, but may not be limited to:

1. Cheating. Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; copying; submitting identical or similar papers for credit in more than one course without prior, written permission from the course instructors.
2. Plagiarism. Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. (Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Faculty may elect to employ a plagiarism detection service [such as Turnitin.com or other] to aid in compliance monitoring. Students should consult with professors about the details of course requirements as to methods of documentation.)
3. Fabrication. Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. Obtaining an Unfair Advantage. (a) Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. Collusion. (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity. (Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Different levels of collaboration are acceptable in

different courses and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.)

6. Falsification of Records and Official Documents. Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. Unauthorized Access to Computerized Academic or Administrative Records or Systems. Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

B. Responsibilities

Responsibility of Students

The successful implementation of the Schreiner University Code of Academic Conduct depends on the students' willingness to support its tenets. Students should:

- Be honest at all times.
- Treat others fairly.
- Take responsibility for their actions individually and as a group.
- Be a leader and a mentor to their peers.
- Create an atmosphere of academic integrity within the University community.
- Be proactive about knowing the rules of conduct and asking questions when aspects of the code, such as plagiarism or collaboration, are unclear.

Responsibility of Faculty

The faculty is responsible for teaching courses and is governed by the *Faculty Manual*, of which the Schreiner University Code of Academic Conduct is a part. The faculty will:

- Inform students of the academic requirements of each course. Such information may appropriately include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

- Include in each course syllabus a statement relating to academic conduct and the penalties for violating that principle.
- Report incidents of academic misconduct to the VPAA, including recommended sanctions (as described in Due Process below).

Responsibility of Administration

The Administration is responsible for ensuring implementation of and adherence to the Schreiner University Code of Academic Conduct. The administration will:

- Publish annually the Schreiner University Code of Academic Conduct in the Schreiner University Academic Catalog and the Schreiner University Student Handbook.
- Review annually the Schreiner University Code of Academic Conduct with students and faculty.
- Impose sanctions and/or hear appeals, as necessary (see Due Process below).
- Maintain confidential files of instances of academic misconduct.

Responsibility of All Parties

Confidentiality will be maintained by all parties throughout the process.

C. Due Process

1. Finding of Academic Misconduct

Sanctions may be levied on students who are found to be in violation of the Schreiner University Code of Academic Conduct. If a faculty member concludes that an act of academic misconduct has occurred, he/she will report the finding, in writing and within 5 business days, to the student and to the VPAA. The report which will be found in Appendix A.31 of the Faculty Manual will include:

- a. Faculty Name
- b. Faculty Member's School Name and Dean
- c. Student Name and Student ID#
- d. Course Number, Section, and Semester
- e. Description of Violation, including evidence
- f. Sanction (reprimand, grade of "F" on assignment, or grade of "0" on assignment)

g. Recommendation to VPAA for further sanction (optional)

2. Appeal of Finding

A student who has received a finding of misconduct letter from a faculty member may appeal the finding of misconduct, in writing and within 10 business days, to the Dean of the School in which the reporting faculty member resides, who will immediately inform the VPAA of the appeal. The Dean will then, in writing and within 5 business days, report to the student, the faculty member, and the VPAA a decision on the finding of misconduct. If the Dean rules that the finding was in error, the allegation will be dismissed, the sanction(s) will be removed, and the result will be recorded in the VPAA's confidential files; otherwise, the sanction(s) will stand. The Dean's decision will be considered final.

3. Additional Sanctions

Upon receipt of an initial report of academic misconduct from a faculty member, the VPAA will, within 5 business days, notify the faculty member and the student, in writing, of receipt of the report. The VPAA will then wait a minimum of 10 but not more than 15 business days for the result of any student appeal. If there is no appeal or if the finding is upheld, the VPAA may, within 5 additional business days and in writing to the student, levy additional sanctions. These sanctions may include any of the following:

- a. A defined period of probation, with or without the attachment of conditions
- b. A recommendation to instructor for a grade of "F" in the course
- c. Withdrawal of University funding
- d. Dismissal from University sanctioned programs including, but not limited to, the Honors Program, the Schreiner Teacher Education Program, athletics, sorority or fraternity membership, etc.
- e. A defined period of suspension, with or without the attachment of conditions
- f. Exclusion from the University
- g. Notation on the official record
- h. Revocation of an awarded degree

While any additional consequence(s) will be determined by the VPAA at his/her discretion, a first offense will usually result in no

additional sanction, a second offense will usually result in one or more of those listed a-d above, while a third or subsequent offense will usually result in one or more of those listed e-h above. Second and subsequent offenses will become a part of the student's permanent record.

4. Appeal of Additional Sanctions

A student who has received one or more sanctions for academic misconduct listed e-h above may appeal the sanction(s), in writing and within 10 business days, to the Admission Committee. The Admission Committee will then, in writing and within 10 business days, report to the student, the faculty member, and the VPAA a decision on the sanction(s). If the Admission Committee rules that the sanction(s) is (are) inappropriate, they will impose an alternative sanction or sanctions that cannot be appealed; otherwise, the sanction(s) will stand. The Admission Committee's decision will be considered final.

3.7 MISCELLANEOUS POLICIES

3.7.1 Professorial Rank for Administrators

The President may assign professorial rank to administrators. Such assignment of rank does not place the administrator on the tenure track but does automatically make one a member of the general faculty by Presidential appointment with right of vote in faculty meetings and the right to march as a faculty member in academic processions.

3.7.2 Communication

Various channels of communication are open to faculty members for clarification of questions, which arise, in the normal life of the University. The first and most obvious is the availability of the administrative officers.

Members of the Board of Trustees may meet with selected members of the faculty and the student body prior to or during each meeting of the Board of Trustees to discuss matters falling within the purview of trustee committees.

The University urges faculty members to make suggestions regarding the academic work and progress of the University to the President, Vice President for Academic Affairs, or Deans.

3.7.3 The Religious Commitment of the University and Faculty Procurement

Schreiner University holds its church heritage with great pride and seeks persons who respect the Christian tradition, but the policy of the University is that membership on the faculty or appointment to the administrative staff is not dependent upon particular denominational affiliation.

3.7.4 The Faculty Member and University Policy in Student Life Matters

Although the University seeks in no way to control the personal lives of faculty members outside their faculty role, it expects that faculty members will not participate with students in activities that contravene University policy.

3.7.5 The Faculty Member and the Academic Community

Faculty members share a responsibility for the tone and atmosphere of the campus community. On occasion, various groups and organizations present lecturers, speakers, and artists on campus for the entire university community. Faculty are encouraged to attend these events.

3.7.6 Privacy of Faculty Offices

It is the policy of the University to respect the privacy of offices. Offices should not be entered by anyone other than the faculty member except for purposes of maintenance and safety, for delivery service to leave mail or materials, or by invitation or prior agreement. Architects and builders may enter offices for the purpose of ascertaining the measurement and design facts needed for planning and construction. When faculty members change offices, the faculty member will be advised ahead of time and encouraged to participate in any desired pre-packing, to leave instructions to the movers, or to participate in the moving process. If the faculty member does not respond to the notice within a reasonable period of time, the administration will assume that such failure to respond constitutes permission to effect the change. Office changes will not be made during holiday periods unless the occupant has been advised prior to the last class day.

3.7.7 Appeal by Faculty Meeting

The President has provided that whenever he suspends an action of the faculty, a majority of two-thirds of the total voting membership of the faculty may appeal the President's suspension to the Board of Trustees or to the Executive Committee of the Board. Furthermore, the faculty may, by petition of two-thirds of the members, request the chairman of the Board of Trustees to call a special meeting of the Board.

3.7.8 Process for Determining Faculty Workload

Before each semester Faculty teaching assignments will be determined as the course schedule is developed by the collective efforts of the Deans, the Registrar, the VPAA, the Department Chairs, and the instructional faculty. Course loads will be computed as described in appendix A.1. Faculty using technology to teach courses in a nontraditional manner (e.g. online courses) will be credited toward their teaching load in the same manner as though the courses were presented in a traditional way. A summary of the semester hour loads for each Faculty member will be presented by the Deans to the Faculty Affairs Committee. The Deans will provide written justification to the Faculty Affairs Committee of substantial overloads (i.e. 15 or more hours). Written justification will also be provided to the Faculty Affairs Committee for substantial under-loads (i.e. 9 or fewer hours). Forms for these purposes are included in the Appendices. A maximum of six 3-hour work load reductions for faculty engaged in scholarship will be available per academic session (i.e. fall or spring term). Full-time teaching faculty shall be eligible for consideration for work load reduction for scholarship purposes by filing a proposal for temporary load reduction with the respective school.

The Faculty Affairs Committee will report a summary of workload and any actions related to these reports to the Faculty.

3.8 PERSONNEL RECORDS POLICY

Schreiner University intends to comply with laws applicable to employment records. This policy applies to the records of all current and former Schreiner University employees.

3.8.1 Records Covered

Documents maintained by the institution in the faculty member's personnel file may include applications for employment, resumes, transcripts, standard personnel forms, letters of reference and recommendation, contracts, disciplinary information, annual reports, performance evaluations and other documents relating to duties and job performance, and records documenting peer review for tenure and promotion decisions.

3.8.2 Management of Faculty Files

3.8.2.1 Technical files are those files, which are not used for personnel decisions. A faculty member will have access to his/her technical files in a reasonable time request.

3.8.2.2 The term "Personnel file" includes all files maintained on faculty by the Administration for personnel decisions with the exception of technical files concerning employment information, salary and tax information.

3.8.2.3 The appropriate administrator(s) charged by the university with maintaining faculty personnel records shall:

insure that no material from anonymous sources is allowed into any personnel file of a faculty member (except student evaluations conducted in accordance with Section 3.2.4 of the Faculty Manual).

provide, when this section becomes effective, the faculty member with a copy of any material to be placed into his or her personnel file by any person other than the faculty member.

document in the personnel file that the faculty member has reviewed or has had the opportunity to review material to be placed in the file.

allow the faculty member to rebut any material in the personnel file.

provide adequate means of correction, which may include excision, deletions, and partial or total destruction of material when there is mutual agreement that the material is false or in error.

allow a faculty member to review all material in his or her personnel file.

permit peer review of material in the faculty member's personnel file as provided for in the Faculty Manual and only with the permission of the faculty member.

maintain access log in all faculty member's personnel file.

3.8.2.4 In cases where the faculty member and the administrator in charge of the faculty member's personnel or technical file disagree concerning the accuracy or appropriateness of material to be placed in either the personnel or technical file, the disagreement will be resolved as provided for by the Faculty Manual.

3.8.3 Disclosure of Personnel Records to Third Parties

Schreiner University may disclose to third parties certain basic employee directory information: name, employment date, termination date, title, department, work history, and professional honors. No other information will be disclosed to third parties, including lenders and potential employers, without the expressed written and signed consent of the employee, describing specific records to be disclosed and the persons to whom they are to be disclosed. Disclosure, in the latter case, will be with notice that information is for the use of the authorized person or entity and may not be released to others.

Personnel records within the scope of a lawful subpoena, warrant, court order, or required by law will be released by the University. The University will make a good faith effort to contact employees and former employees when their records are subject to subpoena, warrant, or court order.

Specific pertinent personnel record information necessary to protect the health, safety, or property of a faculty member or the University may be disclosed.

When the University has reasonable cause to believe that the actions of an employee violate the conditions of employment or represent a clear and present danger to the interest of the institution, the University, to protect its interest, may disclose specific pertinent personnel record information.

3.8.4 Miscellany

The University maintains, in other than personnel records, Occupational Safety Health Administration records, data analysis, and medical records.

The University keeps records according to legal guidelines associated with that record.

The Office of the Vice President for Academic Affairs maintains personnel records for faculty and other professional employees of the Department of Instruction. Other departments maintain professional employee personnel records. The Human Resources Office maintains full employee records on all non-professional staff and technical records on all professional staff.

3.9 BUSINESS POLICIES

3.9.1 Contract Periods

Faculty contract period begins before actual classes are held and extends beyond graduation. The use of that additional time will be as follows:

A. Period before classes begin:

1. Whatever time is needed for orientation and preparation for registration.
2. At least one day for in-service training.
3. Faculty workdays as needed by each as directed by the VPAA.

B. Period after graduation:

Complete records, grade assignments, etc. Faculty members should check with the Vice President for Academic Affairs before leaving school to be sure that all of their responsibilities for the semester have been satisfactorily completed.

3.9.2 Payroll Periods

Faculty, both full and part-time, are employed and paid under fiscal year, academic year and term session contracts. Employment contracts are paid in installments as noted in the individual contract. Payment is made monthly on the 28th day of the month unless the 28th occurs on a weekend or holiday in which case payment is made on the previous workday.

3.9.3 Payroll Information

The following documents, completed by the employee, must be furnished the University after the offer of employment is made.

- A. Internal Revenue Service Form W-4, Employee Withholding Allowance Certificate.
- B. Schreiner University Drug-Free Workplace Policy Statement Acknowledgment (copy in appendix).
- C. U.S. Department of Justice, Immigration and Naturalization Service Employment Eligibility Verification Form I-9. This form must be completed within three days of employment.
- D. Drivers License - A copy of current driver's license is requested at employment for all those who will drive University vehicles. The driver's license is not a condition of employment unless it is a position requirement.

3.9.4 Purchasing Procedures

3.9.4.1 Textbooks and Supplies

Faculty members determine textbooks and other materials to be used in specific courses after consultation with the Program Director or Dean. Faculty members are requested to use discretion in the selection of books to hold down cost. Each

school's administrative assistant has copies of the form used for submitting textbook orders. The Dean distributes forms to faculty about mid-October and mid-March. Faculty members complete forms accurately and submit the forms to the Dean by November 1 for Spring Term and by April 1 for Summer Term and Fall Term.

The following conditions apply to book orders:

- A. All sections of the same course are to use the same textbook unless otherwise approved by the dean of the school in which the course is taught or, in the case of an IDST course, by the IDST Course Coordinator.
- B. Faculty members ordinarily should use the same textbook a minimum of three years.
- C. When a class meets for the first time and the instructor finds a shortage of textbooks, the instructor should determine how many textbooks are needed and inform the bookstore manager immediately.
- D. The bookstore may buy used textbooks if the book is used in the term immediately following.

3.9.5 Faculty and Staff Travel

A. Travel and travel reimbursement

Schreiner University reimburses employees for the use of their personal vehicles for University business travel at the rate designated by the University. This amount includes the cost of fuel and "wear and tear" on the vehicle. This rate is available through the University Business Office.

For University business travel greater than 200 miles per day (24 hour period), employees must rent a car from the car rental company under University contract, or from any other car rental company as long as the rate does not exceed the contracted rate.

