

# Faculty Policy Manual



THOMAS MORE  
COLLEGE

Revisions approved by the Faculty General Assembly, 2016-2017 academic year

Revisions approved by the Board of Trustees, August 2017

Revision in progress, 2017-2018 academic year

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## 100 INTRODUCTION

Welcome to Thomas More College. We hope your association with the College will be mutually beneficial. This Faculty Manual contains information to assist faculty members in learning their responsibilities and to provide a point of reference for future questions. It contains general policies and procedures of the College as they relate to individual faculty members but is not intended to state all College policies. All faculty members are encouraged to review other College publications such as the Catalogue, the Student Handbook, etc., for a complete orientation on College policies.

Thomas More College is a community of people working together as a team for service to our students. As a faculty member you will be able to affect the quality of the educational experience we offer to our students. In most cases, your contact with the public will determine how the outside community perceives the College community. All employees are expected to reflect the importance of the work in Catholic higher education by following Christian principles in dress, speech, and action as they perform their professional duties. The College has the right to expect its employees to respect the teachings and beliefs of the Roman Catholic Church.

## 200 A SHORT HISTORY OF THE COLLEGE

Thomas More College was founded by the Benedictine Sisters as Villa Madonna College in 1921 in Covington, Kentucky, just across the Ohio River from Cincinnati. Chartered by the Commonwealth of Kentucky in 1923, the College graduated its first students in 1929.

In the latter part of the first decade of its existence, the College moved its location and broadened its scope. This was occasioned by the request of Bishop Francis Howard, then Bishop of Covington, that the Benedictine Sisters move their young college into the City of Covington to accommodate and to receive as collaborators two neighboring communities of religious women - the Sisters of Notre Dame of Covington, Kentucky, and the Congregation of Divine Providence of Melbourne, Kentucky - who desired higher educational facilities for their members. As a result, the Education Department was established in St. Walburg Academy (also conducted by the Benedictine Sisters) in downtown Covington in September, 1928; in the following year the entire College was moved to the same site.

In the years prior to 1945 the faculty was largely composed of sisters from the three communities (and a few diocesan priests) and the student body included young religious and a growing number of lay women.

In 1945, the College, now under the auspices of the Diocese of Covington, established a coeducational program. The growth of the College was rapid because of the influx of World War II veterans and increased interest in higher education. The face of the faculty also changed. In addition to the sisters, it included clergy and lay men and women. In the Fall of 1954, the College opened an Evening Division to be of further service to its constituencies through a program of continuing education designed primarily for part-time study. In 1959, the College was accredited by the Southern Associa-

tion of Colleges and Schools. In 1964 the Evening Division was expanded to include an Evening and Saturday Division. The Evening and Saturday Division in combination with the Summer Division formed the Program of Continuing Education. The Program of Continuing Education offered both credit and non-credit courses to meet the needs and interests of the people in the community.

An increasing enrollment and an expanding vision of its mission and goals prompted the relocation of Villa Madonna College from downtown Covington to 320 wooded acres in nearby Crestview Hills. The totally new building complex, dedicated by Lyndon Baines Johnson, President of the United States, in September, 1968, was renamed Thomas More College. The Science Center was added in 1972 to allow the Science Department to move to the new campus.

As an institution of higher education with a rich Catholic heritage, Thomas More College seeks to provide a quality liberal arts education in the arts, the humanities, the social sciences, professions, and the natural sciences. Broadly, its purpose is to produce within each student that quest for truth, that ability to reason, that degree of prudence and wisdom that marked the life of its namesake - and in achieving that end, to help each student to apply these qualities to successful life in the twentieth and twenty-first centuries.

### **300 MISSION STATEMENT**

Thomas More College is the Catholic College of the Diocese of Covington, Kentucky. The College welcomes students of all faiths and beliefs. Our primary mission is to develop and sustain challenging undergraduate, graduate, and professional programs of study, marked by superior teaching and scholarship within the Catholic intellectual tradition. Inspired by the teaching of the Catholic Church, and by our patron, Saint Thomas More, we challenge students to examine the ultimate meaning of life, their place in the world, and their responsibility to others. Our programs of study emphasize liberal arts within a context of ethical concern and social responsibility. These programs of study are complemented by co-curricular services and programs intended to enhance lifelong learning, foster personal growth, and develop leadership qualities.

### **301 SHARED VISION STATEMENT**

To be recognized both locally and regionally as a superior Catholic liberal arts college that offers quality academic and professional programs.

### **400 FACULTY STATEMENT ON VALUES**

Thomas More College has a two-fold nature: It is 1) Catholic and 2) an institution of higher learning. It consequently has a two-fold goal: to promote the truth and moral values espoused by the Roman Catholic Church in the context of providing higher education in both the speculative and practical orders. The faculty believes that such a goal can only be achieved when certain values are embraced



and conveyed. While an exhaustive listing of these values might be more confusing than helpful, the faculty considers the statement that follows to indicate the way in which these values are interrelated and interdependent within the framework of a truly Christian understanding of faith, hope, and love.

Because the College acknowledges the importance in human life of faith in God, it sees the pursuit of knowledge in all realms as contributing to a deeper understanding of God and God's creation. Knowledge, then, is not merely an end in itself, but a gateway opening to the mystery of reality, of truth. Faith informs the process by which truth is sought and underpins the value we place on the practice of academic freedom. Academic freedom seeks to bear witness to the respect with which God treats individuals in their quest to know and live His Truth.

As a Christian community living in hope, the College attaches particular importance to those qualities that bring the Kingdom of God into the world. The College seeks to develop persons who will be competent in their various fields of endeavor, who will have a sense of responsibility toward their fellow human beings, respect for all life, indeed toward all the resources of the earth that God has placed in our care. The College community, therefore, holds out the ideal of a world in which the justice and peace of the Kingdom can be a reality that we bring to life, not simply an image we wish for but do nothing to attain.

In an atmosphere characterized by Christian love, the College promotes respect for the unique talents, self-awareness, self-fulfillment, and freedom of each person together with tolerance and compassion for their weaknesses and limitations. Because love is not just an emotion or a passing fancy, the College community challenges itself to translate love into commitment and service to others.

## **500 ACADEMIC FREEDOM AT THOMAS MORE COLLEGE**

The following statement on academic freedom, as formulated in the 1940 Statement of Principles endorsed by the Association of American Colleges and the American Association of University Professors, and amended by the governing bodies of these associations in November, 1989 and January, 1990, has been accepted as policy by the Board of Trustees at Thomas More College.

- (a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge

their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraints, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## **600 ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

The legal powers of the College are vested in a Board of Trustees of not less than twenty members as set from time to time by the Board of Trustees. In adopting Section I, Article 1 of the By-Laws of Thomas More College, the Board has set the total number of members of the Board to thirty elected members of the Board serve for a length of term as designated by the Board at the time of their election, not to exceed three (3) years and in such a manner as to allow for continuity. Members of the Board may be appointed for a second three-year term. The Board meets ordinarily four times a year. A seven-member Executive Committee of the Board meets more frequently and acts for the Board between scheduled meetings.

The Bishop of the Diocese of Covington is an ex-officio member of the Board of Trustees of the College with the title Chancellor. The President of the College is the chief administrative officer of the College and has the general responsibility for administering the policies approved by the Board of Trustees.

There are four Vice Presidents of Thomas More College: the Vice President for Academic Affairs (who is also the Dean of the College), the Vice President for Finance, the Vice President for Enrollment Management and Planning, the Vice President for Institutional Advancement. In the event that the President is out of town or incapacitated, responsibility for the administration of the College falls to the Vice President for Academic Affairs, and then to the Vice President for Finance, the Vice President for Institutional Advancement and finally the Vice President for Enrollment Management and Planning.

## **700 ACADEMIC ORGANIZATION OF THE COLLEGE**

The Vice President for Academic Affairs is in charge of the Academic Affairs Division of the College, and reports to the President on academic matters. All faculty members report to their respective chairpersons, who are accountable to the Vice President for Academic Affairs both directly and through their Division Chairs. Academic Staff and faculty members who have some administrative responsibilities report either directly to the Vice President for Academic Affairs or the Chair of the Division or Chair of the Department of the academic section in which they work.

## **800 ACADEMIC POLICY MAKING**

### **801 The Board of Trustees**

The Board of Trustees holds the welfare of the College in trust. It determines the nature and directions of the development of the College, formulates the policies by which the institution is governed, selects the President, and assures itself at all times that the College is functioning in accordance with these policies as an academically and fiscally sound institution dedicated to the highest possible standards.

## **802 The President**

While the Board of Trustees is responsible for institutional policy, the President is responsible for keeping the Board informed concerning matters of pertinent academic and administrative policy. If the President rejects the position of the faculty on a policy question within the faculty's areas of primary involvement as defined in the Faculty Constitution, he/she is required to inform the Board of Trustees of this action and to submit to the Board a written report from the Faculty General Assembly.

## **803 The Faculty General Assembly**

In recognition of the indispensable role of academic matters in an institution of higher learning, Thomas More College has a Faculty General Assembly. This assembly is comprised of all ranked, full-time faculty (Instructor, Assistant, Associate, Professors). The designation of "Visiting Professor / Faculty" is not a rank.

The President and the Dean of the College may attend all Faculty General Assembly meetings and have the right to make motions, enter into debate, answer questions, and address the assembly. The President and the Dean shall not, however, have the right to vote. The Faculty General Assembly may invite other members of the College community to attend its meetings as non-voting participants.

The role of the Faculty General Assembly is defined in the Faculty Constitution of Thomas More College. Section III.D. 1. reads as follows: "The functions of the General Assembly shall be to participate in the formulation, implementation, and review of institutional policy, to render on the appropriate level decisions representing the faculty viewpoint on matters referred to it by the Faculty Coordinating Committee, members of the Administration, or other components of the College, and to provide the means for the faculty, individually and collectively, to initiate action on matters within the areas of faculty responsibility."

Motions passed by the Faculty General Assembly are referred to the appropriate Administrative Division for further action. Typically a decision reached by the Faculty General Assembly is referred to the Vice President for Academic Affairs who either approves or disapproves the matter provided he/ she has the authority to render a final decision or forwards the matter with his/her recommendation to the President of the College for action. In some instances the President may refer a matter to the Board of Trustees for final action.

## 804 The Faculty Coordinating Committee

The Faculty Coordinating Committee consists of the Chairperson of the Faculty General Assembly, the Vice Chairperson/Secretary of the Faculty General Assembly, eight members of the ranked, full-time faculty chosen by their peers, two (2) each from the four Academic Divisions of the College (Accountancy & Business Administration, Humanities & Fine Arts, Natural Sciences, and Social Sciences & Professions), and the Vice President for Academic Affairs. The Chairperson and Vice Chairperson/Secretary are elected bi-annually. The faculty representatives serve two-year terms; their election is staggered, one from each area being elected in alternate years. The functions of the Faculty Coordinating Committee are defined in the Faculty Constitution of Thomas More College.

## 805 The Committees of the College

The listing of committees that follows includes all of the standing faculty committees. In assigning faculty members to these committees, the Faculty Coordinating Committee may make use of a grouping of academic departments into four Academic Divisions. These Academic Divisions are defined as follows:

- **Division of Accountancy and Business Administration:** Accountancy and Business Administration
- **Division of Humanities and Fine Arts:** Art, Communications/Drama, English, Foreign Language, History/International Studies/Political Science, Philosophy, and Theology
- **Division of Natural Sciences:** Biology, Chemistry, Computer Information Systems, and Mathematics/Physics
- **Division of Social Sciences & Professions:** Economics, Education, Nursing, Psychology, and Sociology/Criminal Justice

Whenever the phrase “Academic Divisions” occurs, it refers to the areas of study detailed above.

### 805.1 Faculty Role in Decision-Making

The following quotation from sections III.A., III.B. and III.C. of the Faculty Constitution outline the role of the faculty in decision-making at the College:

- A. Areas of Faculty Involvement
  1. The faculty shall have a voice in all decisions concerned with the educational policies of the College. This usually takes place through the committee structure.

2. The areas of primary faculty involvement shall include the following: Curriculum planning, graduation requirements, admissions policies, recommendation of academic deans, associate deans and assistant deans, faculty evaluation, rank and promotion policies, tenure policy and library acquisitions policies. (Primary faculty involvement is to be understood as majority voting membership by faculty on the appropriate committees.)
  3. The faculty shall also have secondary involvement in the areas of student affairs (student rights, non-academic discipline, publications, etc.), fringe benefits and the formulation of the College budget. (Secondary faculty involvement is to be understood as voting membership by faculty on the appropriate committees.)
- B. The Nature and Extent of the Faculty's Authority in the Decision-Making Process
1. No important change or modification of major policy in areas of primary faculty involvement can become the established policy of the College without prior approval by the Faculty General Assembly.
  2. If the President rejects the position of the faculty on a policy question within its areas of primary involvement and as expressed by majority vote of the Faculty General Assembly, he/she is required to inform the Board of Trustees of his/her action and to submit to the Board a written report from the Faculty General Assembly.
  3. Nothing in this Constitution shall be construed to infringe on the ultimate authority of the Board of Trustees to govern the College.
- C. Faculty Organization in the Decision-Making Process  
The faculty carries out its role in the decision-making process through the following instrumentalities:
1. The Faculty General Assembly
  2. The Faculty Coordinating Committee
  3. Faculty representatives on committees

## 805.2 Standing Committees

In addition to Faculty Coordinating Committee (Cf. 804) the standing committees of the College Faculty include:

Academic Affairs Committee	Information Technology Committee
Aesthetics Committee	Institutional Advancement Committee
Benefits Committee	Institutional Planning and Effectiveness Committee
Core Assessment Committee	Library Committee
Faculty Relations Committee	Scholarship and Financial Aid Committee
Faculty Salary Committee	Student Affairs/ Development Committee
Graduate Admissions Committee	Undergraduate Admissions Committee

In addition faculty members are named to the standing committees of the Board of Trustees as well as to other committees of the College.

### **805.3 *Ad hoc* Committees**

Ad hoc committees are appointed as needed with the approval of the Faculty Coordinating Committee where faculty representation is required. These committees are designed to disband once their particular assignments are accomplished. In most cases committees are composed of members from the administration, faculty, and student body; and the committees serve in an advisory function to the respective chairperson, when appropriate, and ultimately to the President of the College. Where faculty viewpoints and issues are concerned, matters deemed sufficiently weighty may be referred to the Faculty General Assembly for formal consideration by this body. Among these are/have been the following: Educational Outreach Committee, Faculty Evaluation Committee, Graduation and Academic Standing Committee for Appeals, Faculty Grievance Committee, Grade Appeals Board, Student Conduct Council, Diversity Task Force, International Studies Committee, Advising and Retention Committee, and Honors Committee.

### **805.4 Appointment to Committees**

The Faculty Coordinating Committee appoints faculty members to committees after giving faculty a chance to express their preferences. Ordinarily, when three or more faculty members are appointed to the same committee, the FCC will try to appoint at least one faculty member from each Academic Division of the College. The FCC may designate the chairperson of standing committees when a majority of the voting membership is full-time faculty. When students are invited to serve on committees, their appointments are to be made by the Student Government Association and promulgated by the Faculty Coordinating Committee with faculty/staff appointments. Committee appointments are effective as of the beginning of the academic year.

Staff appointments are to be recommended by the Staff General Assembly with the approval of the appropriate Vice President.

### **805.5 Attendance at Committee Meetings**

In general, committee meetings are not considered open. Non-members may be invited by the committee to participate at meetings as either auditors or contributors. Those who believe they have reason to attend a committee meeting may request permission to attend through the chairperson of that committee.

Non-members may be present for a single meeting only, or for an extended period of time, (subject to periodic review). In any case, it is recognized that such individuals are present

because of a particular expertise or for the sharing and exchange of pertinent information. These individuals may then become permanent non-voting members and may be appointed to be present at committee meetings, may serve on subcommittees and exercise a vote at the subcommittee level, and may present matters for consideration to the full committee but may not vote on the final full committee decision.

#### **805.6 Meeting Times, Charge, Minutes:**

Each committee shall meet as necessary to accomplish its charge. Meeting dates and times shall be determined by the committee membership and announced by each chairperson. Minutes of committee meetings shall be kept with copies sent to committee members, posted electronically on the secure area of the College network, and the College Archives. By exception Faculty Relations Committee minutes are kept only in the Dean's Office.

Minutes of meetings should include the following:

1. The date of the meeting.
2. Names of those in attendance.
3. Wording of any motion proposed.
4. Summary of arguments made both for and against any motion. (Names of persons commenting need not be included.)
5. Number of votes cast for, against, or abstaining.
6. Summary of any discussion concerning matter under consideration but not formally presented as a motion.

The Charge and Composition of standing committees on which faculty members serve are described in the following sections.

#### **806 Academic Affairs Committee**

**Charge:** The Academic Affairs Committee reviews all matters pertaining to the development, revision, or discontinuance of academic programs of the College, as well as the establishment or revision of academic policies, rules, requirements, or standards, and makes recommendations to the Faculty Coordinating Committee concerning their adoption.

**Procedures:**

When a proposal has been submitted to the Academic Affairs Committee for review, the Committee collects all pertinent information. After careful examination and discussion the Committee votes to approve or reject the proposal. Once a proposal has been approved by the Academic Affairs Committee:

- a) if the matter affects the internal requirements of a single academic department, *e.g.* the creation of a new course, the Academic Affairs Committee informs the Faculty Coor-

dinating Committee of its action; unless the Faculty Coordinating Committee identifies an impact on some other unit of the College that had been overlooked, the decision of the Academic Affairs Committee is considered final and the Faculty General Assembly will be informed of the change;

- b) if the matter affects more than one academic department, *e.g.* an addition or change in a departmental requirement for a supporting course from another department, the Academic Affairs Committee informs the Faculty Coordinating Committee of its action; unless the Faculty Coordinating Committee identifies an impact on some other unit of the College that had been overlooked, the decision of the Academic Affairs Committee is considered final and the Faculty General Assembly will be informed of the change;
- c) if the matter affects the whole College, *e.g.* a modification to the Core requirements, the adoption of a new academic program, modifications to established standards for admission to programs, *etc.*, the Academic Affairs Committee informs the Faculty Coordinating Committee of its action; provided the Faculty Coordinating Committee is satisfied that all appropriate details have been sufficiently examined, the recommendation is forwarded to the Faculty General Assembly for discussion and vote in accordance with that body's procedures. (Cf. 803, and the *Constitution of the Faculty* III. D. 5.)

**Composition:**

The committee shall consist of eight (8) voting members and seven (7) *ex officio* non-voting members.

The voting members are:

- The Chairs of each of the four (4) Divisions of the College, *ex officio*.
- Four (4) faculty members, elected as representatives of each of the four Divisions of the College.

The non-voting members are:

- The Vice President for Academic Affairs, *ex officio* – Chair of the Academic Affairs Committee.
- Assistant Dean, *ex officio*.
- Registrar, *ex officio*.
- Director of Institutional Research, Planning, and Effectiveness, *ex officio*.
- Director of TAP, *ex officio*.
- SACS Liaison, *ex officio*.
- Director of the Library, *ex officio*.

**807 Aesthetics Committee**

**Charge:** This committee shall advise and make recommendations concerning the acquisition of works of art for permanent installation at Thomas More College. It will serve in an advisory capacity for concept development, preliminary design, placement, conservation, and the de-accessioning of these artworks. The committee will also be proactive in developing plans and



goals for the acquisition of permanent artwork on campus. This committee should be consulted throughout the process for major campus projects involving art and architecture.

**Composition:**

The committee will consist of seven voting members:

- The Art Department chair.
- Three faculty members chosen for their expertise and/or interest in aesthetic matters relevant to the charge of the committee.
- One student.
- One member of the Institutional Advancement office.
- The gallery director.

**808 Benefits Committee**

**Charge:** This Committee annually examines and makes recommendations concerning the benefits provided to Faculty members. (Cf. 2100)

**Composition:**

- The Vice President for Finance will serve as chair of this Committee.
- Three (3) Faculty members

**809 Core Assessment Committee:**

**Charge:** The Core Assessment Committee is responsible for:

1. overseeing the assessment of the effectiveness of the Core Curriculum;
2. identifying and/or developing suitable instruments for the assessment of the Core Curriculum;
3. studying and reporting to Faculty and Administration the results of assessment;
4. recommending to the Faculty modifications to the Core Curriculum when circumstances seem to call for them.

**Procedures:**

The assessment of written and oral skills shall be governed by the following policies:

1. Both assessments shall be conducted on Senior Testing Day.
2. Faculty of the college will be responsible for assessing either the writing or speech samples. Several faculty will assess each writing and speech sample.
3. For the writing sample, students will be required to respond to a prompt developed by the Core Assessment Committee. This prompt will direct students to write about their sense of social responsibility, their place in the world, and their perspective on the meaning of life. The prompt would direct students to address these topics using perspectives specific to their major field of study.
4. For the oral skills assessment, students will be required to develop and deliver a brief (5 minute) speech from some topic area within their major curriculum. Students will

be notified of this speech in advance of Senior Testing Day, and will have the responsibility of selecting the topic of their speech.

5. A minimal score of 6 on the writing sample and 60 on the speech sample are required. If a student fails to meet either minimum standard the Core Assessment Committee may require the student to provide a second sample in the area(s) affected. Failure to do so would result in the same consequences as not producing the original sample(s).

**Composition:**

- Four (4) Faculty members, one from each Academic Division of the College.
- The Chairperson is named by the Faculty Coordinating Committee.

### 810 Faculty Relations Committee (FRC)

**Charge:** This committee serves as an advisory board for all applications by individual faculty members for sabbaticals and other leaves; for all forms of faculty proposals, such as professional conferences, research, summer fellowships, and courses at other institutions; and for all college-administered programs. Faculty exchanges and matters related to rank, promotion, and tenure receive consideration by this committee. In conjunction with the Director of Faculty Development, the committee also helps plan and coordinate campus faculty development programs.

**Composition:**

1. The Chairperson as a non-voting member is the Vice President for Academic Affairs (or his or her delegate).
2. The Director of Faculty Development is an *ex officio* voting member serving as secretary of this committee and will circulate the minutes to members of FRC, FCC, and the President (although some minutes are confidential and are not generally made public).
3. Four (4) tenured faculty members, representing all four Academic Divisions of the College, shall also be appointed. At least two of these members must be Professors. These members shall serve four-year renewable terms. To maintain continuity from year to year, it is recommended that no more than two (2) new members be appointed each year.

### 811 Faculty Salary Committee

**Charge:** The committee assists and advises the Academic Dean on matters relating to faculty salaries. In particular the committee:

1. updates the faculty salary data on an annual basis and monitors faculty salaries;
2. advises the Academic Dean regarding appropriate salary ranges for new hires;
3. develops appropriate external comparison standards for faculty salaries;
4. develops and proposes multi-year plans for bringing Thomas More faculty salaries into line with comparison standards; and

5. proposes raise packages to the College administration and the Board of Trustees by the end of the fall academic term.

**Composition:** The Chairperson shall be the Faculty Salary Coordinator, who can vote (but is not obliged to vote) whenever this vote will affect the result. Other members are:

- The Director of Human Resources (non-voting),
- two (2) full-time faculty members,
- the Chairperson of the Faculty General assembly as an *ex officio* voting member, and
- the Academic Dean as an *ex officio* non-voting member.

## 812 Graduate Admissions Committee

**Charge:** The Graduate Admissions Committee is responsible for:

1. Overseeing the admission of applicants to graduate programs of the College
  - a. Approving or refusing requests for exceptions to the admission standards for the MBA program is carried out by a subcommittee of three to four business department faculty members appointed yearly by the GAC Chair.
  - b. Approving or refusing requests for exceptions to the admission standards of graduate programs other than the MBA program is carried out by the full committee.
    - i. Other subcommittees may be appointed by the GAC Chair if necessary as additional graduate programs are added.
2. Assessing the on-going performance of graduate students exceptionally admitted to ensure that the College's high standards are being met as verified by the Department's annual report to the Graduate Admissions Committee;
3. Annually reviewing the graduate admissions criteria to verify that they conform to the Mission Statement of the College; and
4. Recommending to the Faculty as appropriate any modifications needed to strengthen the graduate admissions criteria.

**Composition:**

The membership of the Graduate Admissions Committee shall include:

- At least one full-time faculty member who represents each graduate program of the College; (The Chairperson is named by the Faculty Coordinating Committee from among these);
- One (1) full-time faculty member from a department which does not offer courses in the graduate programs of the College.
- A subcommittee of three to four business department faculty members appointed by the GAC Chair each academic year.
- Other subcommittee members as required for additional graduate programs.

### 813 Information Technology Committee

**Charge:** The Information Technology Committee shall advise the Director of Information Technology, Vice President for Academic Affairs, and Vice President for Finance on the following:

1. The College's use of technology to enhance student learning, meet program objectives, and provide necessary resources to students, faculty, and academic support staff. This includes competencies in the use of technology, retaining qualified and sufficient faculty and staff with hardware, and infrastructure to support a high quality education and to remain consistent with best practices.
2. The direction of information technology in higher education
3. College policies related to the use of technology
4. Budget recommendations related to technology

**Composition:** The Committee membership shall consist of voting members:

- Committee Chair: Chairperson of the Department of Information Systems, *ex officio*.
- \*Director of Information Technology, *ex officio*.
- Four (4) representatives appointed by FCC, one from each Academic Division.
- \*Director of Library Services, *ex officio*.
- \*Director of Online Engagement & Instructional Technology, *ex officio*.
- Two students
  - \*Student Government Association president or designee, one-year term
  - One (1) student representative with knowledge in Information Technology as determined by the SGA, one-year term.

And non-voting members:

- \*Vice President for Finance and CFO, *ex officio*.
- \*Academic Dean, *ex officio*.
- \*Dean of Student Affairs, *ex officio*.
- IT Services Helpdesk Supervisor, *ex officio*.

\*Each of these members may send a designee, who hold the appropriate voting privileges.

### 814 Institutional Advancement Committee

**Charge:** The committee shall advise the Vice President for Institutional Advancement in areas of institutional development, particularly regarding available grants and grant applications.

**Composition:**

- The Chairperson shall be the Vice President for Institutional Advancement.
- Other members are:
- Two (2) faculty members.

- One staff member not from Institutional Advancement Office.
- The Director of Grant-Writing.

Other members of the Institutional Advancement Office staff will attend when their areas of expertise or interest are concerned

### 815 Institutional Research/Institutional Effectiveness Committee

Approved by Committee: March 18, 2016. Fred Chen, Kelly French, Kim Haverkos, Christy Petroze, Cate Sherron, Jack Wells.

**Charge:** The committee supports institutional effectiveness and advocates for a culture of improvement. This committee assists planning and effectiveness at the college by:

1. Shepherding the annual review process, including development of the template, supporting departments through the process, and reviewing for formative feedback prior to submission to the appropriate VP/Division Chair.
2. Shepherding the program review processes, including development of the template, supporting departments through the process, participating in all aspects of the onsite review, and reviewing the final report for submission to the VPAA.
3. Advising all academic and staff areas in institutional assessment processes, including the development or revision of program or administrative mission statements, program student learning or administrative outcomes, curriculum mapping, assessment methods and analysis of results for improvement.
4. Recommending college-wide assessment procedures and tools when applicable (for example, the senior exit survey or alumni survey).
5. Supporting faculty and staff development, including institutional effectiveness guides and development workshops.

**Composition:** The committee will be c-chaired by the Director of Institutional Research and a faculty representative. This committee is divided into two sub committees: academic assessment and administrative office assessment. Representatives to the academic subcommittee will be designated by the Faculty Coordinating Committee and must represent all of the academic divisions of the college. Representatives to the administrative office subcommittee will be designated by the appropriate executive leadership. To maintain continuity, members of this committee are appointed for three year, overlapping terms.

### 816 Library Committee

**Charge:** The committee shall review and approve all policies pertaining to the Library and the maintenance of all collections, including budgetary and collection development. These policies shall be forwarded to the Vice President for Academic Affairs and the Faculty.

**Composition:**

- Four full-time faculty members, one from each of the four Academic Divisions shall serve, one of whom shall be appointed Chairperson.
- The Director of the Library is a voting *ex officio* member of the committee and shall serve as secretary.
- One student will be appointed with voting rights.

**817 Scholarship and Financial Aid Committee**

**Charge:** The committee implements and reviews policies regarding scholarship awards and financial aid, and allocation of funds; specific duties include determining and monitoring scholarship awards, reviewing requests for increases and appeals, and modifying procedures to insure integrity and equity. Recommendations for changes in policy are forwarded to the Academic Affairs Committee. The Scholarship and Financial Aid Committee also hears appeals against forfeiture of scholarships.

**Composition:**

- The Chairperson shall be a full-time tenured faculty member.
- Four (4) additional faculty members, including a member of the Honors Committee.
- The Vice President for Enrollment.
- The Director of Financial Aid.

The Chairperson and all members have voting rights. The Dean of Students is a non-voting *ex officio* member.

**818 Student Affairs/Development Committee**

**Charge:** The committee assists the Dean of Students and the College in: monitoring the quality of traditional student life at the college in non-academic areas; increasing coordination and cooperation between the academic, athletic, retention and student development areas of the College; reviewing initiatives and proposals involving student development and retention and recommending them for approval by Student Government, the FGA, and the college administration when necessary.

Some of the details of the committee's duties are as follows: a) to review or recommend rules, policies, programs and initiatives on student conduct, athletics, campus ministry, retention, and functions sponsored by student organizations; b) to recommend programs that will enhance student life and student satisfaction c) to discuss matters involving residency on and off-campus and to make recommendation concerning the same; and d) provide a holistic, integrated approach to academic and student affairs and the intellectual, spiritual, social and personal development of the student

**Composition:** The Dean of Students shall serve as the Chairperson. Membership shall be comprised of the Athletic Director, Faculty Athletic Representative, Faculty Member at-large (2), Student Life Member at-Large, and Student Representative (2).

The following shall be standing sub-committees of the Student Affairs committee:  
Orientation committee, SGA Grievance committee, Student Athletic Advisory committee, Food Advisory Committee and Alcohol Task Force.

## 819 Undergraduate Admissions Committee

**Charge:** The committee shall be responsible for the implementation and periodic review of the Admission Procedures and policies adopted by the Faculty General Assembly and published in the Catalogue of the College, and, as opportune, for recommendation of modifications to the Faculty General Assembly.

To apply “the principle that only those who show promise of success are to be admitted” the committee established guidelines for handling applications of those meeting most but not all admission standards. The committee reviews applications of those who do not meet all the criteria for admission to determine the likelihood of the applicant’s achieving successful degree completion. (Concurrence of a minimum of three voting faculty members is required to admit such applicants. During vacation periods the committee delegates this responsibility to the Chair of the committee to act on its behalf.)

When applicants who have not been admitted wish to appeal the decision, the committee hears the appeal, based on information not available at the time of the earlier decision. An appellant may request an in-person interview with the committee.

Decisions of the committee may be appealed to the Vice-President for Academic Affairs; that decision may be further appealed to the President of the College.

### **Composition:**

Voting Members:

- The Chairperson shall be a full-time tenured faculty member, designated by the Faculty Coordinating Committee.
- Four (4) additional faculty members; two (2) other faculty members named to serve as alternate members; alternate members shall be asked to attend meetings when one or more of the regular faculty members are unable to attend.
- The Director of Admissions.

Non-voting member:

- The Director of the College Success Center

## **900 DUTIES OF DIVISIONAL AND DEPARTMENTAL CHAIRPERSONS AND OF FACULTY MEMBERS**

### **901 Duties of Divisional Chairpersons**

#### **901.1 Administrative**

1. To work in cooperation with the Academic Dean to facilitate efficient and effective planning and scheduling of institutional resources.
2. To administer the policies of the Faculty Policy Manual in a consistent and impartial manner.
3. To represent the interest and needs of the division to the administration and other divisions.
4. To participate in the supervision and evaluation of instruction within the division.
5. To insure that proper and adequate advising is taking place within the divisional departments.
6. To conduct divisional meetings at least once per semester, insuring that minutes of the meetings are taken and submitted to the Academic Dean and the Archivist.
7. To meet with divisional department chairperson(s) on a regular basis.
8. To meet with other divisional chairpersons on a regular basis.
9. To support the marketing efforts of the College and assist in the recruitment of students.
10. To submit a final course schedule to the Academic Dean.
11. To insure compliance with all mandated rules and regulations governing the academic programs within the division.
12. To serve as divisional representative on the Academic Affairs Committee.