The local Enterprise Rent-a-Car office has the Schreiner University automobile insurance information. When renting a vehicle for University business from other than the Kerrville location, University employees are required to carry proof of insurance, which can be obtained from the Office of the Vice President for Administration and Finance.

Meals and lodging are reimbursed by the submission of an expense form, completed and signed by the employee and his or her supervisor, and submitted to the Business Office with all applicable receipts. Travel advances can be requested using a Travel Advance Request Form and submitted to the Business Office one week in advance of the event or trip.

B. University vehicles

The University maintains a small fleet of vehicles for use by faculty, students or staff in conducting university related activities. Any person who drives a University

vehicle weighing one ton or less carrying two or more passengers must have a class "C" license and proof of insurance.

A "Transportation Request" form must be submitted to the Environment Management to attain approval for using a University vehicle. Students may not drive University vehicles out-of-town unless accompanied by a full-time faculty or staff member.

Approval for use of a University vehicle is handled through the Environment Management office by submitting a "Transportation Request" form. The form is available through the University Intranet (HR Forms/Transportation Request). It may be completed and then e-mailed directly to the Environment Management office to be processed, or it may complete and physically delivered to the office. It should be noted that University vehicles are usually booked for athletics at the beginning of each semester and are not always available for other uses. Departments should check with the Environment Management Office prior to submitting the transportation request form to determine the availability of University vehicles.

Environment Management Office will process the form by logging the booking on the calendar; after the Director approves the request, a copy of the form marked "APPROVED" is e-mailed to the person requesting the vehicle(s). The Environment Management Office will also retain copies.

Vehicles, keys and vehicle safety check sheet must be obtained from the Environment Management office during office hours prior to departure. If a trip is to begin on Saturday, Sunday, or a holiday, then these materials must be picked up on the last working day prior to the trip. After returning, these materials must be placed in the special drop box provided.

University vehicles used by campus departments are charged at an actual mileage rate designated by the University. Charges for gasoline are based on actual gallons used. The University has one unleaded gas tank on campus and is located behind locked gates in the Environment Management yard. The van(s) are filled before departure and upon return, then charged based on the amount of fuel it takes to refill them. Fuel charges are based on cost of current load of fuel only. Expenses incurred due to repairs during a trip in a University vehicle will not be charged to the department. If mechanical problems occur on a trip, the Environment Management Office should be contacted for instructions or assistance during normal office hours. After office hours, someone from Environment Management can be reached by cell phone or pager and those numbers are posted in each van.

3.9.6 University Services

3.9.6.1 Bookstore

The Bookstore offers a wide variety of items including textbooks, clothing, cards, office supplies, snacks, and gift items. All employees, including part-time but excluding students may receive a significant discount on most purchases through the Bookstore upon presentation of their employee ID card.

3.9.6.2 Campus Activities

All employees and their immediate families will be admitted to campus athletic activities and special events upon presentation of the Schreiner employee identification card. Most campus activities will be at no charge to the employee.

3.9.6.3 Campus Facilities

All campus facilities are available, within the customary guidelines for their use and cost if applicable, to all of Schreiner's employees and their immediate families. These facilities include: William Logan Library, the chapel, post office, bookstore, computer lab, and cafeteria. The recreational resources include the Cailloux Fitness Center and Corner Pocket game room, tennis courts, golf driving range, intramural sports field, and supervised sport facilities housed in the Edington Sports Center – including basketball, racquetball and handball courts, weight room, soccer field, and track, along with the swimming pool. The facilities and resources are available to employees and their immediate family members if the facilities are not in use for instruction, intercollegiate athletic team games, team practice, or intramural activities. Restrictions may apply regarding usage. Employees should check with Campus Recreation for additional details. Schreiner University students have the right of first use on all recreational facilities.

3.9.6.4 Campus Minister

As a church-related institution, Schreiner University is concerned about the total welfare of its employees. If an employee suffers family, marital, emotional, financial or spiritual crises, the Campus Minister is available to offer pastoral counseling or to refer individuals to others for help, make hospital calls, perform funerals and weddings; and to carry out other pastoral responsibilities.

3.9.6.5 Chapel

The Schreiner University chapel is located in the Elaine B. Griffin Welcome Center and is available for use by all employees. The chapel is also available for small weddings and other special services arranged through the Cailloux Campus Activities Center Director.

3.9.6.6 Computer Lab

All employees and their immediate family members are welcome to use the Computer Lab, located on the ground floor of Dickey Hall. The computers have Windows, Microsoft Office Professional, and Internet Explorer, with direct Internet connection.

3.9.6.7 Dining Hall

All non-student employees are eligible to receive discounted employee meal tickets, which may be purchased through the Business Office. Employees may also purchase discounted guest meal tickets for immediate family members. Employees may contact Sodexo for current meal hours.

3.9.6.8 Mail Center

Schreiner University Mail Center exists primarily for the distribution, collection, and processing of the University Intra-campus, U.S. mail and all outside private carriers, the contents of which are related to the official business of the University. In this context, the campus mail system as part of the University's facilities is a restricted service. It is not available for the public to mail their personal material or for the personal use of University employees to receive personal mail.

Mail is delivered to the Schreiner University Mail Center and then distributed to the various departmental campus boxes. The University prefers for employees not to receive personal mail delivered in care of their department. Personal mail is defined as any mail not related to

Schreiner University business such as: utility bills, credit card and bank accounts not related to SU, and periodicals not related to an employee's position. Schreiner University requires that all faculty and staff receive their personal mail at home or at a permanent address. An employee should never indicate Schreiner University as their permanent address unless they live on campus.

3.9.6.9 Intra-campus Mail

All campus mail being sent from one department to another should be enclosed in reusable inter-office envelopes. This will prevent delays in handling, and eliminate the possibility of campus mail being inadvertently metered and mailed out. To reduce sorting time, all mailings should provide the Faculty/Staff's full name. Each individual's mailing must have a "return" name/dept with box number.

3.9.6.10 William Logan Library

Logan Library provides information resources and services in support of the University's educational program. The Library has over 85,000 volumes and subscribes to over 400 periodicals. From 20 public access workstations, students, faculty, and staff may access the online catalog, the Internet, and over 100 electronic databases that offer full-text access to over 15,000 journal titles. The Library also houses a modest video collection and a small, current best seller selection.

Employees may check out a book for three weeks and renew it, unless another person has requested it. Videotapes, if not placed on reserve, may be checked out for three days. Employees will need their University ID card to check out Library materials. Other Library information plus access to the online catalog and electronic resources are available on the Logan Library website: <http://library.schreiner.edu>.

3.10

CHANGES

Major policy changes in the Faculty Manual will be made only after concurrence by the Faculty Affairs Committee, and if appropriate, consideration in meeting of the General Faculty. Minor changes in operational details may be made by the Vice President for Academic Affairs in consultation with a member or members of the Faculty Affairs Committee in order to keep the Faculty Manual consistent with current policy and procedures.

APPENDIX

A.1 Salary Adjustments, Overloads, and Moving Expenses

Salary Adjustments for Promotion in Rank

Instructor to Assistant	\$3,000
Assistant to Associate	\$4,000
Associate to Professor	\$6,000

Part-Time, Summer Term, and Overload Compensation

Faculty teaching on a part-time basis will be paid per semester hour taught. Faculty members whose teaching load (or the equivalent thereof) exceeds 12 semester hours during an academic semester will be compensated for that excess at the rate set for part-time compensation. Minimum class is normally eight students. Classes with fewer than eight students enrolled for credit on the official counting date may be canceled or may be taught at reduced compensation (for part-time and overload courses) or at reduced credit toward full-time teaching load. Decision on cancellation or reduced compensation/credit is made, normally after consultation with dean and instructor, by VPAA.

Courses taught during the Summer have a minimum class size of six students. Classes with fewer than six students will be compensated at a reduced rate or cancelled.

Table of Equivalents:

Senior Thesis.	.5 semester hour equivalent per student
Internship/Directed Study	.5 semester hour equivalent per student, maximum of 3 credit hours
Student Teacher	.5 semester hour equivalent per student, maximum of 6 credit hours
Department Chair	3 credit hours per year

Reimbursement for Moving Expenses

All reimbursement requests must be accompanied by appropriate documentation and receipts. Reasonable and necessary relocation experiences will be reimbursed according to the following formula:

1-499 miles	up to \$500
500-1,000 miles	up to \$1,000
1,000 miles and beyond	up to \$1,500

A.2 Faculty Annual Report - Due Sept 1 to Your Dean

Please use the interactive version of this form—which may be found in the Academic Folder within The Common Folder on the campus intranet.

Faculty Annual Report



Schreiner University

ACADEMIC YEAR:

NAME:

CURRENT RANK and DISCIPLINE:

YEAR PROMOTED to this RANK:

The goal of this annual report is two-fold: to provide a reflective written analysis of your past academic year experience and to list and articulate your goals for the following year—and beyond, if appropriate—in each of four outlined categories. Tenure-track faculty in their first year should reflect on the first semester at Schreiner University.

Do not feel that you are limited to the space provided. Append additional sheets as necessary.

Category I. Teaching Effectiveness

An effective teacher:

- *prepares a clear and relevant course outline, which reflects current and appropriate course materials and student evaluation methods, and a connecting syllabus;*
- *communicates student learning outcomes that are consonant with programmatic outcomes, assesses student learning, and uses the results to improve curriculum, pedagogy, and the learning environment; and*
- *is knowledgeable and current in content area and utilizes appropriate active learning strategies and instructional technologies.*

Reflect on your successes and challenges this year as an effective teacher, and then identify your goals in this area for the following year and beyond (if appropriate). Identify any modifications you have made to your goals since your last annual report.

Category II. Student Advising

An effective student advisor:

- *implements developmental advising suited to students' needs;*
- *understands—and stays current on—the various career paths and opportunities within their own discipline;*
- *understands the goals of the University's Quality Enhancement Plan, and its desired student development outcomes through the IDST curriculum and coursework;*
- *is knowledgeable about and proficient in student registration procedures—including course offerings and rotations; prerequisites; effective scheduling; four-year degree plans; elective decisions; calculating grade point averages; deadlines for adds, drops, and schedule changes; advanced placement examination, summer school, study abroad, and other credit opportunities, etc.; and*

- understands the significance of competent faculty counsel and the impact that student advising can have on students' college careers.

Reflect on your successes and challenges this year as an effective advisor, and then identify your goals in this area for the following year and beyond (if appropriate). Identify any modifications you have made to your goals since your last annual report.

Category III. General Service to Schreiner University

Service to the University includes:

- committee participation and committee leadership;
- active involvement in the "whole life" of the University through Recall, Parents' Weekend, Schreiner Saturdays, etc.; and
- sponsorship of student organizations/clubs.

For tenured faculty, desirable general service also includes class observations and mentoring of junior faculty.

Reflect on your successes and challenges this year as you participated in providing service to the University, and then identify your goals in this area for the following year and beyond (if appropriate). Identify any modifications you have made to your goals since your last annual report.

Category IV. Scholarly/Creative Performance and Professional Activity

Scholarly/Creative Performances and Professional Activities are:

- membership in appropriate professional organizations and service to the same;
- receipt of professional honors and/or professional recognition; and
- scholarship (in production or completed) according to the Boyer model with public and peer review of the scholarship

Boyer Model of Scholarship

Type of Scholarship	Purpose	Measures of Performance
Discovery	Build new knowledge through traditional research.	<ul style="list-style-type: none"> •Publishing in peer-reviewed forums. • Producing and/or performing creative work within established field. •Creating infrastructure for future studies.
Integration	Interpret the use of knowledge across disciplines.	<ul style="list-style-type: none"> •Preparing a comprehensive literature review •Writing a textbook for use in multiple disciplines. •Collaborating with colleagues to design and deliver a core course.
Application	Aid society and professions in addressing problems.	<ul style="list-style-type: none"> •Serving industry or government as an external consultant. •Assuming leadership roles in professional organizations. •Advising student leaders, thereby fostering their professional growth.
Teaching	Study teaching models and practices to achieve optimal learning.	<ul style="list-style-type: none"> •Advancing learning theory through classroom research. •Developing and testing instructional materials •Mentoring graduate students. •Designing and implementing a program level assessment system.

Reflect on your successes and challenges this year in terms of your professional activity, and then identify your goals in this area for the following year and beyond (if appropriate). Identify any modifications you have made to your goals since your last annual report.

A.3 EVALUATION OF FULL-TIME FACULTY BY THE DEAN

FOR CONTRACT YEAR _____

The purpose of this form is to provide a standard means of evaluation of faculty by their Dean. The items listed below reflect the criteria outlined under Faculty Evaluation in Part Three of the *Faculty Manual*, which are listed, in decreasing order of importance, on the back of this form.

The Dean will complete the evaluation form and provide comments for each item. The Dean will consult with the Vice-President for Academic Affairs (VPAA) prior to forwarding the evaluation to the faculty member. The faculty member may write comments on the bottom of the form for consideration by the Dean and the VPAA. After indicating (by signing the form) that he/she has seen the form, the faculty member returns the evaluation form to the Dean who in turn sends the form to the VPAA.

Faculty Member _____

Key to Ratings: E = Excellent; V = very good; G = good; N = needs improvement; U = unacceptable;	E	V	G	N	U
A. Teaching Effectiveness					
Comments:					
B. Student Advising					
Comments:					
C. General Service to the University					
Comments:					
D. Scholarly/Creative Performance and Professional Activity					
Comments:					

Signature of the Dean: _____ Date: _____

Faculty Member: Please sign below to indicate that you have seen this completed form and return it to your Dean by: _____ (Dean-supplied date)

Faculty Member Signature: _____ Date: _____

EVALUATION CRITERIA

Evaluation Areas	Standards
A. Teaching Effectiveness – Schreiner University supports the teacher-scholar concept by recognizing that teaching is the primary mission of its faculty, and that teaching and scholarship are mutually supportive. Written and oral evaluations of faculty by Deans are based on the following standards.	<ol style="list-style-type: none">1. Provides a clear, relevant, and current course syllabus which reflects current and appropriate course materials and student evaluation methods;2. Communicates expectations in clearly stated instructional goals and objectives regarding behavioral outcomes (including skills, knowledge and affective development);3. Is knowledgeable and current in content and teaching strategies, incorporates recent advances in scholarship in lessons, understands how research is done and used proven research-based practices from discipline and effective teaching techniques;4. Displays effective communication skills;5. Is able to motivate students and stimulate student interest in the discipline;6. Is able to respond appropriately to student needs and interests adapting instruction as needed;7. Accepts responsibility for student outcomes and displays willingness to devise and implement appropriate assessment instruments/techniques;8. Is thoughtful and reflective about his/her teaching, uses self-assessment and makes effort to improve, completes the annual report and consults dean or other faculty for suggested improvements.
B. Student Advising – Schreiner University recognizes the important role of student advising by faculty. Written and oral evaluations of faculty by Deans and feedback from student advisees are based on the following standards.	<ol style="list-style-type: none">1. Accurate, appropriate knowledge of current degree plan/career advising.2. Appropriate class scheduling term by term and effective use of the degree plans.3. Developmental advising suited to student needs.4. Taking the time to get to know advisees,5. Keeping student appointments and being available during office hours.
C. General Service to the University – Written and oral evaluations of faculty by Deans are based on faculty meeting the following standards:	<ol style="list-style-type: none">1. Meets contractual obligations including any administrative duties as assigned.2. Supports the Mission of the University through balanced involvement in campus events and appropriate external service, such as attending student faculty and/or University sponsored activities, sponsoring student organizations, serving on committees, working with Hill Country area organizations and schools in the area of one’s personal and academic expertise and other appropriate activities.
D. Scholarly/creative performance and professional activity – The teacher-scholar concept presupposes that the faculty member will exhibit a pattern of commitment to personal intellectual development that contributes to the growth of Schreiner University as an academic community. A faculty member’s scholarly activity will be evaluated on the evidence present in annual reports, evaluations by the faculty member’s supervisor, testimony of colleagues, publication, and research records. Written and oral evaluations of faculty by Deans are based on faculty meeting the following:	<ol style="list-style-type: none">1. Curriculum development and designing new courses.2. Participating in seminars, conferences, and professional visits and meetings.3. Artistic production, performance, and presentations, writing publication, and integration of textbooks, book, educational software, information articles for nonprofessionals, and research articles.4. Research in field that supports the teacher-scholar element.5. Pursuit of additional degrees and qualifications in additional teaching fields,6. Development and implementation of a funded grant that supports the Mission of the University.