#### **901.2 Faculty Development**

1. To plan for improvement of faculty performance.
2. To promote scholarly activity of faculty within the division.

#### **901.3 Budgeting**

1. To receive and review the appropriate budget requests from the department chairperson(s) and submit such requests to the Academic Dean as required.
2. To monitor the division budgets and to authorize and approve expenditures against the budget.

#### **901.4 Human Resource Leadership and Management**



1. To promote positive attitudes and interdepartmental cooperation within the division.
2. To support opportunities for inter-divisional integration and co-operation.
3. To supervise divisional staff and auxiliary personnel.
4. To participate in the search activities for FT and PT faculty to teach in the divisional departments.
5. To participate in the annual evaluation of the Academic Dean and department chairperson(s).

#### **901.5 Reporting**

1. To provide divisional reports to the Academic Dean.
2. To provide reports, as requested, to the VP of Administration and Finance.

### **902 Duties of Departmental Chairpersons**

#### **902.1 Administrative**

1. To represent the needs of the department to the division chairperson.
2. To submit the course description for each departmental course contained in the TMC Catalogue to the Registrar.
3. To recommend departmental library acquisitions.
4. To participate in the planning of course offerings within the department.
5. To insure that all syllabi and course descriptions are current both in print and on the web site.
6. To complete all necessary evaluations of the departmental faculty and programs.
7. To assist in the recruitment of students.
8. To ensure and maintain a high quality program curriculum.
9. To conduct departmental meetings as necessary and provide dates, times and minutes of the meetings to the division chairperson.
10. To maintain specialized program area facilities, equipment and supplies and provide inventories and report maintenance need to the division chairperson.

#### **902.2 Budgeting**

1. To prepare the department budget in coordination with the division chairperson.
2. To supervise the departmental budget(s) and to authorize expenditures against the budget.

#### **902.3 Human Resource Leadership and Management**

1. To exercise primary responsibility for recruiting personnel within the division.

2. To orient and monitor PT faculty concerning policies, procedures and regulations of the College.
3. To ensure high quality instruction and advising through supervision and evaluation of departmental personnel.
4. To supervise departmental staff and auxiliary personnel.
5. To participate in the evaluation of the division chairperson.

As for all faculty members, rights and responsibilities of division and department chairpersons are included under Rights and Responsibilities of Faculty Members in the Constitution of the Faculty of Thomas More College.

### **903 Duties of Faculty Members**

Thomas More College is a teaching institution and expects and encourages its faculty members to maintain high academic standards.

#### **903.1 Full-time Faculty**

A full-time faculty member is contractually obligated to teach or render service equivalent to 12 credit hours of instruction for each of two academic semesters in a given academic year, to participate in committee work, to meet all other obligations as specified in the Faculty Constitution and Faculty Policy Manual.

#### **903.2 Duties of All Faculty**

The duties of faculty members are as follows:

1. To begin and end their classes on time.
2. To notify the Registrar and the Dean's Office when emergencies prevent them from meeting their classes. (The Registrar will then notify the students).
3. To give a final examination at the appointed time unless the Vice President for Academic Affairs has granted permission to the contrary. A copy of the examination or a statement of substitution must be submitted for filing to the Office of the Vice President for Academic Affairs. This is in keeping with the demands of accrediting agencies.
4. To provide sufficient testing through examinations and other assignments to evaluate the student's command of the material and to encourage a regular pattern of study. Good pedagogy demands that tests be graded and returned to students as soon as possible, preferably within a week.
5. To retain copies of all tests, assignments and final examinations until the students have had an opportunity to see them. Final exams and unreturned assignments should be retained for one semester.
6. To submit grades to the Registrar within the deadlines established by that office.

7. To adhere to the grading policy established in the Thomas More College Catalogue.
8. To be available in their office for a minimum of five hours each week at times convenient for the majority of their students. (All full-time faculty should complete two schedule cards at the beginning of each semester, showing clearly the faculty member's class time and office hours. One copy is to be returned to the Vice President for Academic Affairs; the other is to be posted on the office door of the faculty member.)
9. To contribute to the educational advising and direction of students as requested by the departmental chairperson and the Vice President for Academic Affairs.
10. To attend and participate in departmental meetings and in meetings of the Faculty General Assembly.
11. To attend as many College functions as appropriate and possible. Attendance is required at academic convocations, graduation, and faculty development days/events.
12. To cooperate, within the domain of the faculty member's responsibility, with all College authorities in the enforcement of College policies and regulations.
13. To choose textbooks in consultation with the departmental chairperson, and to order them early enough for availability when the semester begins.
14. To submit to the Vice President for Academic Affairs and the department chairperson a complete and current syllabus for each course taught. Syllabi should contain course objectives, a course outline, and grading and attendance policies
15. To serve on at least one College committee when requested, and on other standing or ad hoc committees as feasible.
16. To complete in a timely fashion the self-evaluation forms for the chairperson and Vice President for Academic Affairs.
17. To abide by any software usage agreements entered into by the College, and to observe all copyright laws pertaining to published written work, music and software.

## **1000 FACULTY PERSONNEL POLICIES**

### **1001 Federal Rules and Regulations**

#### **1001.1 Income Tax Withholding**

Federal Regulations require that a portion of each employee's income be withheld by the College to meet the employee's income tax liability.

A withholding statement, Form W-4, is filled out and signed at the time of hire. This form indicates the number of withholding allowances the employee is entitled to claim. Whenever there is a change in such allowances, a new Form W-4 must be signed and filed with the Business Office. The employee may elect to withhold a greater amount of tax than the minimum amount required by law.

## **1001.2 Social Security**

The United States Government operates a system of contributory insurance known as Social Security. Each wage earner is required by law to contribute a percentage of wages paid to this trust fund from which benefits are paid. Thomas More College contributes an equal amount to this plan. The amount to be withheld may vary from year to year as changes occur in the Social Security Act.

Upon retirement at age 62 or over and with proper qualifications, the wage earner becomes eligible for a monthly income. The amount of his/her income is based on earned wages. To be eligible for these benefits the wage earner must have received a set minimum of pay for a specified length of time on work covered by Social Security.

Persons anticipating retirement should notify the Business Office at least 3 months prior to their retirement date.

## **1001.3 Equal Employment Opportunity**

Thomas More College recognizes and embraces its responsibility to its employees, students and to the community. The College is committed to the full utilization of all its employees. In keeping with this commitment, employment, training, advancement, pay, and other conditions of employment will never be based on race, color, sex, religion, national origin, age, physical or mental handicap, marital status, pregnancy, political activity or veteran status.

Providing Equal Employment Opportunity is an integral part of the College's way of life. Consistent with these principles and in support of Title VII of the Civil Rights Act, the Americans with Disabilities Act and all other federal, state, and local fair employment acts, Thomas More College prohibits discrimination or harassment based on race, color, religion, sex, age, marital status, mental or physical handicap, veteran status or national origin.

Equal Employment Opportunity is an integral part of Thomas More College's way of life. Since its beginning, the College has adhered to a policy of equal opportunity for available positions. Not only are all qualified persons given employment consideration, but those already employed continue to be assured of opportunities for advancement according to their abilities.

## **1001.4 Applicable Regulations**

The following federal and state laws govern the employment and education relationships at Thomas More College:

- Executive Order 11246, as amended (Affirmative Action). Executive Order 11246 prohibits federal contractors from discriminating on the basis of race, color, religion, sex or national origin with regard to hiring, promotion, salary, benefits, or other terms and conditions of employment. Executive Order 11246 also requires federal contractors to promulgate and follow an Affirmative Action plan regarding the hiring, promotion, retention, and remuneration of women and minorities. The College, acting through its Affirmative Action officer, will monitor all employment practices to ensure that the College is in compliance with all requirements imposed under Executive Order 11246.
- Title VII of the Civil Rights Act of 1964, as amended. Title VII prohibits discrimination against employees or prospective employees on the basis of race, color, religion, sex, or national origin with regards to the hiring, promotion, benefits, or other terms and conditions of employment. As a religious institution, Thomas More College is exempt from the prohibitions regarding religious discrimination under specified circumstances. The College maintains its policy of equal employment opportunity in order to achieve compliance with all requirements of Title VII.
- Title IX of the Education Amendments of 1972. Title IX prohibits recipients of federal monies from discriminating on the basis of sex in regard to educational programs and activities, and employment practices.
- The Rehabilitation Act of 1973. The Rehabilitation Act of 1973 prohibits a recipient of federal money from discriminating on the basis of disability in its programs and activities and employment. The Vice President for Administration and Finance at Thomas More College coordinates all efforts to comply with requirements imposed under the Rehabilitation Act of 1973. The Office of Student Support Services also provides direct advice and assistance to persons protected under the Rehabilitation Act of 1973.
- The Americans With Disabilities Act (ADA) requires Thomas More College to provide reasonable accommodation for qualified persons with disabilities. It is the responsibility of the employee to inform the supervisor of the disability and the need for reasonable accommodation.
- State laws. Various state laws also prohibit certain discrimination in conjunction with, or in addition, to the prohibitions contained in the applicable federal laws.

## **1002 Emergency Procedures**

### **1002.1 Accidents**

An accident occurring during normal working hours shall be reported to the Vice President for Finance at once. The injured party should be referred to the Campus Health Center, if

the center is open, or to security. If the accident is life-threatening, the paramedics should be called at 911.

### **1002.2 Fire Procedures**

In the event of a fire, the fire alarm should be sounded and the fire department should be called, if this latter step is necessary. Whenever the fire alarm sounds, the following actions should be taken:

1. Do not assume the alarm is false; investigate.
2. Inform the head of maintenance or security.
3. Have others leave the building by means of the nearest exit.
4. On leaving the building, be sure that no one remains inside.
5. Remain outside, away from the building, until the all-clear signal is given.

Primary and secondary exits, along with evacuation procedures, should be posted in prominent locations in the buildings.

### **1003 Important Phone Numbers**

Fire Department/Police	911	Director of TAP program	341-4554
Admissions Office	344-3332	Financial Aid	344-3331
Athletic Office	344-3536	Information	341-5800
Bookstore	344-3335	Library (Main Desk)	344-3300
Business Office	344-3315	Library Director	344-3302
Campus Minister	344-3683	President's Office	344-3348
Career Planning	344-3386	Registrar's Office	344-3388
Computer Center Help Line	344-4357	Security	341-4867
Continuing Education	344-3333	Student Life Office	344-3544
Director of Advising	344-3521	Vice President for Academic Affairs	344-3375
Director of Maintenance/Physical Plant	344-3321		

## **1100 EMPLOYMENT POLICIES**

### **1101 Authority for Faculty Appointments**

Formal authority for making faculty appointments rests with the President, upon the advice and recommendation of the Vice President for Academic Affairs, the division chairperson and the department chairperson, after these have consulted with appropriate faculty members. The authority of the President may be delegated to the Vice President for Academic Affairs.

## **1102 Employment of Relations**

Thomas More College has no restrictions on employment of members of the same family. However, employment, transfer, promotion or the change of employee status may not be accomplished if it results in the placement of an employee under the direct supervision of an immediate family member, or in a position where the immediate family member may influence status considerations, either favorably or unfavorably. Exceptions may be made by the President on the recommendation of the Vice President for the division concerned.

The term "employee" shall include all employees of the College including administrators, staff, and faculty.

"Immediate family member" includes not only spouses but the following blood relatives of the employee and of his/her spouse:

Children - Grandchildren

Parents - Grandparents

Brothers - Sisters

Stepchildren are considered as children.

When two or more members of the same family are employed by the College, it is to be understood that the educational benefits to which children of that family are entitled will be the same as if only one person in the family were employed by Thomas More College.

## **1103 Initial Appointments**

Faculty members are selected upon the basis of their education, experience, scholarship, and teaching competence and in accordance with equal employment opportunity requirements. At all times the College seeks to employ faculty who will contribute positively to the realization of the College's mission.

The division chairperson and the department chairperson, in consultation with other members of the department, are responsible for the identification and recruitment of faculty and for submitting recommendations to the Vice President for Academic Affairs. The President makes the official appointment.

Initial appointments are usually made for a period of one academic year, although variations from this practice are permissible. Unless special conditions, none of which may limit the rights, privileges, and immunities of the appointee, are indicated on the Notice of Faculty Appointment, the conditions of employment are those set forth in this Manual. A copy of the Manual shall be sent to each new appointee, and acceptance of the appointment means acceptance of these policies.

The rank of a new faculty member is at the discretion of the President and is usually based upon the recommendation of the Vice President for Academic Affairs, the division chairperson and the department chairperson. The President must obtain the approval of the Board of Trustees to confer the rank of Professor.

#### **1104 Reappointment**

Reappointments are contingent upon the satisfaction of the general criteria for the evaluation of faculty members and upon the specific criteria for particular ranks outlined in this Manual.

Each faculty member who is to be reappointed for the next academic year will be mailed a contract by the preceding March 15. Failure to return a signed contract to the President's Office by April 1 removes all contractual obligations (including tenure) between the faculty member and the College, effective at the end of that academic year. Should a faculty member wish to delay acceptance of the contract, he/she must file a written request for extension with the Vice President for Academic Affairs within the two week period between March 15 and April 1. Such requests will automatically extend the time for consideration of the contract until April 15. The faculty member may, during this period, request a review of the terms of the contract with the department chairperson and appropriate administrative officials. If a modified contract is proffered by April 15, the faculty member shall have until April 25 for consideration of the new proposal. If by April 1 the faculty member has not returned the accepted contract and has not requested an extension, or by April 15, having requested an extension, has not returned the accepted contract, if no modified contract is offered, or by April 25 has not returned the accepted contract as modified, the proffer of reappointment may be withdrawn at the option of the President or the Vice President for Academic Affairs.

#### **1105 Terms of Service**

Appointments prior to the granting of tenure are made annually.

An appointment to the full-time faculty is a contractual obligation to the College which is effective one week before classes begin in the Fall through one week beyond Commencement Day in the Spring.

Full-time teaching faculty normally receive a nine-month contract effective one week before classes begin in the Fall semester. However, faculty salary is paid twice monthly in 24 equal installments over a twelve-month period from September 15 through August 31. Faculty on nine-month contracts have no service obligations to the College during the three months they are not under contract.

Members of religious orders and diocesan priests who are teaching faculty maintain different employment arrangements with the College. The terms of their employment are determined by



the Superiors of their religious orders (in the case of members of religious orders) or by the Bishop of Covington (in the case of priests of the diocese of Covington).

## **1106 Employment Procedures: Full-Time Faculty and Part-Time Faculty**

### **1106.1 Initiating the Requisition**

The Vice President for Academic Affairs is responsible for initiating official requisitions for all full-time and part-time faculty positions and academic support staff.

Written authorization from the President must be received by the Vice President before hiring a new faculty member or advertising to replace an existing position. A "status change" form should be presented by the department chairperson through the division chairperson to the Vice President for Academic Affairs for the position to be vacated and/or filled.

Once the authorization to make a payroll change has been received, the department can proceed to select the best candidate for the position. Open positions shall be made available to existing personnel before these positions are advertised publicly. Existing personnel shall be made aware of open positions before these positions are advertised publicly. The Human Resources Office will handle publicity for all positions.

### **1106.2 Faculty Recruitment**

When full-time positions need to be filled, a search committee will be appointed by the President to interview potential candidates and to nominate them. The applicants will also be interviewed by the department chairperson, the division chairperson, the Vice President for Academic Affairs, and the President. The appointment is made by the Vice President for Academic Affairs with the approval of the President. In all cases of potential employment, the chairperson of the search committee and the Vice President for Academic Affairs will assist each other in coordinating the schedules of all involved, in order to minimize the number of return trips on the part of the candidate.

When part-time faculty positions need to be filled, the department chairperson and interested departmental faculty select the applicant. The candidate is introduced to the Vice President for Academic Affairs, who will interview the candidate and make the appointment.

### **1106.3 Employment Interviewing and Restraints**

In accord with the College's Equal Opportunity Employment goals, the following policy has been established to ensure all applicants for jobs at Thomas More have an equal opportunity for employment and/or promotion. Federal statutes and court rulings have established that interview questions not relevant to the applicant's ability to perform the job are discriminatory and therefore illegal under some circumstances.

### **1106.4 Policy Regarding Employment Interviews**

It is the policy of Thomas More College that personnel conducting employment or promotional interviews shall ask only questions which are relevant to the applicant's ability to perform the job. Information required for post-hiring purposes but not relevant to qualifications and job performance shall be requested only after a contract is signed.

Further information concerning whether specific interview questions may be asked may be obtained by contacting the Vice President for Finance or the Director of Human Resources.

### **1106.5 Reference & Credential Verification**

Credentials and references must be verified before a final employment offer is tendered.

### **1106.6 Offer of Employment**

The search committee makes its recommendation to the Vice-President for Academic affairs who, after receiving the President's approval, tenders the final offer of employment.

### **1106.7 Processing/Orientation**

Once the position has been filled, the new faculty member should be taken to the Business Office to complete the necessary personnel forms. The first day of employment should not pass before the faculty member has signed these forms. A New Employee Data Card shall be completed by the faculty member to provide the college with all necessary personal information. The Director of Human Resources will review the benefit program with each new employee, and obtain signatures on benefit waiver forms for those benefits not desired by the employee.

The Vice President for Academic Affairs is responsible for orienting the new faculty member to the College. Others may assist in this process, such as the members of the Faculty Coordinating Committee, Faculty Relations Committee, and the department chairperson.

Ordinarily the Vice President for Academic Affairs holds a formal orientation for all new faculty at the beginning of the semester. The department chairperson is responsible for orienting the new faculty to the department and introducing that new member to other faculty members.

## **1107 Business Office Concerns**

### **1107.1 Identification Card**

This card is the bearer's official College identification. It is to be shown upon request to any College official whose assigned responsibilities authorize him/her to seek identification. It can be obtained at the Office of the Dean of Students and used at athletic events and in the Library.

### **1107.2 W-2 Form**

Each new employee must complete Form W-4, Employee's Withholding Allowance Certificate. If, for income tax purposes, an employee wishes to change the amount of allowances claimed, the employee may obtain a new form from the Business Office, fill in the new information, and send it to the Director of Human Resources.

### **1107.3 Employee Change of Status**

The Business Office keeps the contracts of each faculty member as the permanent record of that faculty member with regard to rank, salary, etc. New contracts are issued with each promotion, reappointment, change in salary, etc. The Business Office thus has an up-to-date record of each faculty member with respect to his/her position at the College.

It is the responsibility of the faculty member to inform the College of any changes in personal information (name, address, marital status, etc.) by completing a New Employee Data Card as the changes occur.

### **1107.4 Personnel Records**

Official personnel records covering the employment of full-time faculty and staff are maintained in the Business Office.

It is important that this office be provided at once with notification of any changes in the status of an employee.

Address changes, as soon as they are known, should be reported to the Personnel Officer, the Business Office, the department chairperson, and the Office of the Vice President for Academic Affairs. Each faculty member is expected to take the initiative to ensure that his/her records are current.

Every new employee is required to provide documentation verifying identity and eligibility to work in the United States. The new employee's supervisor or the Director of Human Resources office will provide further clarification as to what documents will suffice.

The College will confirm the employee's date of hire and position when inquiries are made. However, access to personal information by creditors, collection agencies, etc. will be denied except when required by law or when the employee has given written consent.

## **1150 OTHER PERSONNEL RELATED COLLEGE POLICIES**

### **1150.1 College Closings**

The general policy of Thomas More College is to remain open on a regular schedule regardless of the weather. In the event of a severe storm or some emergency the College may close. Should such a situation arise, the local radio stations are notified. General College announcements will instruct all faculty members of these emergency conditions. The Registrar will post the "Snow Policy" on the general bulletin board, and the Business Office will annually prepare and distribute to all employees instructions regarding College closings.

### **1150.2 Dress**

All faculty members are expected to dress neatly and moderately, in keeping with usual standards and practices of business and professional persons in the community.

### **1150.3 Keys**

Faculty requiring keys may obtain them from the Business Office after signing for receipt of the keys. Keys are to be returned upon termination of employment. Under no circumstances are faculty members to make copies of the keys assigned to them.

If a key is lost or not returned upon termination, the faculty member will be charged for that key and for re-keying any other keys in that series.

#### **1150.4 Personal Property**

The College is not responsible for personal property of faculty members which is used solely for personal purposes. However, when personal computers are used in the preparation of class materials or materials requested by the administration, or materials used for professional purposes, the computer shall be considered college property for insurance and security purposes, provided that the faculty member takes all the ordinary security precautions. Each faculty member is responsible for the maintenance of his/her personal property. Pocketbooks, wallets, and jewelry should not be left unattended in faculty offices.

#### **1150.5 College Tools/Equipment**

When College equipment is furnished to faculty members, they have full responsibility for it. If such equipment is damaged or destroyed through neglect, misuse, carelessness, or failure to follow instructions, the faculty member responsible may be subject to disciplinary procedures.

#### **1150.6 Contributions**

The policy of TMC is not to contribute as a College to any charitable or political organization. Faculty members have their own option as to whether they wish to participate in any of these requests.

The College does encourage its faculty members to donate to the TMC Annual Fund, the annual fund raising effort of the College.

The only authorized charitable drives at TMC are the annual United Appeal Campaign and the Fine Arts Fund. For the United Appeal, a single appeal is made each year, and faculty members may donate in cash, or authorize a payroll deduction to cover personal pledges.

As a general rule, the College does not allow any solicitations on campus; however, at times the College may encourage participation in selected drives when approved by the President.

#### **1150.7 College Travel**

##### **1150.71 Compensation for Expenses**

Expense reports are to be submitted to the Vice President for Academic Affairs for approval and signature, and then to the Business Office for final approval payment.

Authorized trips on College business are compensated at the rate per mile currently allowed by the College.

#### **1150.72 Travel Insurance**

Employees of the College traveling in College-owned vehicles are covered under the College insurance policy. Employees traveling in their own vehicles are covered by their own insurance policies.

## **1200 FACULTY CLASSIFICATIONS**

### **1201 Full-Time Faculty**

#### **1201.1 Regular Full-time Faculty**

Regular full-time faculty are accorded one of the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor. When a ranked full-time faculty member is hired, he/she must meet a minimum one year residency requirement at the College before applying for promotion to a higher rank.

#### **1201.2 Visiting Faculty**

A person who is on leave from the full-time teaching faculty of an accredited college or university or from a comparable educational, research, or policy institution may be appointed on an annual basis as Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. If a full-time faculty appointment in the College is desired, the same qualifications and procedures shall apply as for initial appointments to full-time faculty ranks. Recommendations for reappointment of visiting faculty shall be made annually to the Vice President for Academic Affairs. A visiting appointment may not be renewed for more than two consecutive years. Visiting faculty may attend meetings of the Faculty General Assembly and participate in discussions, however they do not have voting privileges.

#### **1201.3 Emeritus Faculty**

In recognition of meritorious service, individuals who were hired in 1994 or later and who have held full-time faculty positions at the College for fifteen or more years may be granted emeritus status at the time of their retirement from full-time teaching from the College. Faculty who were hired before 1994 and who have held full-time teaching positions at the

College for eight or more years may be granted emeritus status at the time of their retirement from full-time teaching at the College.

Emeriti are entitled to reasonable use of the facilities of the College. They retain non-voting membership in the Faculty General Assembly and their names are included in published faculty listings. They may serve on committees and perform such other occasional services as are in keeping with their desires and capabilities and with the needs of the College. Recommendations for the conferral of this rank shall be made by the Faculty Relations Committee to the President and the Board of Trustees.

Voting privileges are "grand fathered" in for those faculty who achieved emeritus status prior to December, 1993.

#### **1201.4 Administrative Officers and Staff Members with Faculty Rank**

Administrative personnel are eligible for academic rank provided that (a) they are tenured ranked faculty members at a college or university accredited by one of the regional accrediting agencies at the time of their appointment to Thomas More College, or (b) their qualifications are consistent with the criteria of their respective rank and are appropriate for appointment to one of the academic departments of the College.

Membership on the professional staff of the College, including professional library staff and professional counselors, does not confer membership in the faculty. A member of the professional staff may hold concurrent faculty rank or receive a faculty appointment with tenure only if appointed by the Vice President for Academic Affairs in accordance with the procedures governing all faculty appointments. A member of the faculty appointed to an administrative or staff position must clearly understand the dual nature of the relationship with the College.

When a full-time member of the faculty is appointed to an administrative or staff position it is expected that he/she will retain faculty status and be entitled to consideration for promotion in rank or an appointment with tenure on the same basis as other full-time faculty members, provided he/she continues to participate in the affairs of the Academic Division of the College and provided that he/she consents to teach without compensation one regularly scheduled course each calendar year. If these conditions are not met, an administrator may forfeit his/her faculty status and tenure.

#### **1202 Qualifications for Academic Ranks – Full-Time Faculty**

**Instructor.** An appointee to the rank of instructor should:

- a) possess the Master's degree (or equivalent),

- b) possess demonstrated ability or evidence of strong potential for effective teaching at the college level, and
- c) demonstrate a potential for professional growth.

Faculty members may not hold this rank for more than three years. They must either be promoted or terminated.

**Assistant Professor.** An appointee to the rank of Assistant Professor should:

- a) hold a terminal degree (usually the doctorate, though in some fields another degree is accepted as the terminal one) or the Master's degree with substantial additional graduate work or specialization in the appropriate field deemed comparable to the terminal degree,
- b) have demonstrated competency in teaching at the college level, and
- c) have given promise of future professional growth in the field.

Exceptions to the above requirements for Instructor and Assistant Professor may be made in the case of the individual who holds an equivalent degree, or who has shown unusual or distinguished creativity in his/her field, or has had exceptional professional experience.

**Associate Professor.** An appointee to the rank of Associate Professor must:

- a) hold a terminal degree (usually the doctorate),
- b) have demonstrated superior teaching ability at the college level,
- c) show high professional attainment with a demonstrated capability for scholarly achievement, and
- d) have a minimum of five (5) years teaching of teaching at the college level, three (3) of which have been in the rank of Assistant Professor.

In exceptional cases, a faculty member with a Master's degree but with professional achievement comparable to a doctoral degree may be promoted to this rank after a minimum of ten (10) years of college teaching, five (5) of which must have been in the rank of Assistant Professor. Professional achievement comparable to a doctorate (for this purpose) shall be based upon the following criteria:

1. Professional Development  
This includes clinical practice, consultation, continuing education, and reading in one's field.
2. Graduate Coursework toward the Terminal Degree  
This refers to doctoral level coursework.
3. Publications, Presentations of Scholarly Papers, and Grants  
This refers to work of a scholarly nature, including grants and artistic productions and excluding presentations that fall under "community service" (these are given credit elsewhere).
4. Attendance at National and Regional Meetings  
This includes meetings of a scholarly nature both within and without one's discipline. It excludes meetings that are for continuing education within one's profession.



An individual needs to show activity in at least three of the four categories listed, but activity in all four categories is desirable.

**Professor.** An appointee to this rank who was hired prior to the 1998-1999 academic year must:

- a) hold a terminal degree,
- b) demonstrate superior teaching ability,
- c) show distinguished scholarship or exceptional creativity which is recognized by substantial professional contributions in the field of specialization, and
- d) have a minimum of five (5) years in the rank of Associate Professor.

In exceptional cases, a faculty member with a Master's degree but with professional achievement comparable to a doctoral degree may be promoted to this rank after a minimum of ten (10) years of college teaching, five (5) of which must have been in the rank of Associate Professor. Professional achievement comparable to a doctorate (for this purpose) shall be based upon the following criteria:

1. Professional Development  
This includes clinical practice, consultation, continuing education, and reading in one's field.
2. Graduate Coursework toward the Terminal Degree  
This refers to doctoral level coursework.
3. Publications, Presentations of Scholarly Papers, and Grants  
This refers to work of a scholarly nature, including grants and excluding presentations that fall under "community service" (these are given credit elsewhere).
4. Attendance at National and Regional Meetings  
This includes meetings of a scholarly nature both within and without one's discipline. It excludes meetings that are for continuing education within one's profession.

An individual needs to show activity in at least three of the four categories listed, but activity in all four categories is desirable.

**For all new full-time faculty hired in 1998-1999 and later,** an appointee to the rank of Professor must:

- a) hold a terminal degree,
- b) demonstrate superior teaching ability,
- c) show distinguished scholarship or exceptional creativity which is recognized by substantial professional contributions in the field of specialization, and
- d) have a minimum of five (5) years in the rank of Associate Professor.

There are no exceptions to these criteria.

## **1300 PROMOTION IN RANK**

### **1301 General Considerations**

A person who is recommended for promotion in rank must meet the criteria in effect for the initial appointment to that rank. When a ranked full-time faculty member is hired, he/she must meet a minimum one year residency requirement at the College before applying for promotion to a higher rank. All recommendations in the promotion review process must be made in writing. Promotion in rank cannot be considered an automatic procedure, or simply the result of loyal service to the College for a number of years. Untenured faculty members are reviewed annually for continued appointment by the department chairperson and the Vice President for Academic Affairs.

On satisfying the College's criteria for advancement, an Instructor may be recommended for promotion to the rank of Assistant Professor after one academic year. Other members of the full-time faculty must serve the requisite number of years in rank, as specified in this Manual (Section 1202). Sabbatical leave is considered part of this consecutive service for eligibility for promotion. Administrative leave of no more than one year may be so considered upon request of the faculty member when the Vice President for Academic Affairs and the Faculty Relations Committee judge such consideration to be in the best interest of the College.

On or before November 1 of each year, the department chairperson shall submit in writing to the Faculty Relations Committee the names(s) of the faculty member(s) in the department whom the chairperson wishes to recommend for promotion. If the chairperson is being considered for promotion and tenure, the senior faculty member in the department is responsible for initiating the recommendation to the Faculty Relations Committee. A copy of said recommendation is to be sent to the faculty member. These recommendations must include a summary of the individual's qualifications as set forth in Section 1202 of this Manual. All faculty members are responsible for the periodic updating of their curricula vitae. The application, curriculum vitae, and supporting documentary material must be submitted to the Vice President for Academic Affairs on or before November 15 of each year. The updated curricula vitae and supporting documentation are to be placed in each faculty member's personal file. Members of the FRC, the Vice President for Academic Affairs, and the President of the College cannot write letters of recommendation for applicants. They all have a role in the application process and each has an opportunity to speak on behalf of an applicant as part of the review.

A faculty member may, on his/her own behalf, initiate a request for promotion by submitting an application to the Faculty Relations Committee on or before November 15. Every faculty member has the right to expect that all the appropriate documents he/she has supplied will accompany the application as it is sent through the promotion review process.

Every faculty member may demand and is entitled to know exactly what recommendations have been made for him/her by a committee or individual (the appropriate administrative person) acting as part of the promotion review process. Notification of such recommendations must be

made in writing to the faculty member by the Vice President for Academic Affairs. All questions related to the recommendation should be addressed to the Vice President for Academic Affairs.

At every stage in the promotion review process, when an adverse recommendation has been made by a committee or an individual, the faculty member shall be informed promptly in writing by that committee or individual making the adverse recommendation. However, when an adverse recommendation has been made at a lower level in the process and notice of that recommendation has been given in writing to the faculty member, the mere endorsement of that recommendation at a higher level shall not constitute an adverse recommendation within the meaning of this provision.

It is the intention of the College that every full-time faculty member shall be advised by letter as early as possible for each academic year whether he/she has been promoted in rank, has been reappointed, and, in the case of reappointment, the conditions thereof. Promotions are made at the discretion of the President and, in the case of promotion to the rank of professor, at the discretion of the Board of Trustees.