A.4 FACULTY/STAFF EVALUATION OF FACULTY WITH ADMINISTRATIVE DUTIES

Date _____ Individual evaluated: _____

Title: _____

Please evaluate this individual with respect to the performance of his/her administrative functions by circling the most suitable rating. Comment on each item and on general performance as appropriate. Forward the completed evaluation to:

_____ by: _____

COMMUNICATION

excellent good satisfactory needs improvement unsatisfactory

REPRESENTATION OF UNIVERSITY AND ITS MISSION

excellent good satisfactory needs improvement unsatisfactory

AVAILABILITY

excellent good satisfactory needs improvement unsatisfactory

PROMPTNESS

excellent good satisfactory needs improvement unsatisfactory

COURTESY

excellent good satisfactory needs improvement unsatisfactory

EFFICIENCY

excellent good satisfactory needs improvement unsatisfactory

EFFECTIVENESS

excellent good satisfactory needs improvement unsatisfactory

How can this individual improve his or her performance?

General Comments (continue on reverse if necessary):

A.5 DUTIES OF DEANS AND DEPARTMENT CHAIRS

Developed by the Academic Council

DUTIES AND RESPONSIBILITIES FOR DEANS

Related to Students

- Meet with prospective students
- Orient incoming students to the School's academic programs
- Coordinate student nominations for prestigious recognition
- Provide intervention strategies for at-risk students
- Resolve undergraduate grievances against faculty members if such issues cannot be resolved by Dept. Chair

Related to Faculty

- Participate in school and/or institutional searches
- Coordinate faculty searches
- Coordinate the orientation and development of programs for all new faculty members
- Model professional behavior to faculty
- Observe faculty in the classroom and offer feedback
- Conduct regular evaluations of all full-time faculty
- Facilitate the ongoing development of faculty through the arc of their professional career
- Develop appropriate plans of action for faculty improvement
- Recommend to the Promotion and Tenure Committee candidates for promotion and tenure
- Evaluate professors during the post-tenure review process

Related to Planning and Budgeting

- Approve departmental budgets and propose and manage final school budget
- Evaluate, project, and articulate personnel and capital needs
- Serve on the budget oversight committee
- Make recommendations for salary adjustments
- Increase revenue from graduate programs and summer school

Related to the Operation of the School

- Develop a vision for the school, with faculty consultation, and articulate that vision to its members, the administration, and external constituencies
- Hold regular meetings of the school
- Hold regular meetings with department chairs
- Advocate for robust programs, provide coaching for faltering programs, and recommend closure for unsuccessful programs
- Allocate resources to enhance programs
- Conduct annual performance reviews of staff within the school
- Promote engaged pedagogies, including the use of appropriate technologies
- Promote developmental advising
- Supervise departmental chairs and other professional staff within the school
- Serve on the Administrative Council
- Serve on the Academic Council
- Serve on the Retention Action Team
- Coordinate the five-year program review
- Oversee outcome assessment program for the school
- Promote faculty development initiatives
- Serve as a school liaison with students services, career services, and the alumni office

Related to Enrollment Management within the School

- Serve as a school liaison with admissions
- Finalize university course schedule in consultation with chairs, other deans, and registrar
- Cancel under-enrolled courses
- Develop and implement the demand, yield, retention, and graduation strategies

Related to External Relationships and Promotion of the School

- Provide leadership in grant-writing
- Provide stewardship for grants received
- Engage in friend-raising
- Look for opportunities to build community connections with the school and its programs
- Establish consortial relationships with other institutions
- Represent and promote Schreiner at appropriate conferences
- Organize panels at conferences to promote Schreiner
- Publish the successes of and best-practices learned at Schreiner in appropriate journals

DUTIES AND RESPONSIBILITIES FOR DEPARTMENTAL CHAIRS

Related to Students

- Orient incoming students to the department's academic programs
- Audit student progress within the department
- Recommend student exceptions within the major to the Dean
- Resolve grievances against departmental faculty

Related to Adjunct Faculty

- Interview adjunct faculty and recommend hiring to the Dean
- Conduct orientation for new adjunct faculty
- Confirm adjunct faculty have books and ancillary materials
- Promote faculty development for adjuncts
- Conduct annual reviews of all adjunct faculty (including classroom observation)

Related to Full-Time Faculty

- Orient new full-time faculty within the department
- Disseminate news of scholarly or creative accomplishments within the department

Related to Planning and Budgeting

- Draft an annual department budget
- Anticipate operating, capital, and personnel needs
- Estimate class sizes, numbers of sections, course rotation, and staffing needs for future years

Related to the Operation of the Department

- Hold regular meetings of the department
- Assess student learning outcomes within the department
- Schedule major field exams as necessary
- Review degree plans and four-year plans on an annual basis
- Update fact sheets before first Schreiner Saturday in the fall
- Update department website
- Draft the department class schedule
- Submit Catalog revisions to the registrar
- Review articulation agreements with other institutions and recommend changes to the Dean
- Supervise the development of syllabi for all department offerings, and supervise the school's administrative assistant's coordination, collection, and submission to the Academic Folder on the Common Drive of syllabi of courses offered at the beginning of each term
- Ensure consistency of instruction and required instructional materials in multiple sections

A.6 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Schreiner University intends to comply with this federal law and gives notice of the following:

The University's intent not to disclose information in a student's educational record to anyone except: (a) by prior written and signed authorization of the subject student, (b) as "directory information" (described below), and (c) under special circumstances specified in the act and applicable regulations

The student's right to inspect and review the educational records which are open to him or her under the law

The student's right to seek to amend his or her educational record if he or she feels it is inaccurate, misleading, or a violation of his or her rights. The procedure for such action is outlined in the Schreiner University Student Records Policy.

The student's right to file a complaint with the United States Department of Education if he or she feels that Schreiner University has violated the Family Educational Rights and Privacy Act or the Schreiner University Student Records Policy. Before filing such complaint, the student will seek to resolve the issue within the procedure set forth in the Schreiner University Student Records Policy.

The act provides that "directory information" may be released without prior consent if such information is defined beforehand and the student is given the opportunity to state that he or she does not want such information to be available. The following information is defined by Schreiner University as "Directory information": name, local and home address, local and home telephone number, date and place of birth, photograph, parent's (and/or spouse's) name and place of residence, academic classification, fields of study (major, minor, certification, etc.), career goals and plans, participation in recognized activities and sports (including height, weight, and team position of members of athletic teams), dates of attendance, degrees and awards received (including dates), year of projected graduation for current students, and educational institutions previously attended. The University, at its discretion, may disclose any of these items without prior written consent unless notified in writing to the contrary by **1 September**. Requests received after 1 September will be honored as rapidly and in so far as possible after receipt of such notification. Requests for non-disclosure will be honored by the University only until 31 August following; therefore, requests to withhold Directory Information must be filed annually with the Office of the Registrar

Further information on the operation of this act may be obtained in the office of the registrar.

A.7 E-Mail Policy

Personal announcements should be posted to the Campus Bulletin Board or Wellness Bulletin Board address. Appropriate announcements for the Bulletin Board address are:

Birth or wedding announcements;

Fund drives and other official campaigns of the University;

Personal business of any kind, e.g., car for sale, babysitting services, tamales for sale, Spurs tickets, share a ride; Non-business broadcasts, e.g., "Congrats to the Cowboys", "Come out and support the Tivy Antlers", "Don't miss the concert at the Municipal Auditorium."

Exercise, nutrition, wellness articles or announcements.

If in doubt, an employee should ask themselves, "Is communicating this message part of my job function?" If it is not, it should be posted to the Bulletin Board group. All employees wishing to receive such personal broadcast messages should contact the Technology Help Desk to have their name placed on the Bulletin Board list.

A.8 SCHREINER UNIVERSITY GRADE APPEAL PROCESS

INITIATING APPEAL: Before the 12th day of the next long term after the term in which the grade was given, if a student believes that the final grade for any course does not reflect an accurate evaluation, the following steps must be followed:

1. The student should first confer with the instructor of the course to discern the evaluation process and the possibility of miscalculation. Whenever possible, grievances should be resolved at this level. If no agreement is reached at this level, the student should put the grievance in writing, along with the results of the meeting with the professor, and;
2. Submit the written grievance and the result of the meeting with the instructor to the Dean of the School in which the instructor teaches. The Dean will discuss the matter with the instructor and student to see if the matter can be resolved to the satisfaction of both parties. If no agreement is reached at this level, the student may:
3. Make formal written appeal, to the Registrar, with copies to the Instructor and Dean, and the Vice President for Academic Affairs notifying them of the intention to appeal and stating the reasons for requesting a grade change. This statement shall serve as the basis for the discussion during the meeting of the Review Board. Appeals will be considered if there is evidence that the grade was given in violation of the course syllabus or if it was arbitrary, capricious or discriminatory.

REVIEW BOARD: Within ten days or as soon as practicable after receiving the student's formal appeal, the Registrar will convene a Review Board, consisting of six members; appointed by the Vice-President of Academic Affairs, one of whom shall be designated as record keeper. Members shall be selected in the following manner:

- One member shall be Dean, preferably of the School in which the instructor teaches, who shall serve as Chairman of the Review Board, acting as an impartial moderator without voting privileges.
- Whenever possible, two shall be faculty in the same discipline as the instructor; otherwise they shall be members of the same School.
- Two shall be faculty from a School different from that in which the instructor teaches.
- One shall be an officer of the Student Senate, preferably the President. In cases where the officer was enrolled in the same class, another member shall be appointed to take the officer's place.

MEETING: The Review Board shall meet only once to consider the appeal. At that time, the Review Board will review the documents presented, interview the parties concerned and others deemed necessary. The appellant will be invited to present reasons for requesting the grade change and the instructor will be invited to present reasons for sustaining the grade. Both appellant and instructor may ask witnesses to be available to substantiate their statements. The Board may then discuss the matter with the appellant and the instructor, both of whom may be present at all times during the presentations and discussion.

VOTING: After the discussion, both the appellant and the instructor will absent themselves and the Board will deliberate and vote by secret ballot without abstention either that the grade shall be changed by the instructor in consideration of the evidence or that the grade shall be sustained. If the vote is to change the grade, the Vice President for Academic Affairs, on behalf of Schreiner University, shall raise or lower it as recommended by the Board. If the vote is to sustain, the grades shall remain as it is. In either case, the decision of the Review Board is final and binding upon both the appellant and the instructor. Records of the meeting and the vote will be filed with the Vice-President for Academic Affairs.

NOTIFICATION: After receiving report of the Board's decision, the Vice-President for Academic Affairs will notify faculty member and student of the decision.

A.9 SCHREINER UNIVERSITY DRUG FREE WORKPLACE POLICY STATEMENT

It is the policy of Schreiner University to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and clients in our facilities to unacceptable safety risks, and undermines Schreiner University's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in Schreiner University business off the University's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of Schreiner University it impairs an employee's ability to perform on the job or threatens the University's reputation or integrity.

Employees convicted of controlled substance-related violations in the workplace, including pleas of nolo contendere (i.e. no contest), must inform Schreiner University's Human Resource Office within five days of such conviction or plea. Employees who violate any aspect of the policy may be subject to disciplinary action up to and including termination. At its discretion, Schreiner University may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

A.10 EMPLOYEE SAFETY AND HEALTH

Schreiner University is committed to providing a safe and healthful working environment. Schreiner University makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. Schreiner University's policy is aimed at minimizing the exposure of employees, students, customers, and other visitors to facilities to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operation practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of Schreiner University in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries.
- Reporting all injuries to a supervisor and/or Human Resources and seeking first aid, regardless of how minor.
- Reporting unsafe conditions, equipment, or practices to supervisory personnel and/or Human Resources.
- Using safety equipment provided by Schreiner University at all times.
- Observing conscientiously all safety rules and regulations at all times.
- Notifying a supervisor, before the beginning of the workday, of any medication being taken that may cause drowsiness or other side effects that could lead to injury to themselves and/or a coworker.

911 POLICY

Immediately after any **911 call** is made on campus during University working hours, the Schreiner University **Switchboard Operator, Ext. 0**, is to be notified of the location to direct Emergency vehicles accordingly. If the emergency occurs after hours **Campus Security should be contacted at 739-1111**.

Anyone on the Schreiner University campus who is involved in an emergency situation should respond to that situation by notifying EMS (dial **"9"** if an outside line is needed and then dial **"911"**). The essential information should be relayed to the EMS, if possible by someone familiar with the emergency:

- (1) *location of emergency*
- (2) *nature of the emergency*
- (3) *number of persons needing assistance*

Campus Security will report the emergency to the Vice President of Administration and Finance. If a student is involved, Campus Security will also report the information to the Vice President for Student Affairs.

WORKPLACE VIOLENCE

Steps have been taken to prevent incidents of violence from occurring at Schreiner University. Schreiner University policy expressly prohibits any acts or threats of violence by any Schreiner University employee or former employee against any other employee in or about Schreiner University's facilities or elsewhere at any time. Schreiner University also will not condone any acts or threats of violence against Schreiner University's employees, clients, or visitors on Schreiner University's premises at any time or during the engagement in business with or on behalf of Schreiner University, on or off Schreiner University's premises.