### **1302 Areas of Review in Promotion Considerations**

The following are areas of activity which may be used when reviewing cases for possible promotion in rank.

1. Professional Recognition
  - a. Publication of Articles (title, place, date)
  - b. Publication of Book Reviews (title, place, date)
  - c. Publication of Books (title, publisher, date)
  - d. Papers read (title, place, date)
  - e. Commentator on papers of others (title, place, date)
  - f. Offices held in professional societies
  - g. Consultation (type, other details if these can be given without violating confidence)
  - h. Talks or addresses to groups, professional or non-professional
  - i. Member of review panel for grant proposals, scholarships, etc.
  - j. Participation as a panelist (subject, place, date)
  - k. Editorship of journals or other publications
  - l. Service on an editorial board
  - m. Publisher's consultant for book revisions
  - n. Cited as reference by other authors, or requests for reprints
  - o. Exhibitions of art works
  - p. Performance of dramatic or musical productions
  - q. Biographical listings
2. Professional Growth and Development

- a. Attendance at conferences, institutes, conventions
  - b. Participation in seminars or workshops
  - c. Travel of educational value
  - d. Membership in societies
  - e. Professional journal(s) read regularly
3. Departmental Involvement
- a. Attendance at departmental meetings
  - b. Advising
  - c. Cooperation with other members of department
  - d. Curriculum development
  - e. Departmental projects
  - f. Departmental student organization
4. Extra-departmental Involvement in College Affairs
- a. Grant proposal writing for the College
  - b. Membership on College committees
  - c. Recruiting for the College
  - d. Involvement in student activities at the College
  - e. Service to educational accrediting agencies
5. Community/Church and/or Charitable Involvement
- a. Member of civic/church organization and/or charitable organization
  - b. Member of civic/church and/or charitable group

### **1303 Review Process for Promotion in Rank**

1. The department chairperson ordinarily shall initiate the recommendation for promotion in rank on or before November 1 and submit that recommendation to the Faculty Relations Committee. Faculty members may choose to initiate the process on their own behalf. The faculty member is responsible for submitting the promotion application and all accompanying documentation on or before November 15.
2. The Faculty Relations Committee -
  - a. considers the request for promotion;
  - b. reviews the documentary support for the application including a current curricula vitae, departmental endorsement, letters of support from colleagues, and evidence of teaching effectiveness and scholarly activity;
  - c. makes a recommendation to the Vice President for Academic Affairs.
3. The Vice President for Academic Affairs -
  - a. considers the recommendation of the Faculty Relations Committee;

- b. reviews the documentation supporting the request;
  - c. makes a decision on the recommendation;
  - d. makes a recommendation in writing to the President and includes with that recommendation all pertinent documentation from the faculty member's personnel file to support his/her decision.
4. The President -
- a. considers the recommendation of the Vice President for Academic Affairs;
  - b. concurs with or overrules the decision of the Vice President for Academic Affairs;
  - c. informs the Vice President for Academic Affairs of his/her decision;
  - d. in the case of a positive recommendation for promotion to Professor, submits the request to the Academic Affairs Committee of the Board of Trustees.
5. The Academic Affairs Committee of the Board of Trustees -
- a. In the case of a promotion to Professor, the Academic Affairs Committee of the Board of Trustees reviews the entire file including the recommendations of the department chairperson, the Faculty Relations Committee, the Vice President for Academic Affairs, and the President;
  - b. by a simple majority vote of the Committee recommends to the Board of Trustees for its consideration at the Board's next meeting.
6. The Board of Trustees -
- a. discusses and votes on the recommendation of the Academic Affairs Committee of the Board in executive session;
  - b. directs the President to inform the Vice President for Academic Affairs and the faculty member of the Board's decision.

The Board of Trustees does not review or recommend or in any way participate in the decision on the promotion of a faculty member to ranks other than Professor; nor does the Board, its individual members, or its Academic Affairs Committee consider or review a negative recommendation by the President on promotion to Professor unless the faculty member believes he/she has a grievance with respect to a recommendation or decision made on his/her behalf and files a formal grievance and proceeds through the grievance process to the Board of Trustees.

## **1400 TENURE**

### **1401 Appointment with Tenure**

A faculty member granted tenure may continue in the rank to which he/she has been appointed with tenure, or at a higher rank, until retirement, unless the College finds it necessary, after due

process, to invoke its right to terminate the association at an earlier date on the basis of proof of adequate cause for dismissal, which will be related, directly and substantially, to the fitness or performance of the faculty member in his/her professional capacity as a teacher or creative member of his/her professional field.

If, for reasons of financial exigency or discontinuation of a program in which a tenured faculty member is teaching, the termination of a tenured appointment is proposed, such termination shall be considered only as a last resort, after every effort has been made to meet the need in some other way and to find for the faculty member a suitable assignment in the College.

Tenure is granted by the Board of Trustees upon the recommendation of the President, and is based on the eligibility conditions listed below. If tenure is not to be granted, a terminal one-year contract must be offered to the faculty member not receiving tenure.

#### **1402 Minimum Qualification for Recommendation to Tenure**

The granting of tenure is a positive judgment based on the criteria set forth in Section 1700. Tenure is not acquired merely by successive reappointment over a specified period of time.

In the capacity of a full-time, ranked faculty member, minimum qualifications in addition to those stated in Section 1700 include:

1. completion of a probationary period of seven years at Thomas More College, or completion of a probationary period of five (5) years at Thomas More College and at least two years at another regionally accredited college or university, or completion of a probationary period of at least three years at Thomas More College provided the faculty member was tenured at his/her previous college or university;
2. in accordance with the time periods mentioned above, application for tenure must be submitted in the fall of the sixth, third, or second year, respectively.
3. superior performance during the probationary period; and
4. compatibility with the mission and goals of the College.

Any exceptional conditions must have been specified in writing by the President of the College and the Vice President of Academic Affairs at the time of initial appointment to Thomas More College.

### **1403 Considerations Affecting Above Qualifications For Tenure**

1. Ranked members of the faculty functioning as administrators with no teaching responsibility are not eligible for tenure. Tenured faculty members of Thomas More College retain their departmental tenure when they accept administrative positions at the College.
2. Time spent on leave from Thomas More College will not count toward tenure unless the letter granting the leave of absence so indicates.
3. Adjunct faculty and visiting faculty are not eligible for tenure.

### **1404 Accumulation of Service Toward Tenure: Faculty Members with Less than Full-Time Teaching Duties**

The faculty of Thomas More College includes some members who are designated as full-time but who teach less than a full load of courses while engaging in full-time scholarly work and teaching. Provided that they participate effectively in the governance of the department and of the College, such faculty members accumulate credit toward tenure as though they were teaching a full load.

For full-time faculty members who are engaged partly in administrative, counseling, or other functions, or who do not work full-time in scholarship and teaching, a rate of not less than one-half of the regular rate of accrual of credit toward tenure applies, provided that the rate is agreed upon in writing.

### **1404 Accumulation of Service Toward Tenure: Faculty Members with Less than Full-Time Teaching Duties**

The Vice President for Academic Affairs after consultation with the Faculty Relations Committee, presents the candidate for tenure along with the Vice President's recommendation to the President. The President considers the request for tenure along with the recommendation of the Vice President for Academic Affairs. If the President decides against the granting of tenure, his/her written notification of the decision is forwarded to the Vice President for Academic Affairs and to the faculty member. If the President recommends the granting of tenure, he/she submits his/her recommendation, along with the recommendation of the Vice President for Academic Affairs, and all supporting materials to the Academic Affairs Committee of the Board. This committee reviews the recommendations and supporting materials and, deciding by vote of a simple majority of the committee, forwards its recommendation to the full Board of Trustees for its consideration and vote. The President, acting for the Board of Trustees, informs the Vice President for Academic Affairs and the faculty member in writing of the Board's decision. The President provides written notification to the candidate of his/her tenure or

non-tenure. If tenure is not to be granted, notice must be given in writing at least one year prior to the expiration of the maximum probationary period.

Under extraordinary circumstances the Board of Trustees may award tenure to candidates who do not fulfill the above minimum qualifications.

## **1450 SPECIAL PROVISIONS WITH RESPECT TO APPOINTMENT, REAPPOINTMENTS, AND OTHER FACULTY ACTIONS**

### **1451 Documentary Support for Faculty Personnel Actions: Rights and Responsibilities of Faculty**

An individual faculty member is responsible for updating his/her own vita. Every faculty member has a right to expect that all the appropriate documents he/she has supplied will accompany his/her file as it is sent through the appropriate process.

### **1452 Rights of a Faculty Member to be Informed of Personnel Action Recommendations**

Every Faculty member shall be informed of any faculty personnel actions recommended by the chairperson of his/her department, the Faculty Relations Committee, the Vice President for Academic Affairs and the President.

When any adverse recommendation is made at the Dean or President level, or any adverse action taken by the College, the faculty member shall be informed promptly in writing. However, when an adverse recommendation has been made at a lower level in the process and notice of that recommendation has been given in writing to the faculty member, the mere endorsement of that recommendation at a higher level shall not constitute an "adverse recommendation" within the meaning of this provision.

### **1453 Faculty Exchange Program**

Faculty members participating in exchange programs receive the salary, fringe and professional benefits of the home institution; and rights to leaves, time accumulated toward tenure, promotion, etc. shall continue uninterrupted. Exchanged faculty members retain academic rank and are designated as Visiting Professor, Visiting Associate Professor, etc. at the host institution.

Work assignments will be determined by the host institution and agreed to in writing by all parties in advance of the exchange.



## 1500 PROFESSIONAL RESPONSIBILITIES

### 1501 Work Loads

Full-time ranked faculty of Thomas More College will normally maintain the following minimum workload:

1. A teaching load of 12 semester hours (9 for division chairpersons). In the case of faculty of the departments of Biology, Chemistry, Computer Information Systems, Physics, and Psychology, faculty members may choose to substitute 15 contact hours for 12 semester hours (division chairpersons 12 contact hours for 9 semester hours) under the condition that these contact hours be distributed over a period of not less than three (3) class days per week. The Art Department faculty may choose to substitute its contact hours for 12 semester hours (division chairpersons, 14 contact hours for 9 semester hours). Some adjustments are made for courses requiring a great deal of field work, etc.
2. Participation in the established academic counseling program of the College.
3. Membership on at least one College committee.
4. Maintain a minimum of five (5) posted office hours per week.

In the supervision/coordination of student activities in the following experiences in which students enroll for credit, faculty members shall be given one credit hour of course load for every four (4) students for whom they are responsible in a given semester or work period experience.

Cooperative Education Field Experience  
Practica in Criminal Justice  
Internships in Law, Med. Tech., etc.  
Experiential Learning Contracts  
Independent Study

If the number of students involved is less than four (4), or of such a number that it cannot be easily accounted for in a faculty member's work load for the particular semester, the number may be accumulated until a course load release can be worked out or monetary compensation at the regular overload rate can be given. This decision will be mutually agreed upon by the faculty member, department chairperson, and the Vice President for Academic Affairs.

In the case of the Cooperative Education Program, the faculty member in the capacity of departmental coop coordinator is working under the Coordinator of that Program, and load and/or compensation is charged to that Program and not to the faculty member's academic department.

Faculty supervisors for Experiential Learning Contracts are accountable to the Vice President for Academic Affairs and compensation for those faculty supervisors is charged to the faculty member's department.

Internships, Practica, and Independent Study loads/compensations are charged to the academic department of which the faculty supervisor is a member.

Prior to the beginning of each semester, the Vice President for Academic Affairs reviews faculty loads in the various departments and assigns faculty supervisors to the various student activities/experiences in such a way that all faculty members in a department carry a full load before any faculty member receives an overload.

### **1502 Overloads**

The College discourages extra-load teaching assignments, with or without compensation, during the fall and spring semesters. Faculty loads will be reviewed in light of both fall and spring semesters of the academic year, as an overload in one semester may be compensated by an underload in the previous or following semester, at the discretion of the department chairperson and the Vice President for Academic Affairs.

Faculty may assume teaching overloads only with the prior permission of the division chairperson (who will consult with the department chairperson) and the Vice President for Academic Affairs. Additional compensation is available for overloads according to the schedule given below.

Faculty overloads are calculated on the same basis as are normal loads. In most departments, this means 1 contact hour for 1 credit hour of load. In Biology, Chemistry, Physics, and Natural Science courses with laboratories, 1 contact hour will be counted as 4/5 credit hour; 1 contact hour in Art will be counted as 2/3 credit hour.

Departures from the workloads described above require the prior written permission of the Vice President for Academic Affairs.

### **1503 Summer Session Teaching Opportunities**

The departments of the College give preference to full-time members of their faculties who have requested a summer teaching assignment when selecting the instructional staff for the summer sessions.

Whether an individual faculty member can be assigned to courses in any specific summer is determined by the department chairperson and/or Vice President for Academic Affairs. The decision must be made on the basis of the program planned, the probable student enrollment, and

the available faculty. The offering of summer courses is dependent on satisfactory enrollments, and it is sometimes necessary to cancel such courses or to change teaching assignments because of insufficient enrollments.

#### **1504 Conflicts of Interest**

It is Thomas More College's policy to respect the rights of its faculty and staff to invest in private enterprise and to engage in outside activities of a private nature with the understanding that, in all facets of their duties with the College, they are expected to act in the best interest of the College to the exclusion of considerations of personal preference and private gain.

A potential conflict of interest exists whenever an employee or any member of his/her family has a financial interest in, or any connection with, an enterprise that does business with the College and the employee is in a position directly or indirectly to make or influence decisions concerning transactions with such outside enterprise.

Good judgment is the key to the effective and fair implementation of any "conflict of interest" policy. The following are presented as examples of some, but not all, of the cautions and concerns College employees must consider.

- A. An employee should not be in a position to gain from the present or potential dealings of the College with suppliers, contractors, or service organizations.
- B. Buying, renting, or selling property, facilities, equipment, or services to the College by members of the faculty and staff must have prior approval by the College's Board of Trustees.
- C. No College employee should accept directly, or indirectly through his/her family or friends, gifts or other considerations from firms or individuals seeking to do business or doing business with the College.

Outside activities of full-time employees of the College should not interfere with their College duties, time schedules or normal participation in appropriate College events.

In specific situations where there is any question of interpretation of the above policies, a faculty or staff member should first consult with the Vice President for Academic Affairs and/or the President. If there is still any reasonable doubt as to the proper action, the full situation should be presented to the Board of Trustees for review and decision.

This is a statement of College policy in regard to conflicts of interest and business ethics. It is not intended to cover every detail, but is merely a general policy guide. As always, the College must place its basic reliance on the integrity, the good judgment and the high ethical standards of the individual.

### **1503 Outside Employment**

Activities which contribute to improved scholarship, professional development, professional competence, and professional recognition, are assumed to be a responsible and expected part of the faculty member's commitment to academic life. These activities should supplement and not detract from the faculty member's responsibilities to the College, responsibilities which include but are not limited to teaching and consultation and interchange with students and colleagues. Such activities should be reported to the division chairperson and the Vice President for Academic Affairs.

Thomas More College recognizes that faculty members are sometimes called to teach and provide consulting and other professional services by outside agencies, institutions, professional groups, and industries. Faculty members are uniquely qualified to assist in meeting a variety of society's needs by way of sharing their knowledge and expertise outside the College. However, a full-time faculty member's obligation to the College must take priority over any such outside activity. Without the approval of the Vice President for Academic Affairs, a full-time faculty member may not provide consulting and other professional services or teach a course at another institution of higher education, particularly if the course being taught has a course description and syllabus similar to one taught at Thomas More College.

Outside employment or activities not directly related to the faculty member's area(s) of expertise may not in any way interfere with the faculty member's regular presence at the College and availability for consultation or interchange with students and colleagues. Time spent on such outside activities must be in addition to, rather than a part of, normal full-time effort expected of members of a full-time faculty for college work. Any and all forms of outside activity must in no way interfere with College work. If there is a possibility of interference with College obligations, consideration should be given to less than full-time status with the College.

The use of College facilities for remunerative employment is prohibited, except upon the recommendation of the division chairperson and with the approval of the Vice President for Academic Affairs.

### **1506 Professional Development**

Thomas More College recognizes the need for a college teacher to keep current with the expansion of knowledge in his/her specialty. It is the policy of the College to encourage and assist the faculty member in individual professional development. In addition to those services mentioned in Section 3000, the College will attempt to provide other services outlined below.

Research and other types of scholarly or artistic activities are among the more important means of professional development. The College therefore, encourages this type of activity by making library facilities and other resources available whenever possible.

The College will, when possible, provide laboratory facilities and typing services for the preparation of manuscripts for publication.

The College will, when possible, provide technical and secretarial services for the preparation of applications for grants.

#### **1507 Internal Degree Candidacy**

Faculty and staff may receive academic degrees from Thomas More College provided they satisfy the normal requirements.

#### **1508 Miscellaneous**

Faculty are required for each course taught, each term the course is taught, to submit to the Vice President for Academic Affairs and the department chairperson a complete and current syllabus for each course taught. Syllabi should contain course objectives, a course outline, and grading and attendance policies. The Vice President for Academic Affairs files a copy of the approved syllabus and sees that additional approved copies are placed on file with the Registrar's Office and the College library, prior to pre-registration for the course. Faculty are also required to submit student grades by the appropriate deadlines, including mid-semester grades for freshmen during both the fall and spring semesters.

### **1600 TERMINATION OF EMPLOYMENT**

Appointment of a full-time faculty member shall be made by formal contract signed by the faculty member and the President of the College. The contract and appendages shall state the rank, salary, duration of the contract and other conditions of appointment.

A copy of all the terms of the appointment shall be presented to each prospective faculty member prior to his/her acceptance of the appointment. The contract of employment is a bilateral obligation, and both faculty and the College shall adhere to proper procedures in its termination.

#### **1601 Termination by Mutual Consent**

A contract of appointment to the faculty of Thomas More College may be terminated at any time by mutual agreement between the faculty member and the College.

### **1602 Termination by a Faculty Member**

A faculty member may terminate his/her appointment effective at the end of the academic year by giving notice on or before April 1st. Contracts for the next academic year are issued by March 15th. Failure to return a signed contract to the Dean's Office by April 1st removes all contractual obligations including tenure between the faculty member and the College effective at the end of that academic year.

### **1603 Non-Renewal of a Non-Tenured Faculty Member Contract**

If Thomas More College does not intend to renew the contract of a non-tenured faculty member for the following academic year, it shall notify such member:

1. Not later than February 15th of the first academic year of service if the appointment expires at the end of that year; or if the appointment ends during or after the normal academic year, three months prior to the termination.
2. Not later than December 15th of the second academic year of service if the appointment expires at the end of that year.
3. At least twelve months before the expiration of an appointment after two or more years at the institution as a full-time ranked faculty member.

A faculty member who has entered the final year of pre-tenure service without being earlier notified of a decision on the grant of tenure will, in the event that tenure is not awarded, be entitled to at least a terminal year's contract for the ensuing year.

Except for cases of termination for cause, a faculty member who has not been informed by the appropriate date specified above that he/she is to be recommended for termination may assume that he/she will be reappointed for the following academic year.

Final notification of termination will be given in writing to the faculty member reasonably soon after the decision to terminate is made.

### **1604 Non-Renewal of a Tenured Faculty Member Contract**

Subject to due process as outlined by AAUP, the College reserves the right to terminate a contract of a tenured faculty member or a non-tenured faculty member during the term of his/her contract if such faculty member is convicted of a crime or moral turpitude or is in violation of his/her contractual responsibilities which include, but are not limited to, fulfillment of the duties emanating from the educational commitment of the College and from a recognition of the institution's Catholic commitment.

## **1605 Due Process**

In all matters faculty members have the right to attempt to redress administrative actions which they consider to be contrary to their rights as a Thomas More College faculty member by following the due process procedures as stated in the Faculty Constitution.

## **1606 Death**

In the case of death of a faculty member, the College will pay salary through the date of death. Additional payments will be made to the decedent's estate if the faculty member participated in the College's life insurance policy or the retirement plan.

## **1607 Reduction of Faculty or Program Due to Financial Exigency**

The Board of Trustees has the responsibility for determining when a state of financial exigency exists at Thomas More College. Recommendations concerning academic programs and faculty appointments to meet such a situation will be provided to the Trustees by the Vice President for Academic Affairs and the President. The Vice President for Academic Affairs and the President will consult with the appropriate Committees of the College before making their recommendations. The first task of each committee will be to formulate specific guidelines and criteria consistent with sound educational principles.

## **1608 Exit Interview**

The Vice President for Academic Affairs is to schedule an interview with the faculty member for the last day of work of the faculty member.

The purpose of the interview is to discover the faculty member's attitude toward his/her job and the College--including suggestions and recommendations for improvements.

The faculty member will be advised of the procedure for continuation of medical insurance and conversion of life insurance. Retirement Plan information will also be discussed. Other details such as return of College keys will also be taken care of at this interview.

## **1650 DISMISSAL PROCEDURES**

### **1650.1 Preliminary Proceedings Concerning the Fitness of a Faculty Member**

In the case of a faculty member who has tenure or whose term appointment has not expired and when reason arises to question the fitness of the faculty member in terms of "incompetency, neglect of or refusal to perform his duty, or for immoral conduct" (Cf. KY

Revised Statute 164.360: <http://www.lrc.state.ky.us/KRS/164-00/360.pdf>), the appropriate administrative officers (typically the division chairperson and the Vice President of Academic Affairs) should ordinarily discuss the matter with the faculty member in personal conference. If the matter is not resolved, the matter is referred to the President of the College. If the President expresses the conviction that a proceeding shall be undertaken, such action shall be commenced under the procedures which follow. A statement detailing the grounds proposed for the dismissal shall be jointly formulated by the President and the appropriate administrative officers.

### **1650.2 Commencement of Formal Proceedings**

The formal proceedings shall be commenced by a communication addressed to the faculty member from the President of the College, informing the faculty member of the statement formulated, and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his/her faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time shall be allowed the faculty member to prepare a defense. The faculty member shall be informed in detail or by reference to AAUP guidelines or to Section 1650 of this Manual of the procedural rights that will be accorded him/her. The faculty member should state in reply whether he/she wishes a hearing and, if so, shall answer in writing, no less than one week before the date set for the hearing, the statements in the President's letter.

### **1650.3 Suspension of a Faculty Member**

Suspension of the faculty member during the proceedings is justified only if immediate harm to himself/herself or others is threatened by continuance. The faculty member's salary shall continue during any such suspension.

### **1650.4 Hearing Committee**

The committee of faculty members to conduct the hearing and reach a decision shall be appointed by the Faculty Coordinating Committee and shall consist of five (5) impartial senior members of the faculty. The committee shall be established as soon as possible after the President's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee shall elect its own chairperson.



#### **1650.41 Committee Proceedings**

The committee shall proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of the obtainable information and decide whether the faculty member should be removed; otherwise the hearing shall go forward. The committee, in consultation with the President and the faculty member, shall exercise its judgment as to whether the hearing shall be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member shall be received.

The President shall have the option of attendance during the hearing. He/she may designate an appropriate representative to assist in developing the case; but the committee shall determine the order of proof, shall normally conduct the questioning of witnesses and, if necessary, shall secure the presentation of evidence important to the case. The faculty member shall have the right to counsel, whose functions shall be similar to those of the representative chosen by the President. The faculty member shall have the additional procedural rights set forth in the AAUP 1940 Statement of Principles on Academic Freedom and Tenure (<http://www.aaup.org/1940stat.htm>), and shall have the aid of committee, when needed, in securing the attendance of witnesses. The faculty member or his/her counsel and the representative designated by the President shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by all adverse witnesses. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his/her statements, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may, when necessary, be taken outside the hearing and reported to it. All the evidence shall be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

#### **1650.42 Consideration by Hearing Committee**

The committee shall reach its decision in conference, on the basis of the hearing. Before doing so, it shall give opportunity to the faculty member or his/her counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to a decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby.

It shall make explicit findings with respect to each of the grounds of removal. Publicity concerning the committee's decision may properly be withheld until consideration has been

given to the case by the Board of Trustees. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing. Any release to the public shall be made through the President's Office.

In the event that it is apparent to the hearing committee that the complaint against the faculty member was not brought in good faith but was intended in a capricious, malicious, or manipulative manner, grounds exist for instituting formal disciplinary action against the complainant. This shall apply to students, staff, faculty, administrators, and any other persons subject to the proceedings of the appropriate College body.

### **1650.5 Appeal to the Board of Trustees**

In the event the action taken is dismissal, the faculty member may appeal that action to a panel of the Executive Committee of the Board of Trustees, to be appointed by the Chairperson of the Board, such panel to consist of from three (3) to five (5) members. The panel's review will be based on the record considered as a whole, and it will provide opportunity for oral and written argument by the parties or their representatives. The decision of the Faculty Hearing Committee will either be sustained or the proceeding remanded to the Hearing Committee with specific instructions. The Faculty Hearing Committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Executive Committee panel will make a final decision only after study of the Hearing Committee's reconsideration.

### **1650.6 Publicity**

Except for announcements stating the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be avoided until the proceedings have been completed. Announcement of the final decision shall include a statement of the hearing committee's original action, if this has not previously been made public.

Whenever the faculty member is found innocent of any and all charges, that person shall be returned to status originally held without any prejudice. Upon request of the faculty member, a statement by the President shall be provided to the Faculty General Assembly.

Any faculty member who feels that his/her rights specified in this Manual or in the Constitution of the Faculty of Thomas More College have been denied him/her may avail himself/herself of grievance procedures established in the Constitution of the Faculty.

### **1650.7 Procedure for Imposition of Sanctions other than Dismissal**

If the President believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a major sanction, such as suspension from service for a stated period, the President may institute a proceeding to impose such a major sanction pursuant to the procedures outlined in 1654.1.

If the President believes that the conduct of a faculty member justifies the imposition of a minor sanction, such as a reprimand, he/she shall notify the faculty member of the basis of the proposed sanction and provide him/her with an opportunity to persuade the President that the proposed sanction should not be imposed. A faculty member who believes that a minor sanction has been incorrectly imposed under this paragraph may petition the Faculty Coordinating Committee for such action as may be appropriate.

### **1650.8 Salary for Dismissed Faculty member**

If in accordance with these procedures, the final decision by the Board of Trustees is for dismissal, either by acceptance of the hearing committee's decision or by overruling the committee, the faculty member shall receive his/her salary for three months from the date of that decision or an established date of dismissal if later, unless he/she obtains employment elsewhere sooner.

## **1700 FACULTY EVALUATIONS**

### **1701 General Criteria for Evaluation of a Faculty Member**

The evaluation of a member of the faculty at the time of initial appointment, at each renewal, and on the occasion of promotion in rank or appointment with tenure, is based upon his/her actual and potential contribution to the general community of scholars, to students, to the faculty of which the member is a part, and to the College.

The criteria set forth in this section are intended to guide the Faculty Relations Committee as well as the Vice President for Academic Affairs in the evaluation of faculty members. Their purpose is to call attention to the overall contribution and performance of the faculty member without necessarily implying that equal weight need be assigned to the separate criteria. Individual departments may establish and publish criteria more demanding than those set forth herein. Occasionally the FRC or Vice President for Academic Affairs may wish to propose a faculty action that does not fulfill all the criteria for the rank or status involved. The recommendations must be justified on the basis of the exceptional merits of the case and its relation to the mission of the department.

In order that the application of the criteria within a particular department be clearly understood by all of its faculty members, each department should engage in a full discussion of the criteria used for the appointment, retention, and promotion of its faculty. Such discussions should involve both the criteria as specified in this Manual and whatever other criteria a department may choose to develop. Moreover, such discussions should occur at least once each academic year before the Faculty Relations Committee begins its recommending procedures.

### **1701.1 Educational and Professional Background**

It is assumed that a person recommended for appointment to the faculty will have the educational background and the professional experience appropriate to the position proposed. The record should show the completion of requisite academic work and possession of recognized earned degrees attesting to educational background, and an employment and professional history relevant to the teaching field and of sufficient duration to satisfy the requirements of the rank to which appointment is sought. It is required by Southern Association of Colleges and Schools that all teaching faculty have official copies of transcripts for all degrees received. These transcripts are kept in the office of the Director of Institutional Research/Institutional Effectiveness.

### **1701.2 Effective Teaching**

The quality of teaching is a primary consideration in the selection, retention, and promotion of faculty members.

Effective teaching includes superior classroom performance, organization, development, and articulate presentation of subject matter, involvement of the student in the learning process with due concern for motivation, and an appropriate respect for the intellectual needs of students. The conduct of seminars, colloquia, or other forms of planned faculty-student interaction, and the supervision of papers, student projects, and independent study, when these are appropriate to the faculty member's duties, shall be considered an important part of effective teaching.

Providing a stimulating atmosphere within which students can learn and grow intellectually is also a major professional contribution the faculty member can make to the development of students. This includes frequent and active presence on campus, student counseling and advising, and participation in activities that promote interaction between student life and the academic environment.

Student evaluations of teaching effectiveness shall be important tools in ascertaining teaching effectiveness and will be used in evaluation and review of faculty members at all levels. Departments are encouraged to supplement the student evaluations with other forms of evaluation of teaching.

The Faculty of Thomas More College intend for the results of the Student Evaluation of Classroom Instruction to benefit academic programs of the College. This will require the consistent interpretation of the form's results by Department Chairs, Division Chairs, and the Academic Vice President of the College. The Faculty recognize that there is no relevance to a "grand total" of the responses on the form. Only line averages are to be reported. The statements on the assessment form are too general to have all statements apply to all faculty and all courses. It is the responsibility of each academic department to identify which statements are most relevant for their faculty and courses. Department Chairs will receive and review the forms for their faculty each semester, focusing on the statements that are most applicable. Findings from these areas may be used to strengthen the academic programs in each department. Item summaries may also be included in departmental Annual Reports.

### **1701.3 Creative, Scholarly, and Professional Development**

A broad scholarly knowledge of the field in which one teaches is requisite for effective teaching at all levels. Creative work and production of significant scholarship are essential to effective teaching. The College is committed to support and assist in the development of scholarly research. The College also recognizes that professional activities may often constitute a contribution of importance similar to scholarly publications.

Evidence of development, scholarship, and creativity includes the publication of significant scholarly contributions, publication of teaching methodology and materials, public lectures, participation in responsible positions in professional organizations, creative production and performance and other professional activity that demonstrate concern with the advancement of the faculty member's discipline.

### **1701.4 Contribution to College Community**

A member of the faculty should actively contribute to the general development of the College. Participation in faculty meetings and committees and in student organizations and activities constitutes such contribution, as does the use of the member's professional skills and training in the affairs of the communities which the College serves and of society at large.

## **1702 Evaluation Policy and Procedures**

Evaluation of faculty members of Thomas More College will be consistent with the purpose of the institution. The evaluation process, therefore, is designed chiefly to: 1) provide information for the improvement of academic performance, 2) reward good instruction, and 3) provide data

to the division chairperson, department chairperson and the Vice President for Academic Affairs for curricular and personnel planning.

### **1702.1 Policy**

All ranked teaching/instructional faculty are to have their professional performance evaluated annually.

1. Data Base -- The evaluation will rest on data compiled from five sources:
  - a. Semi-annual (semester) student evaluations
  - b. Annual department evaluations
  - c. Annual self-evaluation by each faculty member
  - d. Annual review and written summative evaluation by the Vice President for Academic Affairs
  - e. Those other methods of evaluation approved by the Faculty General Assembly and the President of the College.
2. Instruments  
There is to be primary faculty input in the design or alteration of the evaluation tools to be used. It is the responsibility of the Vice President for Academic Affairs, however, to coordinate the annual review and summation according to objective criteria listed in the Faculty Policy Manual.
3. Function  
This set of evaluations will act as the primary source of information for:
  - a. recommendations about the improvement of instruction
  - b. distribution of annual merit increases
  - c. awarding of rank, promotion or tenure
  - d. curricular planning including hiring and terminal contracts
4. Records  
Results of the evaluation procedure, together with any annotations, challenges, or appeals made by the respective faculty member, will be kept confidentially in the personnel files of the Vice President for Academic Affairs' office. Each faculty member has the right, upon request, to review his/her file for its accuracy and completeness.