In keeping with the spirit and intent of this policy, and to ensure that Schreiner University's objectives in this regard are attained, it is the commitment of Schreiner University:

1. To provide a safe and healthful work environment, in accordance with Schreiner University's safety and health policy.
2. To take prompt remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with clients, former employees, or visitors to Schreiner University's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, clients, and visitors from bringing unauthorized firearms or other weapons onto Schreiner University's premises.
5. To establish viable security measures to ensure that Schreiner University's facilities are safe and secure to the maximum extent possible, and to properly handle access to college facilities by the public, off-duty employees, and former employees.
6. Employees have a "duty to warn" their supervisors, security personnel, or Human Resources Office of any suspicious workplace activity, situations or incidents observed or discovered that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Schreiner University will not condone any form of retaliation against any employee for making a legitimate report under this policy.

GUN CONTROL

It is not permissible to bring firearms, air rifles, pellet guns, bow and arrows, or weapons of any sort onto the campus. Hunting knives and pocketknives carried in a sheath are classified as weapons.

The state penal code prohibits carrying firearms on the premises of a school or educational institution, whether public or private, unless pursuant to written regulation or written authorization of the institution.

Those employees who are occupying University housing should abide by the above stated, except, the employee or family member has the right to carry the weapons in a vehicle to remove them and bring them back onto the University grounds to be placed back in their homes. This removal should consist of a trip from the employee's home directly to the exit of the University and from the entrance of the University directly to the home of the employee.

UNIVERSAL BLOOD AND BODY FLUIDS PRECAUTIONS

University personnel must seek to abide by the Universal Blood and Body Fluids Precautions. Blood and body fluids must be treated as contaminated and personnel should avoid or reduce direct contact with such -- and with mucous membranes or broken skin -- whenever possible, especially if one's own skin is broken. Gloves or other barriers to direct exposure should be used when available. After the emergency, wash hands and other exposed skin surfaces immediately and thoroughly. Quarantine the area of any blood and other body fluid spills and contact Environment Management for proper clean up. All personnel will be alerted to health or safety hazards or possible problems and will report such to the Office of Safety and Security.

ACCIDENTS AND INJURIES

Employees should report any and all injuries to their supervisor and the Human Resources Office. An employee should seek first aid regardless of how minor the injury appears. On the job injuries that require medical attention, or the possibility of medical attention, should be reported to the Human Resources Office immediately and a worker's compensation claim will be filed.

DEATH ON THE PREMISES

A person should respond to a death on the premises situation by securing the area and notifying EMS (dial '9' if an outside line is needed and then dial '911'). One should be prepared to give the location of deceased as well as any possible causes. If possible, someone familiar with the incident should relay information to the EMS. After the EMS has been notified, the emergency should be reported to the University switchboard/receptionist, Ext. 0. **If the emergency occurs after hours Campus Security should be contacted at 739-1111.** The Switchboard or Campus Security will contact the Vice President of Administration and Finance. If a student is involved, Campus Security will also report the information to the Vice President for Student Affairs.

In the event of a death, only the President's Office or designated Vice President should initially contact relatives of the deceased or the news media.

EVACUATION PROCEDURES

If evacuation of the building is required, the following procedures should be followed:

1. Comply with evacuation when requested, even if problems are not obvious.
2. Walk - do not run - to the nearest exit.
3. Take all personal belongings (ex. purse/wallet) if possible.
4. Use stairs. Do NOT use the elevators.
5. Evacuate to the outside of the building. Go to the Quadrangle in the center of the campus away from the buildings.
6. Assist any handicapped or injured persons who are not able to leave the area quickly by themselves.
7. Do not reenter the building until instructed that it is safe.
8. Remain on the premises until instructed otherwise.

If time permits, supervisors will:

1. Ensure all rooms are empty and the windows and the doors are closed.
2. Turn off/unplug computers.

In case of evacuation, supervisors will be responsible for ensuring every employee under his or her supervision has been evacuated safely from all buildings.

BOMB THREATS

If a bomb threat is called in, employees should:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
2. Have one or more persons listen in, if possible.
3. Ask where the bomb is located and when it will be detonated.
4. Tell the caller the building is occupied and that detonating the bomb could kill or seriously hurt many innocent people.
5. Pay attention to background noises that could give a clue to the caller's location.
6. Listen closely to the voice (male or female), voice quality (calm or excited), accent, and speech impediments.
7. When the caller hangs up, report this information to Campus Security, who will then contact local officials for assistance. When assistance arrives, be prepared to provide details.

SUSPICIOUS MAIL

The following may be considered suspicious according to Postal Inspectors:

1. Mail that has an unknown return address or none at all
2. Mail that has overpaid postage, especially with stamps
3. Mail that is addressed to someone no longer with Schreiner University
4. Mail that is of unusual weight, given its size, or is lopsided or oddly shaped
5. Mail that is marked with restrictive endorsements, such as "Personal" or "Confidential"
6. Mail that may have protruding wires, strange odors or stains
7. Mail that shows a city or state in the postmark that doesn't match the return address
8. Mail that is leaking white powdery substance

In the event of such an occurrence of suspicious or hazardous mail, the following steps should be taken:

1. Do not open the parcel
2. Treat as suspect
3. Isolate the parcel
4. Evacuate the immediate area
5. Do not handle
6. Notify campus security

If necessary, security will contact the Kerrville Post Office.

INCLEMENT WEATHER

If an emergency closing or delay in opening Schreiner University is necessary, all lost work will be a paid absence for all full and 3/4 time employees, to be pro-rated accordingly. If an employee has scheduled benefit leave during the closing(s), and is not called in to work by the University, then the employee's benefit leave will be used.

Employees should phone **the main switchboard number at 896-5411**, where recorded messages will notify employees and students of any official University closing or delay due to inclement weather. Unless a closing or delay is announced, employees and students will be expected to report for work and class at the usual time.

The decision to dismiss employees before the end of a workday due to hazardous weather conditions will be relayed verbally or by e-mail by a Vice President of the University. This lost time for employees will also be considered a paid absence for all full and 3/4 time employees who did not have scheduled benefit leave.

Local radio stations and the major San Antonio radio and television stations will also be notified of all closings. Employees should not rely on what the radio and/or television stations announce, but should telephone the University's main line to find out the status.

A.11 RETIREMENT PLAN

Schreiner University offers its employees the option of investing in a tax-deferred 403(b) retirement plan. An employee may invest contributions in a tax-sheltered annuity through either of these two provider options: TIAA-CREF or Lincoln Life Insurance Company. Contributions will be allowed up to the maximum amount acceptable by law, with the University placing matching funds of 6%. An employee must be employed for 12 consecutive months, have worked 1,000 hours in the plan year and contribute a minimum of 4% to receive the University's matching contribution. Contributions to the plan are 100% the employee's and withdrawals are subject to the plan document, investment contract and IRS regulations. Plan information and enrollment forms are available from the Human Resources Office. IRS Form 5500-C may be obtained for review by making a written request to the Vice President for Administration and Finance as required under the Employee Retirement Income Security Act (ERISA). Contributions to the plan can be changed prior to the end of any pay period. Upon separation of employment from Schreiner University, it is an employee's responsibility to notify the Retirement Fund Provider of distribution requests.

A.12 EMPLOYEE BENEFITS AND SERVICES

Schreiner University understands the value benefits add to an employee's compensation package. Although not required by law, the University provides benefits to enhance the commitment the University has to the employee. All benefit leave is tracked so that factual decisions can be made when reviewing the leave. The University reserves the right to change the benefits as needed.

All non-exempt employees are required to submit an attendance sheet with their time cards each pay period. This attendance sheet should accurately reflect all time used for any benefit leave taken during that pay period. The employee will be paid for leave according to that specific benefit leave policy. If no paid benefit leave is available the employee will be granted the leave without pay.

All exempt employees are required to submit an attendance sheet by the 25th day of each month. This attendance sheet should accurately reflect all benefit leave used during that month, that is four (4) hours or greater. The employee will be paid for leave according to that specific benefit leave policy. If no benefit leave exists, the exempt employee will only be on leave without pay if they are gone the entire standard workweek, unless under FMLA leave.

All employees should submit accurate attendance sheets to the Human Resources Office as required by each policy.

TUITION REMISSION (REVISED 05/2005 FOR FALL 2005)

Schreiner University is committed to supporting its employees' educational goals.

In all cases, the primary consideration will be appropriate completion of duties and job assignments, the performance of which makes possible these educational opportunities.

Eligibility

1. Definitions:

An "employee" is:

- a) A full-time faculty, administrator, or staff member; or
- b) A person who is employed at least 75% full-time and is eligible for other University sponsored benefits.

A "dependent" of an employee is:

- a) A child who is qualified as a dependent for IRS or federal financial aid purposes.
- b) The legal spouse of the employee.

2. Tuition Remission will become available to the employee and dependent(s) of an employee after the employee's one year benefit eligible date, as long as the benefit eligible date is before that term's first class day.
3. To be eligible for Tuition Remission a Free Application for Federal Student Aid (FAFSA) must be completed in the specified time period as stated in the policy, unless the class is audited or the student is attending classes as a non degree seeking employee who is enhancing their position;
4. Tuition Remission is not available to students on academic probation or those failing to meet Standards of Satisfactory Academic Progress (SAP) and in good standing.
5. The University reserves the right to deny further Tuition Remission to any employee or dependent who shows a pattern of starting classes and then dropping them. The employee and/or dependent will need to pay for and complete one class before Tuition Remission is reinstated.

Guidelines

1. Tuition Remission does not apply to room and/or board charges.
2. Tuition Remission does not apply to any fees, including but not limited to admission fee, labs fee, LSS fee, etc.
3. All classes are on a space available basis.
4. If the employee or dependent qualifies for the Pell Grant then the grant will be used towards charges in the following order:
 - a. text books and academic supplies (must be charged to student account)
 - b. fees
 - c. tuition
5. No other institutional tuition reductions or grants (academic scholarships, Hill Country grants, etc.) will apply.
6. Schreiner scholarships and outside tuition-specific scholarships for dependents will be applied first and the remaining tuition will then be covered through tuition remission. Examples of specific types of institutional scholarships would include, but are not limited to, performing arts, the Muse editorship, the Mountaineer newspaper editorship and other leadership scholarships. Students may receive awards above the maximum tuition and fees amount if the awards are compensation for actual contracted work such as LSS note takers or for hourly scheduled work such as required by resident assistant and work study positions. State supported funds, third party entities (such as TWC, Alamo Workforce, TRC, disability, etc.) will be applied first to tuition and the remaining tuition will then be covered through tuition remission.
7. Schreiner University reserves the right to seek to underwrite the University portion of the tuition, if the student qualifies for federal, state, or other financial aid.
8. All policies (i.e. adding/dropping classes, refunds, fees, eligibility, etc.) apply in regard to Financial Aid and Registration. Refer to the current Schreiner University catalog and financial aid guidelines for additional information.
9. Tuition Remission will be discontinued and full tuition charges applied if before the last day to drop a course without a grade the employee's employment with the University is severed for any reason. If the relationship is discontinued after the last day to drop a course without a grade, then the Tuition Remission Policy is still valid for the remainder of that term and the ex-employee/dependent(s) can remain in classes and are not charged. If the ex-employee/dependent(s) chooses to drop the classes they may do so and charges will be determined by the time when the relationship was severed and the last day to drop a course without a grade.
10. Employees and dependents are encouraged to complete degrees in the minimum time frame needed. Refer to Standards of Academic Progress in the Schreiner University catalog.
11. Employee and dependent business office accounts must be paid in full to register for classes the following semester.
12. Charges for course credit attempted by challenge examination and/or audit classes will fall under tuition remission policies.
13. To ensure academic progress Financial Aid will review Standards of Academic Progress (SAP) at the end of each term for employees and dependents.
14. Enrollment falling outside the policies will be at the usual full and complete charges.

The Employee

1. Tuition remission for the employee, who has not already completed a baccalaureate degree, will be one hundred percent (100%) of the tuition charge up to six (6) credit hours per Fall and Spring term and four (4) credit hours per Summer term.
2. Tuition remission for an employee, who has completed the baccalaureate degree, covers 100% of the tuition cost per credit hour of those baccalaureate courses deemed job related or 50% of the tuition cost for those not deemed job related up to six (6) credit hours per Fall and Spring and four (4) credit hours per Summer term. The employee should submit a written explanation to their supervisor of why he or she believes the course would enhance job performance. It will require the consent of both the Supervisor and the Provost to determine whether the course qualifies.
3. The employee must arrange a compensatory work time arrangement with the immediate supervisor for work hours missed. The employee cannot miss more than six (6) clock hours during the assigned workweek and needs to understand that if a three (3) credit hour course is taken then the employee will be gone approximately three (3) hours during the workweek. The six (6) clock hours missed is based on the normal workday hours, which includes the lunch hour and that breaks are already paid time and cannot be used to make up time away;
4. The employee must understand that no more than six (6) credit hours in Fall and Spring Terms and three (3) credit hours in Summer may be taken, with or without tuition remission, if the hours taken fall within their normal workday hours, even though time in class is made up. If the employee wants to take beyond the credit hour limit and attend classes outside their normal work hours, while paying full tuition, they can do so.

Dependents of the Employee

1. Tuition remission for the dependent (spouse and/or child) of the employee will be one hundred percent (100%) of the tuition charge, up to 18 credit hours for Fall and Spring and six (6) credit hours for Summer. Anything over 18 credit hours per Fall and Spring and six (6) credit hours per Summer term must be paid by the dependent.
2. Tuition Remission is not granted for any dependent that has completed a baccalaureate degree. Tuition Remission applies only to baccalaureate classes.

The Process

1. Complete initial paperwork with Admissions for acceptance as a first time or returning student. Admissions will determine if there is an academic probation status for the employee/dependent(s).
2. Complete a Free Application for Federal Student Aid (FAFSA) with the Office of Financial Aid covering the period of enrollment for which classes will be taken. If the class is being audited or the student is attending classes as a non-degree seeking employee enhancing their position, no FAFSA is required.
3. Complete a Tuition Remission form, obtain applicable signatures and forward to the Human Resources Office.
4. All paperwork, including FAFSA and completion of Tuition Remission Form should be completed by the following scheduled dates or Tuition Remission will not be granted.
 - Employees and dependents receiving the benefit for the first semester:
 - August 1st for fall semester
 - December 1st for spring and summer semesters
 - Employees and dependents receiving the benefit beyond first semester:
 - April 1st for the fall semester
 - November 1st for the spring and summer semesters
5. The employee must provide a signed class schedule to their supervisor and the Human Resources Department for verification of enrollment and schedule.