### **1702.2 Procedure**

In order to best serve the purposes for which faculty evaluations are used at Thomas More College, the process will extend over the academic year. This will provide a current twelve month data base for use in issuing contracts annually.

1. Semi-Annual Student Evaluations

New faculty will be evaluated in the 1st and 2nd years of employment more frequently than other faculty; and all faculty randomly one or more times during the academic year. In addition, a faculty member may request evaluation of a particular class for his/her own information (for example, a new class). Evaluations will be conducted in class near the end of the spring semester (12th-15th week) and at a reasonably advanced point in the fall semester (10th-13th week). The results will be forwarded immediately to the office of the Vice President for Academic Affairs.

2. Annual Departmental Evaluations

This instrument is to be distributed by the Vice President for Academic Affairs during the spring semester of each year. Each faculty member will be evaluated by the department chairperson and, in turn, will evaluate the department chairperson. Division and department chairpersons will evaluate one another. Responses will be signed, dated, and returned to the Office of the Vice President for Academic Affairs within two weeks of the end of the spring semester; each evaluator will simultaneously forward a copy of the evaluation to the individual being evaluated.

3. Annual Self-Evaluation

This instrument is to be distributed by the Vice President for Academic Affairs during the spring semester of each year. Each faculty member's response will be signed, dated, and returned to the Office of the Vice President for Academic Affairs in a timely manner.

4. Annual Review and Summative Evaluation by the Vice President for Academic Affairs

Using the student-, departmental-, and self-evaluations as primary data, together with any observations that are consistent with the promulgated criteria for evaluation, the Vice President for Academic Affairs will prepare a written summary/review of the professional performance of each faculty member based on the promulgated objective criteria. The written summary/review will become a permanent entry of that faculty member's personnel file and will form the basis of discussion should a conference be sought by any party regarding:

- a) improvement of instruction,
- b) merit increases,
- c) promotion or tenure,
- d) curricular planning, or
- e) termination of contract.

In every instance confidentiality, pursuit of the instructional mission of the College, and the professional development of the faculty member are to be kept at the heart of the evaluation procedure.

The summative review of the Vice President for Academic Affairs and the other evaluations will be placed in the personnel file of the respective faculty member. At that

time a copy of the Dean's summative evaluation will be forwarded to the faculty member.

## **1750 SALARY**

### **1750.1 Pay Rates**

Annual salary increments are based on the financial condition of the College and the performance evaluation of the faculty member as determined by the Vice President for Academic Affairs. Issuance of faculty contracts requires the approval of the Board of Trustees. Faculty may obtain further information about faculty salaries by consulting the chairperson of the Faculty Salary Committee.

The summer pay rate for full-time faculty is the same as the pay rate for part-time faculty.

For information about pay rates for part-time faculty, see the booklet entitled "Procedural Information for Part-Time Faculty." This booklet is available in the office of the Academic Dean.

### **1750.2 Pay Periods**

Payroll checks are issued for all full-time personnel on the 15th and the last day of each month, or on the last preceding working day whenever these dates fall on a weekend or holiday. Checks are issued for one twenty-fourth of the annual wage, i.e., half of one month's wage, regardless of the number of actual workdays in any given period.

### **1750.3 Payroll Deductions**

The College is required by law to deduct:

1. Social Security (FICA/MEDE)
2. Federal Withholding Income Tax (FIT)
3. State Taxes
4. County Taxes
5. City Taxes



## **1800 FACULTY GRIEVANCE PROCEDURE**

### **1801 Preliminary Hearings**

When any faculty member believes he/she has a serious grievance with respect to his/her rights as enumerated in the Constitution of the Faculty of Thomas More College, he/she is to follow the procedures outlined in the "Procedural Guarantees of Faculty Member Rights" in the Constitution.

When a faculty member believes he/she has a grievance with respect to a recommendation of a department chairperson, the Faculty Relations Committee, the Vice President for Academic Affairs, or the President, he/she should forward a request to the Faculty Relations Committee for reconsideration and should submit any additional materials in support of his/her request. A faculty member whose statement of grievance is deemed by the Faculty Relations Committee not to warrant reconsideration may, if he/she wishes, appeal to the Faculty Coordinating Committee for a formal grievance hearing. The aggrieved member should present a detailed written statement of the grievance and of the redress sought.

When the alleged grievance concerns matters other than a recommended faculty personnel action, (promotion, tenure, termination, dismissal) the aggrieved party should begin by discussing the matter with those most directly concerned (See the Constitution of the Faculty of Thomas More College, Section II, "Procedural Guarantees of Faculty Member Rights," Subsections A-1, A-2, and B-1). If a satisfactory response is not received, or if the alleged grievance does concern a recommended faculty personnel action, he/she may request a formal hearing by the Faculty Coordinating Committee and present to that Committee a written statement of his/her grievance and of the redress sought in compliance with Section II, B-2 of the Constitution.

A grievance referred to the Faculty Relations Committee or the Faculty Coordinating Committee should not be discussed by the party who files the grievance or by any other person directly or indirectly involved while it is in the hands of the Committee and until the Committee has completed its work and issued its report.

If a member of the Faculty Relations Committee or the Faculty Coordinating Committee is a party in any respect to any complaint that comes before his/her committee, that committee member will remove himself/herself from the consideration of that matter and be replaced by another faculty member chosen by the committee.

A member of the faculty may file a grievance petition at any time he/she deems necessary. Any action, threat, or intimation of action by an administrator or faculty colleague, of such a nature as to impede or prevent a faculty member from filing and pursuing a grievance before the Faculty Relations Committee or Faculty Coordinating Committee, shall be considered as a violation of due process. When an episode of such a nature is charged, the committee concerned shall investigate the merits of the allegation. If the committee concludes that an infraction has occurred, it shall forward its findings and recommendations to the President.

## 1802 Procedures for Hearings Before the Faculty Coordinating Committee

When presented with a grievance, the Faculty Coordinating Committee may seek an informal resolution before proceeding to formal hearings.

When the Committee decides that a formal hearing is to be held, the following procedure will be followed:

1. The Committee will make available to persons directly concerned all materials in the committee chairperson's file on the grievance. All persons directly concerned will be advised of the time and place at which the hearing is to be held.
2. Any party to the grievance under consideration will be given an opportunity to be heard by the full Faculty Coordinating Committee. He/she may be represented by counsel of his/her own choosing. The Committee may request other persons from within or without the College to give testimony relevant to the case, and either party to the grievance may ask that the Committee request such persons.
3. A complete and verbatim record of the hearing will be kept. At the conclusion of the hearing, the full record, together with any documents or other materials which have been introduced during the hearing will be made available to the parties principally concerned. These parties may file written closing statements, based on a study of the record, with the Chairperson of the Faculty Coordinating Committee. Copies of any closing statements received will be transmitted by the Chairperson to the Committee and to the other principals, and he/she will accept rebuttals to the closing statements during a specified period of time.
4. After an opportunity has been given to the parties concerned to review the record of the hearing, to submit closing statements, and to make rebuttals to the closing statements of others, the Faculty Coordinating Committee will deliberate in executive session and prepare its report. The Committee will deliver a copy of its report and the full record to the President of the College and to the principal or principals involved in the case, and to no other persons.
5. The president of the College, upon receipt of the report and the full record, shall issue a statement to the Faculty Coordinating Committee and to the principals involved indicating the action which will be taken by the College, and, if the action is at variance with the Committee's recommendation, the reasons thereof. If the Committee's recommendation is agreed upon by both the aggrieved and the President of the College, the grievance process ends at this point.
6. If the action taken by the President does not resolve the grievance to the satisfaction of the aggrieved faculty member, the faculty member may appeal the action taken by the President to the Academic Affairs Committee of the Board of Trustees. Upon review of the re-

port of the Faculty Coordinating Committee, the full record, and the action taken by the President (and the reasons thereof, if that action is at variance with the Faculty Coordinating Committee's recommendations), the Academic Affairs Committee will issue a statement either in support of or at variance with the action taken by the President. If the Academic Affairs Committee supports the action taken by the President, the grievance will be terminated at that point.

If the statement of the Academic Affairs Committee is at variance with the action taken by the President, the grievance will be brought before the full Board of Trustees. The Faculty Coordinating Committee will provide the Board with a complete record of the hearing, including any materials which had been introduced during the hearing, written closing statements, rebuttals, and the final report of the Committee; the President will provide the Board with his/her statement indicating the action taken and with the reasons thereof, if that action is at variance with the recommendations of the Faculty Coordinating Committee. The faculty member may provide materials substantiating his/her case. The Board may request such persons or materials as it deems necessary to give testimony relevant to the case. The aggrieved faculty member enjoys the same prerogative. After review of all relevant materials, the Board will issue a statement to the President, the Faculty Coordinating Committee, and to the principals involved indicating the action which will be taken by the College. At this point, the grievance will be terminated.

Before, during, and after any hearings by the Faculty Coordinating Committee, all persons directly or indirectly involved in the case are requested not to discuss the matter at issue or to express any opinions about it. Any public statement by the College about the case prior to the release of the Committee's final report shall be made only by the Chairperson and shall be limited to what the Committee has authorized him/her to say.

## **1900 LEAVE**

### **1901 Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. The leave may be taken intermittently or by a reduced work schedule when medically necessary.

#### *1. Eligibility*

- Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months.

#### *2. Reasons for Taking Leave*

- To care for an employee's child after birth or placement for adoption or for foster care.
- To care for the employee's spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

### 3. *Advance Notice and Medical Certification*

- The employee must provide 30 days advance notice when leave is foreseeable.
- The College may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at employer's expense).
- A fitness for duty report may be required to return to work.
- The College requires an employee to substitute vacation, paid time off, sick time or other paid leave for unpaid leave.
- Failure to provide advance notice when possible and medical certification when requested may result in a denial of leave.
- The College is required to provide the employee with prompt notice of all information needed to determine if the leave is covered under the FMLA.
- The College will notify the employee that his or her leave time has begun to be accrued toward the 12-week period covered by the FMLA.
- There will be no accrual of benefits such as vacation or service time during the FMLA leave period
- No more than 12 weeks will be granted for FMLA leave. This includes vacation and sick leave taken as part of the FMLA leave.

### 4. *Job Benefits and Protection*

- For the duration of the FMLA leave, the College must maintain the employee health coverage under any group health plan.
- The employee is required to make his or her normal premium payments during the leave and failure to do so could result in cancellation of the coverage.
- If an employee fails to return to work after the leave, the employee may be required to repay the employer for premium payments.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- An employee who is considered a "key employee" may be denied restoration but notice of key employee status must be given by the College at the same time the employer notifies the employee that FMLA leave is granted.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- Failure of an employee to return to work on a designated day or request an extension will be construed as a resignation.

### 5. *Unlawful Acts by Employers*

- The College cannot restrain, interfere with or deny the exercise of any right provided under the FMLA.
- The College cannot discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA.

### **1902 Military Leave**

If a faculty member is called to, or volunteers for active service in the armed forces, he or she will be granted a leave of absence without pay for the duration of active service. However, the College reserves the right to terminate the faculty member rather than place the faculty member on leave. Upon completion of active service, the College will reinstate the faculty member to the same or an equivalent position with equivalent pay, benefits and other terms and conditions of employment provided the faculty member returns to the College within five years of reporting for active service and reapplies within 90 days of receiving an honorable discharge. This military leave/reinstatement is intended to comply with all federal laws regarding the reemployment of veterans.

### **1903 Jury Duty**

A faculty member required to be absent for jury duty will receive his/her regular salary from the College for the duration of leave. When the faculty member receives a summons to serve on a jury, the faculty member should submit the summons to the payroll officer in order to assure proper payment of salary and leave. The faculty member should likewise consult with his or her chairperson to ensure adequate coverage of classes during the faculty member's absence.

The College reserves the right to request an excuse from jury duty if, in the sole opinion of the College, the faculty member's services are deemed vital to the operation of the department at that time.

### **1904 Legal Proceedings**

Any faculty member served with a subpoena to appear as a witness in any legal proceeding shall promptly report such service to his/her department chairperson, giving the date the faculty member is expected to be absent together with an estimate of the probable length of time needed to fulfill such service. The faculty member shall thereupon be excused from duties for the reasonable time required to comply with such subpoena. The faculty member shall be entitled to retain all compensation received as a witness and will remain on the payroll for all reasonable time absent from duty on account of responding to the subpoena. Faculty members who are not subpoenaed will not be paid for any time absent. If possible, the faculty member should also attempt to reschedule legal appearances in order to not unduly disrupt the department, or else ensure adequate coverage of all classes during his or her expected absence.

## **1905 Bereavement Leave**

In the event of the death of a faculty member's immediate family member (father, mother, husband, wife, child, brother, or sister) the faculty member will be permitted to be absent with pay for up to three (3) working days.

## **1906 Sabbatical Leave**

A full-time tenured member of the teaching faculty who has taught full-time at the College for a period of at least seven years, excluding periods during which he/she is on any other approved type of leave of absence, may apply for sabbatical leave of absence by addressing a written request to the Faculty Relations Committee and the Vice President of Academic Affairs. A general statement of the educational program to be pursued during the sabbatical must be made at the time of the original request. During the semester preceding the sabbatical leave, the applicant must outline in detail the educational program which he/she intends to pursue. This program must be approved by the Vice President of Academic Affairs and the Faculty Relations Committee as feasible and consistent with the applicant's professional capabilities and professional responsibilities.

Sabbatical leaves are granted by Thomas More College for a period of one or two regular academic semesters to promote the professional growth and effectiveness of the faculty. These leaves are granted by the College with the approval of the Vice President for Academic Affairs and the Faculty Relations Committee for meritorious projects in which the recipients devote full-time to scholarly activity and research, advanced study, or artistic performance in pursuit of academic objectives. The granting of sabbatical leave is dependent in part on the financial condition of the College at the time of the request for sabbatical. If the sabbatical leave is granted, the faculty member will be paid his/her budgeted salary during the sabbatical leave of one session or one half the budgeted salary during a sabbatical leave of two sessions.

In unusual cases, sabbatical leaves may be authorized for two summers for members of the faculty appointed for service on a twelve month basis. The faculty member on such a sabbatical leave receives his/her usual budgeted salary during two summers and the leave is recorded as a sabbatical leave for one session. The two summer sabbatical leave is authorized primarily for the benefit of persons with administrative duties which make it difficult to release them for purposes of their own research and study during the Fall and Spring sessions.

The fact that a faculty member has fulfilled the stated requirements for a sabbatical leave, or that the application is strongly supported, does not guarantee that the leave can be scheduled at the time preferred by the applicant. In general, there will be (no more than) two two-semester sabbaticals awarded for a given academic year, and two one-semester sabbaticals (one per semester) awarded for a given academic year. There should not be two people from the same department on sabbatical leave in the same academic year. All sabbaticals require written support from the individual's academic department prior to final approval by Faculty Relations Commit-

tee. The needs of the College and both budgetary and administrative considerations are important factors in the final determination.

A sabbatical leave cannot be extended beyond the period for which it was originally granted. A faculty member on sabbatical leave who wishes to extend his/her leave may, however, apply for leave without pay and if that can be granted, he/she will be subject to all conditions governing such leave.

A member of the faculty in accepting a grant of sabbatical leave is obligated not only to pursue the educational program for which the leave was granted but also to continue in the service of the College for at least one academic year following the leave period, unless other arrangements are agreed to by the College.

After completing a sabbatical leave a faculty member will not be eligible to apply for a second leave until he/she has returned from the first sabbatical and has completed three successive years of full-time service, excluding the periods during which he/she is on administrative or other types of leaves of absence. The faculty member will not be eligible to take the second sabbatical leave until he/she has completed seven successive years of full-time service from the time of completion of the first sabbatical.

In order to define clearly the College's position and to protect the interests of faculty members who are asked, because of exceptional circumstances, to defer sabbaticals, the Vice President for Academic Affairs must approve and confirm agreements for deferral of sabbaticals for the convenience of the College. Requests for deferral should be directed to the Vice President for Academic Affairs with documentation including a statement of the sabbatical leave project of the faculty member and a statement by the appropriate administrative offices of the reason for the request for deferral.