Application of Payments

Payments to an employee or dependent account will be applied in the following order:

1. Pell Grants (if applicable)
 - a. text books and academic supplies
 - b. fees
 - c. tuition
2. Grants/Internal Scholarships/External Scholarships
3. Tuition Remission
4. Loans

Death or Total Disability of the Employee

Children enrolled at the time of death or total disability of an employee may continue to receive full tuition remission subject to the terms and conditions of the tuition remission policy in effect at the time the children are enrolled.

Children not yet enrolled at time of death or total disability of employee may receive tuition remission equivalent to children of current employees if his or her parent had fifteen (15) years of benefit eligible service to the University at the time of death or total disability. This provision is subject to the terms and conditions of the tuition remission policy in effect at the time the child elects to exercise the benefit.

Tuition Exchange

Schreiner University (SU) belongs to the Tuition Exchange, a corporation to promote and administer reciprocal tuition assistance for children of eligible faculty and staff of participating institutions of higher education. A benefit-eligible employee who has children who wish to attend colleges or universities, other than Schreiner, may be able to utilize tuition exchange to support their children's education at other participating institutions. A list of participating institutions and information regarding the tuition exchange program may be obtained from the Registrar or from www.tuitionexchange.org. Paperwork is completed with the Registrar's Office. If accepted, the export fee will be the responsibility of the recipient of the tuition exchange.

APPEAL PROCESS

If anyone feels any portion of this tuition remission policy has not been administered fairly the employee may contact the Human Resources Office and file a written appeal. This information will then go to the committee (Director of Human Resources, Registrar, Director of Financial Aid, and A/R Supervisor) for review and a decision will be made within ten (10) working days. If needed, a final appeal can be sent to Administrative Council.

Refer to Schreiner University Catalog for admission criteria and process.

A.13 SERVICES

TexHillco — Contact Information: TexHillCo School Employees

Federal Credit Union
P.O. Box 1535
Kerrville, TX 78029-1535
830-896-3977

This credit union is a mutual help organization, chartered and supervised by the National Credit Union Administration of Washington, D.C., with a regional office in Austin, Texas. Membership is comprised of employees, spouses and family members of the Bandera, Center Point, Comfort, Harper, Medina, Hunt, Ingram and Kerrville Independent School Districts, and Grace Christian School. Hill Country retired teachers and Schreiner University are included in the membership.

The Credit Union is owned and operated by its members; it serves members only. Simple and fast loan procedures are available to put cash in your hands when you need it. Savings are federally insured to \$100,000 per account.

Telephone to inquire about interest rates on certificates of deposit, savings accounts and loans.

Initial fee is \$15.00. Of this \$15.00, \$5.00 is the membership fee and \$10.00 opens a share or savings account. Payroll deduction is available for both loan payments and share deposits, as applicable for your institution.

San Antonio Teachers Credit Union - obtain the sign up information from the Personnel Office.
\$25 membership fee.

Contact Information: SATCU
10730 Gulfdale
San Antonio, TX 78216
210-342-8484 or 1+800-683-1211

A.14 Family and Medical Leave Act

Qualify for a Leave

Schreiner University will grant FMLA leave to eligible employees for the care of a child after birth, adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition.

To be eligible, an employee must have completed at least twelve (12) months of service with Schreiner University and have worked a minimum of 1,250 hours during the twelve (12) month period preceding the leave. In addition, an employee must work at a Schreiner University facility that employs at least fifty (50) employees within the facility or within seventy-five (75) miles of the facility. Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described in the **Other Leaves of Absence** policy.

Leave Entitlement

Leave may be granted for a period of up to twelve (12) weeks in any twelve (12) month period from the date of commencement of FMLA leave. Leave taken for the care of a child after birth, adoption, or placement of a child in an employee's home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, Schreiner University will follow applicable federal and state laws in reviewing and approving such leave requests.

Child/Family Care Leave

An employee requesting leave to care for a child after birth, adoption, or placement in the employee's home for foster care or to care for a covered family member with a serious health condition may be granted leave including the following conditions:

- Employees requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member.
- Employees may also be required to provide additional physician's statements at Schreiner University's request at reasonable intervals.
- The family member may be required to submit to a medical examination by a physician designated by Schreiner University at Schreiner University's expense.

Leave for Employee's Own Serious Health Condition

An employee requesting leave for their own serious health condition may be granted FMLA leave for the following conditions:

- Any time the employee expects to be or is absent for more than five (5) consecutive work days as a result of their own serious health condition (including pregnancy), the employee will be required to submit appropriate medical certification from their physician. Such certification must include, at a minimum, the date the employee is unable to work, a diagnosis, work-related restrictions and the probable date of return to work.
- During the leave, Schreiner University may require additional physician's statements on request at reasonable intervals attesting to the continued inability to work. An employee may also be required to submit to medical examinations by physicians designated by Schreiner University at its discretion and at the University's expense, at the beginning of, during, or at the end of the leave period. Employees may need to agree to provide Schreiner University access to medical records as required and applicable to the governing laws.
- Before an employee will be permitted to return from medical leave, the employee will be required to present Schreiner University with a physician's certification that they are capable of returning to work and performing the essential functions of the position, with or without reasonable accommodation. Where required, Schreiner University will consider making reasonable accommodation for any disability in accordance with applicable laws.

Reinstatement Rights

Eligible employees are entitled upon return from FMLA leave to be reinstated to their position or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain "key employees" (highly compensated employees) under certain conditions.

General Guidelines

An employee must provide Schreiner University with at least thirty (30) day's written notice prior to the anticipated leave date, using Schreiner University official FMLA Request Form. If a thirty day written notice is not possible, notification should be provided as soon as practicable.

All Schreiner University benefits that operate on an accrual basis (vacation, sick, and personal leave) will cease to accrue during any unpaid period of FMLA leave. These guidelines are governed by the benefit policies outlined in the Manual.

An employee will be required to use all accrued vacation, personal days and sick leave (order of usage will be the employee's choice) during the leave period, with the exception of leave to care for a seriously ill parent. In the case of leave for the care of a seriously ill parent, an employee will be required to use all accrued vacation and personal days, following the University sick leave policy accrued sick leave will not be available. Once benefits are exhausted or no longer applicable, the balance of the leave will be without pay.

Maintenance of Benefits

All group health benefits and retirement contributions will continue during the leave provided the employee continues regular employee contributions to these plans. The University's obligation to maintain health benefits under FMLA stops if and when an employee informs the University of intent not to return to work during or at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The University's obligation also stops if the employee's premium payment is more than 30 days late and the University has provided the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received. In some circumstances, the University may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

A.15 Sexual Harassment Procedures

Reporting Process

Any person in the academic community may initiate a complaint of sexual harassment. Students, staff and faculty should feel free to make complaints to proper University officials concerning allegations of sexual harassment.

A. General

1. All reports or complaints of sexual harassment should be reported as soon as possible after the event occurs.
2. Complaints will be responded to promptly. Failure to process a complaint is a violation of this policy.
3. The University will attempt to keep identities of parties and witnesses confidential to the extent permitted by a thorough and fair investigation of the facts.
4. A good faith complaint or report of sexual harassment will not affect the individual's current status as a student, faculty member, administrator, or staff member, nor will it affect future employment, compensation, work assignment, or evaluation of the individual.
5. Retaliation against a person filing a complaint or testifying as a witness is strictly prohibited.
6. The person accused of sexual harassment is considered innocent until such time as the charges are substantiated by the investigation.
7. Knowingly and intentionally filing a false complaint of sexual harassment is a violation of this policy, which will subject the complainant to discipline as outlined in the investigation process.
8. As agents of the University, it is the responsibility of all University employees to document any and all complaints of sexual harassment and send this documentation to any member of the Sexual Harassment Committee.

B. Complainant's Resolution of Offensive Conduct

Many complaints of sexual harassment can be resolved informally. This is particularly true when the offensive conduct results from simple insensitivity or misunderstanding of the complainant's perception of the conduct. **Any person confronted with offensive conduct should, if comfortable, immediately inform the individual(s) that the conduct is unwelcome and that it should stop immediately.** This may be accomplished verbally or in writing. Additionally the employee may:

- Walk away from the situation and inform the individual, an appropriate member of management or the Director of Human Resources that the conduct was inappropriate.
- Contact an appropriate member of management or the Director of Human Resources.

C. Pursuit of Complaint

If a warning does not end the offensive conduct or the complainant is not comfortable providing a warning, a complaint should be pursued to an authorized agent of the University.

Discussion at this level may lead to resolution of the matter without further procedures. The parties involved will be met with separately and, if feasible, together in a final attempt to seek resolution. If such an attempt is successful and both parties are satisfied, then the complaint will be resolved.

Written Complaint

- A. If the mediation is unsuccessful, the complainant may choose to file a written complaint. Any agent of the University receiving a written complaint must send a report of the complaint to the Mediator of the Sexual Harassment Committee. (It should be noted that no matter who the complainant contacts, the Mediator for the Sexual Harassment Committee will be notified of all complaints and will either conduct the mediation or appoint a mediator to conduct the mediation. If the Mediator is a part of this complaint, then someone else will be named to appoint a mediator or to conduct the mediation.) The Mediator will act as a trained liaison for the University.
- B. The documentation for the written complaint will include the complainant's signature on the Notice of Harassment/Discrimination Complaint Form. This form is necessary to obtain the information to carry forth the investigation. The Mediator will solicit information in this documentation to identify the following:
 1. The identities of the accused and any witnesses.
 2. The date, time, and place the incident of harassment is alleged to have occurred;
 3. The specific behavior of the accused party, which the complainant found offensive;
 4. The effect the behavior had on the complainant, i.e., whether the behavior has affected the individual's ability to function in the academic environment.
 5. Whether the complainant has asked the person accused to stop the behavior.
- C. The person accused will be notified that a written complaint has been filed and informed of the nature of the complaint. Complainants will then have the opportunity to pursue their allegations without fear of retribution and to seek relief from proved sexual harassment. Alleged offenders will have the opportunity to defend themselves and clear themselves of the complaint. Please note that reports made more than 300 days after the date of the event may or may not be investigated at the discretion of the Sexual Harassment Committee.
- D. Upon receiving a written complaint of sexual harassment, the Mediator will solicit a response from the accused, who will thereafter be referred to as the "respondent".
- E. After receiving the complaint and response, the Mediator will determine whether the complaint should be processed through the Sexual Harassment Committee.

Sexual Harassment Committee Members

The President will appoint the Mediator for the Sexual Harassment Committee. The Mediator will serve a five-year term. The Director of Human Resources and Dean of Student Affairs will serve as standing committee members. The Provost will appoint one faculty female and one

faculty male representative to serve and the Vice President for Administration and Finance will appoint one female and one male staff representative to serve. The Sexual Harassment Committee will be a representative group of both genders.

The Sexual Harassment Committee will try to convene within 10 ten working days after the date the Mediator receives the written complaint of sexual harassment from the complainant. The committee will schedule a hearing, complete its investigation, and deliver a report to the Vice President of Academic Affairs/Provost within twenty (20) working days after the date the Mediator receives the written complaint.

Sexual Harassment Committee Hearing

- A. Only the Sexual Harassment Committee may conduct hearings.
- B. The parties to a Committee complaint will be invited to appear together before the Sexual Harassment Committee. The hearing must be a private hearing, and the Committee members or the parties should make no public statements about the case involved.
- C. The Committee will conduct the hearing and may call and examine witnesses in order to ascertain the facts. Both the complainant and the respondent may identify witnesses to be called, although the Committee retains final authority to determine who may testify.
- D. The Committee may, at its discretion, permit direct questioning of a witness by the complainant and the respondent, or may require that questions be suggested to the Committee, which will then question the witness, at its discretion.
- A. The failure of a respondent to appear at the hearing will not delay the hearing from proceeding nor will it prejudice the committee in any way.
- B. The Mediator or Sexual Harassment Committee will maintain an adequate record of all proceedings, interviews, compiled evidence and findings.

Report of the Hearing

The report of the Mediator or the Sexual Harassment Committee will include:

1. A recitation of the complainant's allegations;
2. A recitation of the respondent's response to the allegations;
3. Findings of fact as to each allegation and any additional matters considered during the investigation;
4. Factors that mitigate or aggravate the conduct, should a violation be found;
5. All supporting evidence compiled;
6. A statement of a resolution from the committee for both the complainant and respondent.

Determination of Violations and Discipline

- A. The Mediator will submit the report to the Vice President for Academic Affairs/Provost, who may accept the report or direct the Mediator or Sexual Harassment Committee to undertake additional investigations and make additional findings of fact, as needed. The final report will be forwarded to the President for disciplinary determination, unless the President delegates determination authority to another person.
- B. Based on the final report, the President or his delegate will determine whether a violation of the Sexual Harassment Policy has occurred.
- C. If a violation is found, the President or his delegate may consult, as necessary, with appropriate officials and/or the Mediator and/or members of the Sexual Harassment Committee to determine appropriate discipline. The discipline selected will be reasonably calculated to deter repetition of the offensive conduct, taking into account the nature and seriousness of the violation and any proven acts concerning previous violations of sexual harassment.
- D. Violations of the sexual harassment policy may be punished by any appropriate method, up to and including termination of an employee or expulsion of a student. In the case of employees and student workers, lesser sanctions may include a warning, requirements of an apology, letter of reprimand, suspension, or non-renewal of contract. Students may be required to apologize, be censured, have their official records only annotated that they committed the breaking of school policy (without naming the offense), or suspended from school.
- E. The complainant and the respondent will be informed promptly of the President's final disciplinary determination.

Appeals

- A. General Information
 1. Either party may appeal the factual findings of the Mediator of the Sexual Harassment Committee.
 2. If the respondent accepts the factual findings, but disputes the discipline assessed, the respondent may request reconsideration with the President.
 3. There will be only one appeal from the outcome of a sexual harassment investigation. Accordingly, if the respondent objects to both the factual findings and the disciplinary determination, the appeal must address both issues at the same time.
- B. Appeal from an original proceeding of the Sexual Harassment Committee
 1. Within (10) ten working days after being notified of the President's disciplinary determination, either party may appeal the factual findings of the Sexual Harassment Committee directly to the President by written letter of appeal. The appeal may point out: (a) errors in the Committee's findings of fact, or (b) omissions of fact, which the Committee should have addressed, but did not, and which would have altered the determination that sexual harassment occurred or the discipline imposed.
 2. If the Sexual Harassment Committee's factual findings are neither erroneous nor incomplete, as judged by the President, the appeal will be denied.
- C. Request for Reconsideration of Disciplinary Determination
 1. The mediation report will contain findings as to factors, which should be considered in assessing discipline. If these findings are in error or omit important facts, the respondent should appeal the factual findings.
 2. On the other hand, if the respondent accepts the factual findings, but believes the discipline is too harsh, the respondent may file a request for reconsideration by the President for imposition of a different punishment.
 3. A request for reconsideration must be filed with the President within ten (10) working days after receiving notice of the disciplinary determination.
 4. The President will rule on a request for reconsideration within ten (10) working days of receiving the request.
 5. Only the respondent may file a request for reconsideration.
 6. A request for reconsideration is not necessary if the respondent has appealed the factual finding of the mediation.
 7. Because a request for reconsideration does not attack the factual findings of the mediation, the mediation will not be reopened.

OUTSIDE AGENCIES

If the complainant feels that the University's mediation has not been satisfactory, they have the right to contact the Equal Opportunity Commission, 512/437-3450. Complaints must be filed within thirty (30) days of the adverse action.

Process/Hearing Records

- A. Documentation will be secured in the Human Resources Office on all complaints. The documentation will remain in the office for a period of time to be adjusted by state and federal standards before disposal.
- B. No records shall be placed of the process/investigation, other than a notation: "A University policy was violated," in the employee personnel file or student file of anyone who has been stated as committing a violation.

A.16 SCHREINER UNIVERSITY NETWORK APPLICATIONS AND CONFIDENTIALITY AGREEMENTS

**Schreiner University
Application for Network Access (Employee)**

Part – A: Employee

Last Name	First Name	MI
Department	Job Title	Phone
Building	Office/Room #	Today's Date

Part – B: Supervisor

As supervisor for the employee named in Part – A of this application, I request network access for this employee in order for this employee to complete their assigned work tasks. I realize that as this individual's supervisor, I will be responsible for the employee's appropriate use of Schreiner University's network and computing resources and will report any violation of the **SCHREINER UNIVERSITY - RESPONSIBLE COMPUTING POLICY** to the appropriate office. I am also responsible for reporting to the IS department when this employees access should be terminated.

Supervisor's Signature	Print	Date
------------------------	-------	------

Part – C: Required Access

All employees will have access to a personal folder (H:/ drive) and a departmental share (I:/ drive).
All employees will have access to the departmental networked printers.

Mark an X in the applicable system(s) and fill in module names

<input type="checkbox"/>	CAMS	<input type="checkbox"/>	Dynamics
<input type="checkbox"/>	Teams – Module _____	<input type="checkbox"/>	Raisers Edge
<input type="checkbox"/>	ADP/HR	<input type="checkbox"/>	ID Card
<input type="checkbox"/>	Qseries	<input type="checkbox"/>	Powerfaids
<input type="checkbox"/>	EDE	<input type="checkbox"/>	Advantage
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

Part – D: Software

All computers will have the campus' common install of components including: System OS (Win95/NT/2000), Productivity Suite (Office 97/2000), Email/calendar (Outlook) and Virus Protection.

Other software (see notes * & **)

Mark an X in the box for software that you have experience working with:

<input type="checkbox"/>	MS Frontpage	<input type="checkbox"/>	MS Publisher
<input type="checkbox"/>	MS Visual Studio	<input type="checkbox"/>	MS Project
<input type="checkbox"/>	MS Visio	<input type="checkbox"/>	Adobe Photoshop
<input type="checkbox"/>	Adobe Illustrator	<input type="checkbox"/>	Adobe Pagemaker
<input type="checkbox"/>	Macromedia Flash	<input type="checkbox"/>	Adobe Premier
<input type="checkbox"/>	Macromedia Director	<input type="checkbox"/>	Macromedia Dreamweaver
<input type="checkbox"/>	Seagate Crystal Reports	<input type="checkbox"/>	Lahey Fortran 77/90
<input type="checkbox"/>	JASC Paint Shop Pro	<input type="checkbox"/>	SPSS
<input type="checkbox"/>	Calendar Creator	<input type="checkbox"/>	Programming Language
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

* Software can only be installed in compliance with software license agreements.

** Some listed software has limited or no support within the campus system

Part – E: Confidentiality Agreement

Schreiner University employee acknowledges that confidential information is a valuable and unique asset of Schreiner University or third parties who have furnished it to Schreiner University. The employee understands that confidential information will only be made known to the employee in confidence in connection with his or her job duties. Employee agrees that disclosure or use of confidential information by the employee other than for the sole benefit of Schreiner University is wrongful and would cause irreparable harm to Schreiner University. If the employee is in doubt as to whether certain information is confidential information, the employee will treat such information as confidential information.

Schreiner University employee acknowledges that he/she will not disclose or use confidential information for any purpose other than in the performance of his or her duties for Schreiner University. This obligation extends during the entire term of his/her employment with Schreiner University and after the date of termination of that employment.

Schreiner University agrees that he/she will use all reasonable measures to prevent the unauthorized use of Confidential Information by others. These measures include strict compliance with all procedures developed by Schreiner University to protect such information.

Based on the above:

1. To memorialize the position of trust and confidence that the undersigned Employee, has with Schreiner University, and that in such capacity he/she has a duty to maintain the secrecy of all such information that may be necessarily disclosed to the work study in the course of his or her work for Schreiner University.

2. To memorialize the Employee's obligation not to disclose or use any Schreiner University Confidential Information outside of his/her work with Schreiner University, and that this non-disclosure obligation continues after the termination of his/her employment with Schreiner University, so long as such confidential and proprietary information is not or has not become by legitimate means generally known to the public.

"Confidential Information" is defined as all items, material and information (whether or not reduced to writing and whether or not patents or copyrights exist), which belong to Schreiner University or have been confidentially provided to Schreiner University by its students, staff, faculty or other third parties and which are related to (1) the present and future endeavors of Schreiner University, or (2) the research and development or investigations of Schreiner University, and which are kept confidential and secret by Schreiner University. Confidential Information includes, among other things: personnel data; student information; financial records; invoices; information contained in individual's files; information provided by individuals pertaining to those individuals; trade secrets; financial information, data or statements; financial and academic records of all students including, but not limited to, student aid reports, income tax returns, financial aid award letters, grade reports, transcripts, and billing records; the existence and contents of agreements; product research and development; existing and future product plans, designs, and performance specifications; marketing plans, strategies or schematics; the prices Schreiner University obtains or has obtained for the sale of, or at which it sells or has sold products; and computer data, documentation, algorithms process and know-how. "Confidential Information" does not include anything described above which is now generally known by parties other than Schreiner University, its affiliates and/or employees (unless furnished by third parties as described above), or becomes generally known, through no act or failure to act of an employee.

Remedy: Schreiner University employee acknowledges that his/her breach of the obligations under this agreement cannot be reasonably or adequately compensated in damages in an action at law. If the employee breaches or threatens to breach any provisions of this agreement, Schreiner University shall be entitled to an injunction, without bond, restraining employee from committing such breach. Schreiner University's right to an injunction shall not limit its right to any other remedies, including damages.

Binding effect: This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

Notice to Employee: This agreement deals with important rights and obligations. Please read it carefully and make sure that you understand it completely.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO THE TERMS OF THIS AGREEMENT. FURTHERMORE, I ACKNOWLEDGE RECEIPT OF A COPY OF TIS AGREEMENT, AND UNDERSTAND THAT THE ORIGINAL OF THIS AGREEMENT WILL BECOME PART OF MY PERSONNEL FILE.

Employee Signature	Print	Date
IS Department Signature	Print	Date

Original to: HR
 Copy to: Employee
 Network Agreement Folder (IS)

Schreiner University
Application for Network Access (Student)

Part – A: Student

Last Name	First Name	MI
Department	Job Title	Phone
Building	Office/Room #	Today's Date

Part – B: Supervisor

As supervisor for the student named in Part – A of this application, I request network access for this student in order for this student to complete their assigned work tasks. I realize that as this individual's supervisor, I will be responsible for the student's appropriate use of Schreiner University's network and computing resources and will report any violation of the **SCHREINER UNIVERSITY - RESPONSIBLE COMPUTING POLICY** to the appropriate office. I am also responsible for reporting to the IS department when this students access should be terminated.

Supervisor's Signature	Print	Date
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Part – C: Required Access

All students will have access to a personal folder (H:/ drive).

Please circle:

Yes / No The student needs access to the departmental share (I:/ drive).

All students will have access to the departmental networked printers.

Mark an X in the applicable system(s) and fill in module names

<input type="checkbox"/>	CAMS	<input type="checkbox"/>	Dynamics
<input type="checkbox"/>	Teams – Module _____	<input type="checkbox"/>	Raisers Edge
<input type="checkbox"/>	ADP/HR	<input type="checkbox"/>	ID Card
<input type="checkbox"/>	Qseries	<input type="checkbox"/>	Powerfaids
<input type="checkbox"/>	EDE	<input type="checkbox"/>	Advantage
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

Part – D: Software

All computers will have the campus' common install of components including: System OS (Win95/NT/2000), Productivity Suite (Office 97/2000), Email/calendar (Outlook) and Virus Protection.

Other software (see notes * & **)

Mark an X in the box for software that you have experience working with:

<input type="checkbox"/>	MS Frontpage	<input type="checkbox"/>	MS Publisher
<input type="checkbox"/>	MS Visual Studio	<input type="checkbox"/>	MS Project
<input type="checkbox"/>	MS Visio	<input type="checkbox"/>	Adobe Photoshop
<input type="checkbox"/>	Adobe Illustrator	<input type="checkbox"/>	Adobe Pagemaker
<input type="checkbox"/>	Macromedia Flash	<input type="checkbox"/>	Adobe Premier
<input type="checkbox"/>	Macromedia Director	<input type="checkbox"/>	Macromedia Dreamweaver
<input type="checkbox"/>	Seagate Crystal Reports	<input type="checkbox"/>	Lahey Fortran 77/90
<input type="checkbox"/>	JASC Paint Shop Pro	<input type="checkbox"/>	SPSS
<input type="checkbox"/>	Calendar Creator	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

* Software can only be installed in compliance with software license agreements.

** Some listed software has limited or no support within the campus system

Part – E: Confidentiality Agreement

Schreiner University student acknowledges that confidential information is a valuable and unique asset of Schreiner University or third parties who have furnished it to Schreiner University. The student understands that confidential information will only be made known to the student in confidence in connection with his or her job duties. Student agrees that disclosure or use of confidential information by the student other than for the sole benefit of Schreiner University is wrongful and would cause irreparable harm to Schreiner University. If the student is in doubt as to whether certain information is confidential information, the student will treat such information as confidential information.

Schreiner University student acknowledges that he/she will not disclose or use confidential information for any purpose other than in the performance of his or her duties for Schreiner University. This obligation extends during the entire term of his/her employment with Schreiner University and after the date of termination of that employment.

Schreiner University agrees that he/she will use all reasonable measures to prevent the unauthorized use of Confidential Information by others. These measures include strict compliance with all procedures developed by Schreiner University to protect such information.

Based on the above:

- To memorialize the position of trust and confidence that the undersigned Student, has with Schreiner University, and that in such capacity he/she has a duty to maintain the secrecy of all such information that may be necessarily disclosed to the work study in the course of his or her work for Schreiner University.

4. To memorialize the Student's obligation not to disclose or use any Schreiner University Confidential Information outside of his/her work with Schreiner University, and that this non-disclosure obligation continues after the termination of his/her employment with Schreiner University, so long as such confidential and proprietary information is not or has not become by legitimate means generally known to the public.

"Confidential Information" is defined as all items, material and information (whether or not reduced to writing and whether or not patents or copyrights exist), which belong to Schreiner University or have been confidentially provided to Schreiner University by its students, staff, faculty or other third parties and which are related to (1) the present and future endeavors of Schreiner University, or (2) the research and development or investigations of Schreiner University, and which are kept confidential and secret by Schreiner University. Confidential Information includes, among other things: personnel data; student information; financial records; invoices; information contained in individual's files; information provided by individuals pertaining to those individuals; trade secrets; financial information, data or statements; financial and academic records of all students including, but not limited to, student aid reports, income tax returns, financial aid award letters, grade reports, transcripts, and billing records; the existence and contents of agreements; product research and development; existing and future product plans, designs, and performance specifications; marketing plans, strategies or schematics; the prices Schreiner University obtains or has obtained for the sale of, or at which it sells or has sold products; and computer data, documentation, algorithms process and know-how. "Confidential Information" does not include anything described above which is now generally known by parties other than Schreiner University, its affiliates and/or students (unless furnished by third parties as described above), or becomes generally known, through no act or failure to act of an student.

Remedy: Schreiner University student acknowledges that his/her breach of the obligations under this agreement cannot be reasonably or adequately compensated in damages in an action at law. If the student breaches or threatens to breach any provisions of this agreement, Schreiner University shall be entitled to an injunction, without bond, restraining student from committing such breach. Schreiner University's right to an injunction shall not limit its right to any other remedies, including damages.

Binding effect: This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

Notice to Student: This agreement deals with important rights and obligations. Please read it carefully and make sure that you understand it completely.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO THE TERMS OF THIS AGREEMENT. FURTHERMORE, I ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND UNDERSTAND THAT THE ORIGINAL OF THIS AGREEMENT WILL BECOME PART OF MY PERSONNEL FILE.

Student Signature	Print	Date
IS Department Signature	Print	Date

A.17 INTERNET PUBLISHING GUIDELINES

Approved by Executive Council 7/19/00

Common Sense

When publishing to a Schreiner University site keep in mind the Mission Statement of the university and use your best judgment regarding what is published. The university is **legally** responsible for the content of its web sites. For further information regarding university public publishing policies, please contact University Relations.

This document is separated into 3 parts:

1. **General Site Policy**
 2. **Departmental Site Policy**
 3. **Personal Site Policy**
-

1. **General Site Policy** – applies to all sites

File Sizes And Types

For content that is broadcast over the local campus network, some multimedia capabilities are possible; however, that is not the case with content that is to be viewed by the general public. The average public visitor will be viewing the web at a baud rate no higher than a 56K v.90 connection. To load a page in a reasonable amount of time (10-15 seconds), page size should be no larger than 60K for the entire page.

All multimedia-based content must be approved by the university Network Analyst before deployment. The casual publishing of multimedia content could damage the entire university network.

Recommendations for file sizes are located in Table A-1.

Quick Overview

Graphics

Scan close to the resolution at which you will be publishing (72dpi). The closer the original image is to the published graphic, the better the resolution. Use GIF files for low color images (less than 256 colors), as they will load faster. JPEG (JPG) files should be utilized for medium- to high-resolution images, as they will retain a larger color palette. Using a uniform color palette when creating numerous GIF files will help speed the load of the file from the user's end. Be sure to set the background color of your page rather than leave the default (gray). This is a good practice even if you have a tiled or other background image. Graphics can be scanned in Logan Library, the Computer Lab or on personally owned equipment (personally scanned images not meeting the outlined criteria may be rejected for use).

Audio

For AM radio, voice-only quality, sample at 11Khz in mono. The resulting file will retain much more clarity when being converted to another web format (au, ra, etc.). For the best results for fidelity over a 28800 modem connection, sample the stereo source at 22.1Khz. After any trimming, normalize the entire sample to 97%. This will increase both fidelity and volume of the file when it is converted. Audio can be created in Logan Library, the Computer Lab or on personally owned equipment (personally recorded audio not meeting the outlined criteria may be rejected for use).

Video

Capture the video at 15 fps with a size of 240X180. Larger screen sizes may be utilized with a slower frame rate. All video soundtracks should be originally captured/sampled at 11.2Khz. Experience has found that green chromas seem to work better in most masking applications than blue for web work. Video tape is also a great way to capture medium- to high-quality images much easier and less expensively than through digital camera.

CD Burning

CD burning is only supported on the Windows 95/98/NT platform at this time. The computers are located in Logan Library and have a variety of content-creation software loaded on them.

Recommended/Supported Software

Windows 95/98/NT/2000 – FrontPage, Drumbeat, CoffeeCup, Director, Flash

Mac Os – FrontPage, DreamWeaver, Director, Flash

No development tools will be restricted from use. The software listed above are currently in use, and support is available for these packages.

2. **Departmental Site Policies** – applies to Schreiner University public/departmental sites

For legal and aesthetic reasons, all Schreiner University public web sites will be designed and maintained by the University Relations office. Content will be submitted by each department for review and either posted, or sent back to the respective office for corrections. To ensure continuity, all design issues will be handled by the University Relations office.

Technical issues and web server management will be handled by Information Services.

Student organizations will be treated as a department of Schreiner University.

Electronically published materials (i.e., Scene, The Mountaineer, Muse) will be designed and maintained by their office of origin.

3. **Personal Site Policies** – applies to personal/employee sites

Any authorized user at Schreiner University may have a personal home page on the University's web server. Content on these pages will conform to policy established for Internet Publishing located in Schreiner University's Responsible Computing Policy. Web site size may be limited.

Web sites may be moved onto other servers if space on the existing server becomes restrictive. Upon relocation, the owner of the web site will be contacted.

Any abandoned web site or sites maintained by staff, faculty or students who no longer work here or attend class here may be deleted by Information Services personnel without contacting the owner of that site.

Schreiner University does not necessarily endorse the opinions of published personal web sites. All personal web sites must have the following statement at the bottom of their home or default page:

The opinions and content posted on this web site are those of the author,
and not necessarily the opinions of Schreiner University

Any personal site not displaying this message may be disabled by Information Services until the owner of the site conforms to this policy.

Personal web sites will not be used for distribution of software, products or any other consumer items. E-Commerce sites are strictly forbidden on this server.

Table A-1

GRAPHICS	
Scanning resolution should be no higher than 90 dpi (72 is standard). Image size in pixels should be no larger than 750X575 (600X450 is standard).	
TYPE	RECOMMENDED SIZE
.GIF (static)	10-30K
.GIF (animated)	20-35K
.JPG, JPEG	10-30K
.PNG	10-30K
AUDIO	
Low fidelity audio should be sampled at 11.2 kHz in mono. High fidelity stereo audio should be sampled at 22.1 kHz. Real Audio is the recommended platform but others will suffice.	
.MID	10-40K
.AU (mono fidelity)	10-40K
.AU (hi fidelity)	100-130K
.RA (mono fidelity)	100-130K
.RA (hi fidelity)	100-130K
.WAV (low fidelity)	150-200K
.WAV (hi fidelity)	250-300K
MULTIMEDIA/VIDEO	
This category includes all RealMedia, Shockwave, Flash, Net Show or other streaming files. Generally speaking, these formats are for local network publishing only. Video should be captured at a 4/5 ratio, 15 fps, no larger than 240X180 pixels.	
.MOV (QuickTime)	500-5000K (5MG)
.RM (RealMedia)	500-5000K (5MG)
.NS (NetShow)	700-6000K (5MG)
DATABASE OR OTHER APPLICATIONS	
Database or other applications will be reviewed by the Webmaster, Network Analyst and Database Analyst before deployment. Please notify us of any CGI/Perl/JAVA/ActiveX you intend to deploy.	
.MDB (Access)	Will require DSN, on database web only.
.dbf (dBase 4+)	Will require DSN or CGI, database web only.
.CSV (comma separated value)	Will require DSN or CGI, database web only.

A.18 RESPONSIBLE COMPUTING POLICY

To support and enhance its mission, Schreiner University provides its students, faculty, and staff access to computing and information resources. Use of these resources is a privilege associated with membership in the University community.

To maintain membership, all networked users must act responsibly. Respect for intellectual property, for privacy of individuals and of data, for integrity of equipment, and a general recognition of the rights of others are all of central importance and will inform all network activity.

Schreiner University strives to provide a network environment that (1) ensures that systems, networks, applications, utilities, and data are on-line and accessible when authorized users need them for uses consistent with the University's mission and goals, and (2) protects user information, data, or software from improper modification or unauthorized access.

Purpose

This Responsible Computing Policy establishes standards that all users of computing and network facilities owned and administered by the University shall follow. Users are defined as all students, faculty, and staff affiliated with the University or those using the campus network in any University-owned computing environment. Local, state, and federal laws relating to copyright, security, harassment, and other statutes regarding electronic media apply to all users.

Intellectual Property

Schreiner University values the free exchange of ideas but does not tolerate plagiarism or theft. No unauthorized copying of software, including programs, applications, operating systems, and databases is allowed on computer systems or networks owned or administered by the University.

University Computing Resources

All acquisition of hardware and software to be used on campus-owned machines must be coordinated with the Information Technology (IT) department to assure compatibility with other software and hardware. Campus employees are not to alter, replace, or add hardware or hardware components to any University computer or personal computer connected to the campus network without prior approval or supervision of the IT department. University personnel should notify IT whenever equipment or software fails to function normally. Students connecting personal computers to the campus student network are encouraged to consult the document Computer Information for Schreiner University Students to ensure network compatibility.

Schreiner University computing resources and associated user accounts are to be used to support university business. They are not to be used for commercial or personal activities. When using Schreiner University computing facilities to access remote resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use of the remote system.

User Accounts

User accounts are designed (1) to establish a system control mechanism for user identification and (2) to afford users a network location in which to store relevant academic and administrative data. The college prohibits the storage of any information, data, or programs not congruent with the mission of Schreiner University.

Users are responsible for the protection of their account identification and password and for the content of all data stored in their network account. Any suspected unauthorized access of a user account must be reported immediately to the Network Administrator. User accounts, including all data, are removed by the IT Department when the user's university affiliation is terminated.

Section 33.02, Texas Penal Code, makes it a criminal offense (1) to knowingly access a computer network or system without the effective consent of the owner; or (2) to intentionally or knowingly disclose a password, identification code or number, debit card or bank account number, or other confidential information about a computer security system without the consent of the person employing the security system.

Internet Publishing

All data stored on University servers must adhere to applicable federal, state, and local laws, including those addressing the right to privacy, copyright, and harassment. Web content must also adhere to the University Internet Publishing Policy.

Right to Monitor

The campus computer systems and the campus network are owned by Schreiner University. Every computer attached to the campus network, regardless of ownership, may be monitored in order to ensure reasonable maintenance of system hardware, software, data, and network traffic or security. The University does not intend, as a matter of policy, to monitor network activity (including e-mail) and will respect individual privacy to the extent feasible. Should the need arise, the decision to monitor will be made by the Network Administrator in conjunction with the Director of Information Technology Services.

The following are possible actions that may be taken, particularly for an emergency. An emergency will exist if the network administrator believes that the system is being misused and that this misuse poses an immediate and serious risk of altering, damaging, or destroying information of other users or of preventing authorized use of the system.

1. The network administrator may take action to halt the current misuse, including stopping active programs. In cases of suspected unauthorized use of an account, of unauthorized access, or where the network administrator cannot reasonably identify the potential misuser or group of misusers, the network administrator may also examine the account and take other action as appropriate.
2. The University Administration shall have the responsibility to determine what other steps may be taken in accordance with individual University policies. Other action may include examining all files (including e-mail), possible denial of future use, and imposing conditions on reinstatement of use of computers. In addition, severe incidents of computer misuse should be reported to the user's supervisory authority and may lead to academic or administrative discipline.

Consequences

If a user suspects any violation of these policies, he or she should notify the Director of Information Technology Services, the Technology Team, or their supervisor. Violation of this policy may result in revocation of network access and could lead to disciplinary action up to and including termination of employment without prior warning.

Disclaimer

Given the current limitations for ensuring complete security of data, Schreiner University cannot guarantee absolute privacy of the information stored on computers and in particular public timesharing and/or network accessible computers, though all reasonable attempts to do so will be employed. The University disclaims any responsibility and/or guarantees for data, information, and materials residing on non-Schreiner

University systems or obtained by way of the Internet. The University will not be liable for loss of data, damages, service interruptions, or failure to deliver services.

The Information Technology department, in coordination with the University administration, is responsible for preserving the integrity of the campus computing resources and for the implementation, revision, and enforcement of the Responsible Computing Policy. The technical, cultural, and legal environment of Schreiner University as it relates to information technology use and security is constantly changing. Feedback concerning this policy is welcome. Employees may contact any member of the Technology Team.

A.19 UNDERGRADUATE STUDENT EVALUATION OF ADVISOR

The goal of advising is to assist and guide students in their academic experience at Schreiner University. While faculty are prepared to advise students, students are expected take responsibility for:

- setting their own academic goals
- bringing their academic catalogue to the advising session
- selecting courses they want to take prior to meeting with advisor
- completing a class schedule grid prior to the advising session

Instructions to Students: This form is intended to help faculty advisors see how they are perceived by students in order to be more effective advisors. Please read the following statements carefully. In the space at the beginning of each sentence, place the number that best expresses your evaluation of your advisor.

Advisor's Name: _____ Date: _____

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Weak, 1 = Poor

- _____ Is available during posted office hours
- _____ Keeps appointments
- _____ Is prepared for me when I have scheduled meetings
- _____ Helps me avoid scheduling problems related to rotation and time conflicts
- _____ Gives me undivided attention during appointments
- _____ Demonstrates concern about me as an individual as well as a student
- _____ Takes time to discuss career opportunities and, if appropriate, refers me to other resource people
- _____ Understands various degree requirements, or, when necessary, seeks additional information
- _____ Monitors progress on my degree plan each term
- _____ Requires me to accept responsibility for meeting degree requirements and choice of classes
- _____ Communicates clearly what is expected of me during the advising session
- _____ Helps me set realistic goals based on my academic ability, interests, work load, family responsibilities, and long-term goals

Other comments: _____

I am a: Freshman Sophomore Junior Senior

A.20 GRADUATE STUDENT EVALUATION OF ADVISOR

The goal of graduate advising at Schreiner University is to assist and guide students in developing their professional careers. Therefore, while faculty are prepared to advise students, students are also expected to be ready to discuss career goals and have a plan for achieving those goals.

This form is intended to help faculty advisors see how they are perceived by students and to help faculty members be more effective advisors. Please take the form seriously so that we can continuously improve the quality of faculty advising at Schreiner University. Your help is sincerely appreciated.

Instructions to Students: Please read the following statements carefully. In the space at the beginning of each sentence, place the number that best expresses your evaluation of your advisor.

Advisor's Name: _____ Date: _____

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Weak, 1 = Poor

_____ Is available during posted office hours

_____ Responds in a timely manner to communicate with me

_____ Keeps appointments with students

_____ Is prepared for me when I have scheduled an appointment

_____ Gives me undivided attention during appointments

_____ Helps me set realistic goals based on my academic ability, interests, and long-term goals; provides feedback related to interview process.

_____ Demonstrates concern about me as an individual as well as a student

_____ Helps me think through career options and when necessary seeks additional information

_____ Understands degree and/or certification requirements and when necessary seeks additional information

_____ Requires me to accept responsibility for meeting degree requirements

Other comments: _____

A.21 WORKER'S COMPENSATION INSURANCE

All active employees are covered by the Texas Worker's Compensation Act. If an employee is injured discharging work duties and has lost wages, workers compensation may begin to pay on the eighth day after the injury payable at 70-75% of the employees 13 week average pay rate. In addition, the employee is entitled to any medical aid, hospital service, chiropractic service, and medications that are needed. In the event an employee is injured while performing their duties, the employee must report the injury **immediately** to the Human Resources Office. The Human Resources Office will assist in completing the appropriate documentation to be filed, as required by law.

All employee benefits will continue, as would have been when an employee is working, while the employee is in "Worker Compensation" status. Employees on worker's compensation for 3 or more days can be required by the University to use the time away from employment as Family and Medical Leave Act rights.

Notice to New Employees

An employee may elect to retain their common law right of action if, no later than five days after beginning employment or within five days after receiving written notice from the employer that the employer has obtained coverage, the employee notifies the University in writing that they wish to retain their common law right to recover damages from personal injury. If an employee elects to retain their common law right of action, they cannot obtain workers' compensation income or medical benefits if injured.

A.22 UNEMPLOYMENT INSURANCE

Schreiner University participates in the Texas Unemployment Insurance Program to provide weekly payments to employees who may become unemployed under certain conditions. All non-student University employees are covered, except those specifically excluded by the nature of their service as defined under the Texas Unemployment Compensation Act.

A.23 SOCIAL SECURITY AND MEDICARE PREMIUMS

All employees of Schreiner University are covered under the Federal Insurance Contribution Act (FICA), also known as the Social Security Program. The Act provides for such benefits as disability, old age, and survivors' insurance. The employer and the employee contribute a designated portion of the employee's gross salary for FICA coverage. The University through payroll deductions collects the employee's contribution and it is the employee's responsibility to notify the Human Resources Office if they are not subject to FICA withholding.

A.24 **EXTERNALLY FUNDED GRANTS ADMINISTRATIVE POLICY**

**FACULTY ROLE IN RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY
SCHREINER UNIVERSITY**

The mission of schreiner university is “the pursuit of knowledge undertaken in the context of thoughtful interactions among a diverse community of faculty, staff, and students.” Thus, the first responsibility of schreiner faculty is quality instruction, primarily on the undergraduate, but also on the graduate level.

Quality instruction presupposes that faculty perform their work as teacher-scholars, engaging in scholarship, research, and creative activities, in ways appropriate to their disciplines and specific assignments, as part of their contractual and professional responsibility. The work of the teacher-scholar includes such activities as curriculum development, participation in professional organizations, artistic production or performance, professional presentations and publications, pursuit of additional degrees, and development of funded grants.

Faculty are encouraged to seek grants consistent with the university’s mission, including research grants, which could fund partial release from teaching. All grant proposals are discussed with and submitted initially to the provost, through appropriate dean, to ensure their consistency with the university’s mission and to determine their implications for budget and staffing.

This policy is consistent with the faculty handbook and the administrative policy of may 15, 1999, regarding externally funded grants and contracts.

Evidence that the University has implemented this policy can be found in the reduction of annual teaching load of graduate faculty from 24 to 21 credit hours in recognition of their particular responsibilities to conduct and present research. In addition, the University in February resubmitted a Title III grant, the collaborative work of faculty and administrators, including the provost, which includes \$250,000 in funds for faculty release time for creative incorporation of technology into the classroom.

A.25 ADMINISTRATIVE POLICY ON INSTRUCTIONAL INNOVATION

Schreiner University, with its persistent focus on the individual learner and education of the whole person, has a rich tradition of instructional innovation. In the 1980s, as it moved to baccalaureate status, the university established a core curriculum with interdisciplinary courses at each level of study. Though the institution has limited resources, it has committed to experimentation in alternative forms of instructional delivery made possible by computing technology, as evidenced by compressed video instruction linking the campus to Tivy High School and by the delivery of ENGL 3306 Creative Writing via the Internet. Schreiner's initial graduate program in education employs a concentrated alternate Saturday format for its delivery. The Elmore Whitehurst Award for Creative Teaching annually recognizes innovative instruction by funding such proposals from Schreiner faculty.

The university encourages instructional innovation and experimentation as consistent with the values it locates in the "educated person," at once creative and practical, "independent, realistic, and individualistic." At the same time, the university recognizes that instruction takes place in a collegial setting and that innovation should be in accord with the purposes of the institution and consistent with the goals of discipline and course. Furthermore, we recognize that innovation occurs to widely varying degrees. It may be reflected in as simple a matter as a change of textbook or as radical a shift as the virtual classroom. In order to ensure accountability in such efforts, the university embraces the following policy:

- ~ Schreiner faculty are encouraged always to be self-reflective about teaching and learning and thus creative by nature as instructors. It is expected that many forms of instructional change can be assessed by such self-reflection and the use of normal forms of assessment such as syllabi and student ratings.

- ~ Curricular change is addressed through the appropriate channels of the Academic Affairs Committee and the full faculty, as detailed in the Faculty Manual.

- ~ Any major innovation in instructional delivery should be undertaken after consultation with the appropriate dean. In all such cases, a means of measuring the success of the experimental approach in comparison to current approaches should be developed, executed, reported and responded to in determining whether the innovation is successful or not.

- ~ Responsibility for conducting this assessment lies with the instructor(s) employing the innovative methods, who will discuss results with the dean.

Effective May 1, 2000

A.26 MERIT PAY PROCESS

- The purpose of merit pay is to identify and reward those faculty whose contributions and performance during the year helped the University achieve its strategic emphases in significant and demonstrable ways.
- By September 15th of each year, any faculty wanting to stand for merit pay will submit a proposal to the Merit Pay Evaluation Committee. Individual or group projects may be submitted. The Committee is composed of one full professor from each school, an at-large faculty member (rotated among the three schools), and the Vice President for Academic Affairs. Elections will be held at the beginning of the fall term. The Committee will review all merit pay proposals and, by September 30th, identify which—if any—proposals are of such significance that they are eligible for merit pay. The Committee review will be rigorous enough that any merit pay will be significant enough to reward adequately the achievements of the faculty who achieve their proposal, and it will provide appropriate feedback on all projects to those who submitted proposals. All faculty submitting proposals will be notified by the Vice President for Academic Affairs by October 5th of the Committee's decision whether to consider the proposal for merit pay.
- Successful proposals will be clearly aligned to the University's strategic emphases as approved by the Board of Trustees at its February 2010 meeting. Additionally, they will have measurable outcomes that can be readily assessed and confirmed with available evidence.
- By April 15th, the faculty will submit appropriate evidence indicating that the objectives have been met. By May 1st, the Committee will reconvene and evaluate the evidence provided by the faculty. The Committee will reach consensus about which—if any—projects qualify for merit pay. The amount of merit pay will be distributed as equitably as possible among all those faculty achieving their objectives.
- Faculty receiving merit pay will receive a one-time distribution of merit pay at the end of May. The VPAA will provide a faculty salary analysis and will report on the successful merit pay proposals at the first faculty meeting of the following year.

USE A NUMBER 2 PENCIL ONLY. Please answer the following by filling in your response on the left.

1. I rate the class organization as:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
2. Achieving the goals of this course were:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
3. The grading policy was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
4. The instructor's knowledge of material was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
5. The instructor's class preparation was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
6. The instructor's promptness was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
7. Instructor's enthusiasm was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
8. Graded material returned in reasonable time:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
9. Instructor's availability during office hours was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
10. Instructor's ability to cover subject matter was:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor
11. Instructor's responses to my questions were:
 - A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Weak
 - E. Poor

3. Most of my learning took place through: (Circle all that apply)

Classroom

Assignments

Papers

Conferences

Other (describe)

4. Additional Comments:

A.29 Equal Opportunity and Title IX POLICY

In accordance with applicable provisions of law, Schreiner University does not discriminate in admissions, educational programs, extra-curricular programs or employment against any individual on the basis of that individual's race, color, sex, sexual orientation, religion, age, disability, veteran status or ethnic origin.

Inquiries/complaints should be forwarded to the Director of Human Resources, phone (830) 792-7375.

A.29 GRIEVANCE PROCEDURE

The Schreiner University Board of Trustees affirms the right of each student to seek relief from conditions, which the student believes to be unfair, inequitable, discriminatory, or a hindrance to effective academic progress. The grievance policy applies to all students, but does not apply to situations concerning initiation or modification of Board policy and/or situations for which there is a separate internal appeal process (e.g., Judicial Board for safety and security violations, etc.).

Grievance Definition

A grievance is an allegation by a student that there has been a violation, misinterpretation, misapplication, discriminatory application or unreasonable application of a University policy, procedure, rule or regulation regarding the student's academic admission or progress. Student grievances shall contain a written statement of the complaint and a statement of what the student considers a sufficient remedy of the complaint.

Policy

It is the policy of Schreiner University that students be assured the right to file legitimate grievances and to follow established formal procedures without censure or reprisal. All grievances should be filed in writing through the Vice President of Student Services or the Vice President of Academic Affairs.

A grievance must be brought to the Vice President of Student Services or the Vice President of Academic Affairs attention within five (5) working days of the action, which is the subject of complaint.

Complaints not satisfactorily resolved by the Vice President of Student Services or Vice President of Academic Affairs may be appealed in writing to the President of the University within five (5) working days of the date of the previous decision. The appeal must state why the previous decision is not acceptable.

The President will render a written decision within 30 days. This decision will be sent to the student and the applicable Vice President and will be final and binding on all parties.

Inquiries concerning this policy may be referred to the Director of Human Resources, phone (830)792-7375.

A.30 GUIDELINES FOR APPROPRIATE CONDUCT (CODE OF CONDUCT) REVISED MARCH 1, 2006

As integral members of the Schreiner University team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of professional conduct, and exhibit a high degree of personal integrity at all times. Such behavior involves sincere respect for the rights and feelings of others and willingness to refrain from any behavior that might be harmful to themselves, their coworkers, and/or Schreiner University. Faculty are protected by academic freedom as outlined in the *Faculty Manual*.

An employee's conduct, on or off duty, reflects on Schreiner University. Employees are consequently encouraged to observe the highest standards of ethics and professionalism at all times.

These guidelines are intended to provide an overarching general statement that supplements but does not replace existing published university policies and codes. Other published university policies and codes provide specific guidance and should be used whenever appropriate.

Employees are encouraged to report all concerns and violations of policies or codes to their immediate supervisor, departmental Vice-President, Director of Human Resources or the President of the University. It is expected that these well-established venues will continue to provide the means for addressing all, or nearly all, concerns regarding conduct. However, if an employee experiences or observes what he or she believes is unethical or illegal behavior and feels he or she has exhausted all other reporting avenues, the employee should utilize the ***Campus Conduct Hotline***®. Information regarding the ***Campus Conduct Hotline***® will be provided to all employees during orientation and can also be obtained on the Campus Intranet or the Human Resources Office.

A.31 Policy on Plagiarism

1. All University course syllabi should contain a statement relating to academic honesty and delineating the penalties for violating that principle. The individual faculty member should continue to decide whether plagiarism on a particular assignment or test should result in an "F" for the assignment or an "F" in the course.
2. Regardless of the decision of the individual faculty member as cited above, all instances of plagiarism are to be reported to the dean of the school and to the VPAA who will maintain a master file of reported cases of plagiarism.
3. When plagiarism does occur, a report should immediately be filed with the dean of the school and the VPAA who will ascertain whether the offense is a first, second, or third offense (see attached form). Copies of the evidence should be made and distributed to (a) the student, (b) the dean of the school, and (c) the VPAA. For a first offense, after meeting with the student the faculty member will determine the consequences relative to the course syllabi and report his/her decision to both the dean of his/her school and to the VPAA. For a second offense the faculty member and the dean of the school shall determine, after consultation with the student, the consequence and report their decision to the VPAA. For a third offense, the VPAA will report the offense to the Faculty Affairs Committee and recommend a consequence. The Faculty Affairs Committee has the right to consult with the student who has been accused of committing plagiarism; the Faculty Affairs Committee will then vote to accept or reject the VPAA's recommendation. The consequence will be reported to the student, dean of the school, and the faculty member.
4. While the consequence of a first offense should remain the discretion of the faculty member, second offenses generally should result in an "F" in the course; third offenses should generally result in immediate suspension from the University for the remainder of the academic semester and, depending on the VPAA's recommendation and Faculty Affairs Committee vote, possible suspension for the next academic long term.
5. A student who is disciplined under a first, second, or third offense has the right to appeal. A first offense appeal will be made to the dean of the school, who after consultation with the faculty member, could overturn the consequence. A second offense appeal will be made to the VPAA, who after consultation with the dean of the school and faculty member, could overturn the consequence. A third offense appeal will be made directly to the University president, who after consultation with the VPAA, dean of the school, and faculty member could overturn the consequence.

Notice of Plagiarism

To (student):
CC (dean):
CC (VPAA):
DATE:
CLASS and PROFESSOR:

ACADEMIC DISHONESTY: Academic dishonesty is defined as any incidence in which a student presents another's work as his or her own. This includes exam answers, lab notebook answers, lab write-ups, research papers, etc. University policy will be enforced, including the possibility of a failing grade on the assignment, or more severe penalties as applicable.

Proposal for Temporary Load Reduction to Nine or Fewer Hours

Semester _____

Faculty Member _____

Title of Project _____

(The Faculty Member will provide a written proposal to be submitted with this form. The proposal should include a brief description of the project, a justification for it, and estimated costs and how those costs will be covered.)

Signatures:

Faculty Member _____

Dean _____

VPAA _____

A.33 FACULTY DEVELOPMENT APPLICATION AND SAMPLE ITEMIZED BUDGET

(Interactive Form in Common Folder on Campus Intranet → Academics → Forms)

**FACULTY DEVELOPMENT
APPLICATION COVER SHEET**

Schreiner University

(Form **must** be typed)

Applicant Name:

Rank:

School:

Department:

Campus Address:

Phone:

Activity Beginning and Ending Dates:

Begin

End

Destination (if traveling):

Funds Requested (all budget information must be consistent):

Amount and Source of Other Funds:

School:

Department:

Personal:

Other:

Total Cost of Activity:

Brief Description of Activity:

Applicant's Signature: _____ Date: _____

Department Chair

Recommend/Do Not Recommend (underline one)

Dean

Recommend/Do Not Recommend (underline one)

Signature

Signature

Explanation and comments (**please type**):

DESCRIPTION OF PROPOSED ACTIVITIES

You must address the following information to be considered for funding:

1. **Description and Objectives.** Describe the project or activity and its objectives fully.
2. **Overall impact**
 - Extent and quality of improvement in student learning and teaching
 - Extent and quality of professional development of the faculty member
 - Extent and opportunity to disseminate results
3. **Assessment.** Describe how you will assess the impact of the project and the extent to which it achieves the objectives.

(Abstract should be 300 words or less, do NOT exceed this page)

ITEMIZED BUDGET

Include details of total expenses (estimated) for the activity. List the actual dollar contributions from other sources (identify source).

Description	Total Dollar Amount Estimate	Funds from Other Source/s	Source/s*	Faculty Development Grant Funds Requested
Destination/mode of transportation (airline/personal car)				
Length of stay and lodging estimate				
Meal allocation				
Registration (if applicable)				
Printing, binding & supplies				
Equipment, Materials				
Services				
Other (identify)				
TOTALS				

*Identify source: C=College D=Department P=Personal G=Grant O=Other (specify)

Justification of budget items (Required; if the budget page is not complete, the application will be returned):

Transportation:

Lodging:

Meals:

Registration:

Printing, binding and supplies:

Equipment, materials:

Services:

Other (Identify and explain):

SAMPLE ITEMIZED BUDGET

Include details of the total expenses (estimated) for the activity. List the actual dollar contributions from other sources (**identify source**).

Description	Total Dollar Amount Estimate	Funds from Other Sources	Source*	Faculty Development Grant Funds Requested
Destination/mode of transportation (airline/personal car)	\$130.00	\$130.00	P	
Length of stay and lodging estimate	2 nights \$137.19	\$137.19	C	
Meal allocation	\$100.80			\$100.80
Registration (if applicable)	\$195.00	\$195.00	D	
Printing, binding & supplies	N/A			
Equipment, materials	N/A			
Services	N/A			
Other (identify)	Parking \$22	\$22	C	
TOTALS	\$584.99	\$484.19		\$100.80

*Identify source: C=College D=Department P=Personal G=Grant O=Other

Justification (required; if budget page is not complete, application will be returned):

Transportation: Personal car 200 miles (Kerrville to Houston) @ \$0.325/mile = \$65 Roundtrip (Houston to Kerrville) = \$130.00
(Or if flying) Flight cost range: \$186 (Roundtrip San Antonio to Houston)

Lodging: Conference rate = \$125.00 + 9.75 tax = \$137.19; two nights stay = \$137.19 X 2 = \$274.38 Sharing room with colleague, 274.38/2 = 137.19

Meals: \$42 daily allowance for Houston (Per Diem for University)
NOTE--June 5 & 6 luncheons are included in registration Total = \$100.80

Registration: \$195 early registration

Other (Identify and explain): Parking at hotel: June 4 = \$8, June 5 = \$8, June 6 = \$6
NOTE: \$8.00 is weekday rate, \$6.00 is weekend rate TOTAL = \$22.00
(Or if flying) Taxi to hotel: \$22.00 X 2 (roundtrip) TOTAL = \$44.