Faculty members, regardless of the total number of years of their service, who elect not to take sabbatical leaves of absence, are at no time entitled to other types of leaves or payments in lieu thereof.

## **1907 OTHER LEAVES**

### **1907.1 General Considerations**

The College will endeavor, to the extent possible and practical, to allow full-time faculty members leave for other reasons not specified above. Leave may be granted at the sole discretion of the College for the following reasons:

- For study in institutions of higher learning for the purpose of completing requirements for a higher degree or for postdoctoral studies;

- For research and writing, scholarly and creative activities;
- Teaching as a visiting member of a faculty of another college or university;
- Service in government and other public or private agencies, and such services clearly related to the teaching assignment or research interests of the faculty member;
- Extended medical leave;
- Child care;
- Personal reasons; or
- Temporary residence in another area when a spouse's employment and consequent family considerations require a faculty member to accompany his/her family.

Leaves of absence are granted on a selected basis and may be granted if consistent with the business needs of the College. Factors which may be included in the decision to grant or deny leave are the expense to the College, the effect on the College's programs, the ability of the College to organize coverage during the faculty member's absence and other factors. Leaves of absence granted will ordinarily be granted on a yearly basis, and be renewable at the discretion of the president up to a maximum of three years.

## **1907.2 Leave Without Pay**

A full-time member of the faculty who has completed at least one academic year of service may apply for complete or partial leave of absence without pay by addressing to the Faculty Relations Committee and Vice President for Academic Affairs a written request describing in detail the purpose and duration of the leave and the activities in which he/she will be engaged.

The College cannot continue its contributions to the retirement annuity and other employee benefits of a faculty member who is on leave of absence without pay and, therefore, not also contributing to these programs. The individual may arrange with the Business Office for the continuation of such plans as will permit participation by faculty members on the active rolls of the College; tuition privileges, however, will be continued, but only in those cases where faculty members certify their intention to return to the College after the leave has terminated.



### **1907.3 Procedures for Taking Other Leaves of Absence**

As an agreement between the College and the applicant for an Academic Leave, the following conditions provide the procedural framework for leaves of absence:

1. The individual should request leave from the Vice President for Academic Affairs. The Faculty Relations Committee serves "as an advisory board for applications by individual faculty members for sabbatical and other leaves."
2. In applying for leave, the individual should state in writing the following criteria to be used in evaluating the application: the purpose of the leave, what is to be accomplished, how the leave will enhance professional development, and the value of the leave to the College.
3. Upon returning to the College after completing the leave, the individual should file a brief report (five pages) with the Vice President for Academic Affairs, stating the degree to which goals were attained (with tangible evidence, if feasible) and how the College and the individual might build upon leave experience in continuing to enrich both the scholar and the College.

### **1907.4 Limitations and Conditions**

The College cannot permit any member of the full-time faculty to be away from his/her duties on any type of leave (or combination of types of leave) for more than three consecutive years at a time except in the cases of serious illness or required active military service. Other than in these two cases, a faculty member who chooses to extend a leave beyond three years will forfeit his/her position at the College even if he/she has not submitted a formal letter of resignation.

When a leave of absence is granted, an agreement signed by both the applicant and the proper College officer shall set forth the precise terms of the leave. The faculty member's name and position will continue to appear in faculty listings printed in catalogs and other official publications during the period of his/her leave.

### **1908 Leave Related Benefits**

In addition to any benefits mentioned above, when the institution grants official leave to a faculty member who has been on the faculty for three years and who has expressed his/her intention to return (the usual conditions of service being applicable), such a member retains his/her faculty status and faculty rights and the following benefits:

1. A commitment by the institution in writing to rehire him/her at the termination of his/her leave (the usual condition of notice being applicable);
2. Applicability of leave time to promotion, tenure, and salary increases (credit not to exceed three consecutive years);
3. Right to speak and vote in faculty meetings and to represent faculty; and
4. Any Medical benefits provided by the College.

## **1909 Holidays**

The official College calendar applies to all College employees, whereas the academic calendar applies to faculty and students.

The academic calendar will reflect the official College calendar, when appropriate.

The official College holidays are:

Martin Luther King Day  
Good Friday  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve through New Year's Day

When the College holiday falls on a Saturday, the holiday will be observed the previous Friday. When the College holiday falls on a Sunday, the holiday will be observed on the following Monday.

## **2000 SERVICES AVAILABLE TO PERSONNEL**

The College provides a very attractive campus and a variety of services for its personnel, all of which help to make this a desirable place to work. This section of the Manual summarizes some of those services most commonly used.

## **2001 Cafeteria**

The cafeteria is available to College personnel and is located in the Seiler Commons.

## **2002 Events**

Throughout the year, the College hosts a number of cultural and athletic events and art exhibits. Admission to most of these events is free, or the charge is nominal.

## **2003 Library**

The College Library contains collections of books, periodicals, and other reference materials. By presenting one's College I.D. card, one may borrow books and other materials from the Library.

## **2004 Lost and Found**

Lost articles should be reported to the department chairperson, and the employee should check at the Information window. Articles found should be turned in at the Information window.

## **2005 Notary Public**

Persons requiring notarization of documents may contact a notary at the College. The College has several notaries who will perform this service without charge. Please contact the Business Office for further details.

## **2006 Parking**

Reserved parking lots will be identified for full-time, and for part-time faculty on a space available basis. If space is not available in designated lots, part-time faculty should park in designated student lots. Parking manuals are available from the Security Office.

### **2006.1 Parking Permit**

Any vehicle utilizing the parking area must be registered with a College parking permit. No parking permit is transferable to another person or vehicle. Parking permits and parking manuals may be obtained from the Security Office.

To park a vehicle that is not registered at the College in a non-visitor space, necessary vehicle information must be recorded at the Information window. The vehicle may be ticketed or towed if this information is not provided.

In the interest of safety, fire laws, and conservation of available spaces, the parking rules established by Thomas More College are to be observed. Any vehicle parked in a fire lane is subject to ticketing or towing. Also, any vehicle not bearing handicapped identification which is parked in a handicapped space may be towed.

## **2006.2 Visitor Parking**

Visitor parking permits are available at the Information window and must be displayed on all visitors' vehicles.

## **2007 Recreation Facilities**

In order to improve your health and well-being, you employees are encouraged to participate in athletic and recreation programs.

Thomas More College has a complete Sports/Recreation facility, the Connor Convocation/Athletic Center, available for employee use. The Connor Convocation/Athletic Center offers facilities for walking, running, track, basketball, and volleyball.

In addition, every full-time employee of Thomas More College qualifies to become a member at the Five Seasons Sports Country Club at reduced rates. The Country Club offers the following facilities

- wallyball
- game room
- pro-shop
- tanning
- whirlpool
- steam room
- racquetball
- indoor/outdoor pool
- running track
- nautilus
- indoor/outdoor tennis courts
- sauna

Members and nonmembers alike have full access to the Five Seasons restaurants. Contact the Director of Human Resources for further information on recreation facilities.

## **2008 Office Supplies, Postage, Printing**

Faculty members requiring postage and printing should use the facilities of the Office Services Department. Postage on outgoing mail is metered and mailed at 8:30 a.m. Monday through Thursday and at 3:00 p.m. Friday. Request for office supplies are accepted during normal working hours. Reproductions of original copies in excess of 10 copies should be taken to Office Services for duplication. Other copy machines on campus should be used for less than 10 copies.

## **2009 Purchase of Supplies and Services**

All College purchases over \$50.00 must have a purchase order issued in order to be paid with College funds. The Business Office will issue the purchase order upon request by the department chairperson. The following procedures should be used to initiate a purchase order:

- A. Fill out a standard requisition form in duplicate and have it signed by the department chairperson. Give the requisition to the Business Office. Please allow three days for processing.
  - 1) A requisition must be filled out for all supplies, services, and equipment, i.e., any item for which we will receive an invoice.
  - 2) The information given on the requisition must be complete, including the name and address of the vendor, a complete description of the item to be purchased or the service to be performed, cost, and quantity.
- B. A purchase order will be prepared in the Business Office - one copy to go to the vendor, one copy for the Business Office, one copy for the department chairperson, and one copy to be filed.
- C. All invoices must be turned over to the department chairperson for approval for payment. The department chairperson in turn gives them to the Business Office for payment.
- D. The Business Office does not make payments from statements; so the original invoice must be the one turned in for payment.
- E. All purchase orders in excess of \$200.00 must be countersigned by the appropriate Vice President.

## **2010 Authorization and/or Handling of College Funds**

**Cash Receipts:** All cash received by employees of the College is to be turned over to the Business Office as soon as possible. All checks in payment of services, fines, tuition, or contributions are to be made payable to Thomas More College.

**Cash Disbursements:** All purchase orders, check requests or contracts requiring the disbursement of College funds must be signed by the appropriate Vice President.

## **2011 Credit Union**

Northern Kentucky Educators' Federal Credit Union is a service available to eligible Thomas More employees. The Credit Union offers the following services:

- Savings and Investments
- Loans
- Payroll Deductions
- Direct Deposit
- Travelers Cheques
- Money Orders
- Notary Public

Please see the Director of Human Resources for further information on eligibility and member information.

## **2012 Maintenance Services**

All requests for maintenance or janitorial services must be submitted to the Director of Facilities in writing three days in advance of the needed service. Work order forms are available in the Mail Room. This is required in order to allow proper scheduling of requests of the College community. Emergency situations should be reported immediately.

## **2100 BENEFITS**

This manual summarizes the current benefit plans maintained by the College. If any questions arise regarding the interpretation of these plans, the answers will be determined by reference to the actual plan documents and policies rather than the summaries contained in this manual. More detailed information may be found in the benefits package provided upon hire. If you have any questions about benefits, please see the Director of Human Resources.

### **2101 Tuition Remission / Training**

Thomas More College provides tuition remission assistance for all full-time employees beginning immediately upon their hire date. Their spouse and dependents become eligible for this

benefit after the employee completes one year of service. Tuition remission of 100% is available to all full time employees and their dependents who maintain the required grade point average (currently, a semester GPA of 2.0 or better). Each employee and his/her dependents are eligible up to 137 credit hours on a space available basis. Tuition remission does not include fees, books, room, or board. The employee and spouse of all full-time Thomas More College employees are also entitled to tuition remission for the Thomas More Accelerated Program and graduate programs. All students receiving tuition remission must meet the admission requirements and maintain satisfactory academic standards as defined by the Thomas More College catalogue. Dependents are defined according to FAFSA Regulations.

Tuition reimbursement assistance may be for tuition at Thomas More College or affiliated Consortium Colleges. At affiliated Consortium Colleges the educational reimbursement normally pertains to regular sessions only. Under certain circumstances, however, receiving institutions may grant waivers for summer session tuition.

When the College employs two or more members of the same family unit, it is to be understood that the educational benefits to which children of that family are entitled will be the same as if Thomas More College employed only one person in the family.

All employees and their dependents who request tuition remission must file for financial aid through the Financial Aid Office. For those students entitled to Federal or State financial aid grants, grant monies are to be retained by the college to offset the cost of the education.

Audited classes will be covered at 100% of tuition remission.

Part-time staff employees are entitled to one three credit hour course per semester on a space available basis.

Please see the Director of Human Resources for further information, details on application and other administrative procedures necessary to obtain tuition remission.

### **2101.1 National**

Thomas More College participates in a tuition remission program with other colleges and universities across the country through the Catholic College Cooperation Tuition Exchange (CCCTE) and the Council of Independent College (CIC) Exchange. This benefit is available to those dependents of college employees who would be eligible to receive tuition remission from Thomas More College. The Director of Admissions is the College's official liaison officer. There is no guarantee that tuition remission benefits will be accepted by the receiving institution.

#### **1. Program Benefits**

Ordinarily the benefit is the remission of tuition, or in cases where individual institutions allow, required fees as well. Room and board charges are not covered in this program. Generally, the tuition remission pertains to the regular sessions. However, under certain circumstances the receiving institution may grant waivers for summer session tuition and/or graduate tuition. Please refer to the CCCTE Directory and/or the CIC Directory, published annually, for the specific benefit(s) offered by each institution for the then-current academic year.

## 2. Participation

All interested dependents must meet the admissions requirements of the receiving institution. Acceptance at the institution does not guarantee the availability of the tuition waiver benefit. The liaison officer at the receiving institution must certify that the benefit will be available. Participation by dependents will be on a first-come, first serve basis. Interested dependents must complete the CCCTE CERTIFICATION AGREEMENT or the CIC CERTIFICATION FORM which is available from the College liaison officer. No certification is possible until this agreement form has been filed and the student has been offered admission.

Dependents must pay deposits normally required on applications by deadlines set by the receiving school. To assure maximum participation, students should confirm their intention to enroll as early as possible; students who choose not to enroll should notify all concerned institutions immediately.

## 3. Procedures for the Student

- a. The student must file an application for admission at the college(s) that interest(s) him/her.
- b. The student must file a CCCTE or CIC CERTIFICATION AGREEMENT FORM with the Thomas More College liaison officer.
- c. The College liaison officer will then notify the liaison officer at the school that interests the student of his/her hope to enroll there, and the liaison officer will also notify their admissions and financial aid officers.
- d. The Office of Admissions at the receiving school notifies the applicant of its decision.
- e. Student applicants must follow the guidelines of the receiving institution concerning filing applications for financial aid.
- f. The liaison officer at the receiving institution determines if the student shall receive the benefit and notifies the appropriate offices (e.g. financial aid, business, etc.) of the decision.
- g. The liaison officer notifies the student and his/her home liaison officer of the decision.
- h. The student makes a decision to accept the benefit or to reject it if his/her college plans have changed. Students must comply with the receiving institutions' requirements regarding deposits. Schools where the benefit will not be used should be notified so that other students can participate.



- i. A CCCTE or CIC CERTIFICATION AGREEMENT FORM must be filed each year for each participating student.

### **2101.1 Tuition Remission -- Greater Cincinnati Consortium of Colleges and Universities**

Thomas More College participates in a tuition remission program through the Greater Cincinnati Consortium of Colleges and Universities (GCCCCU). Through the program, members of the full-time faculty and staff of Thomas More College may register at a member college of the GCCCCU for one course per academic enrollment period on a space available basis. Course work must be taken for personal enrichment purposes and on an audit basis. The Vice President for Academic Affairs confirms the eligibility of College employees for this program. Interested persons should consult with the Registrar for further details.

See the Director of Human Resources for further information and details on application and other administrative procedures necessary to obtain tuition remission.

### **2102 Group Insurance**

Regular full time employees and their families are offered medical and dental insurance programs. Regular full time employees are also provided Life Insurance and a Long Term Disability Plan. Regular full time employees may also choose to purchase optional Life Insurance that would cover their dependents and/or spouse.

The disability and life insurance benefits are paid by the College. The College and the employee share in the cost for the medical and dental benefits. Cost is shared at 80% by the College and 20% by the employee for the employee only, employee and child, or family base plan as chosen by the employee. If the employee chooses an upgrade plan rather than the base plan, the employee share is 20% of the analogous base plan plus the incremental cost of the upgrade chosen.

If the employee chooses the optional Life Insurance he/she would pay for the entire cost of the benefit. A more detailed explanation is provided in the benefit plan package given to employees.

### **2103 COBRA**

All employees and their families covered by the College's Group Health Insurance Plan have the right to temporary continuation of group health coverage should an employee lose health care coverage because of a reduction in hours or the termination of employment for reasons other than gross misconduct.

Notification of employee rights under COBRA and the circumstances that make one eligible are detailed in the employee's benefit package. Any questions should be addressed to the Director of Human Resources.

#### **2104 Retirement Plan**

Thomas More College participates in the Teachers Insurance Annuity Association (TIAA-CREF) for employees meeting eligibility requirements. The purpose of this plan is to reward eligible employees for long and loyal service by providing retirement benefits. The College and the employee each contribute 5% of base pay. Employees may choose to make additional contributions. Vesting is immediate. Please see the Human Resources Office for further details of the retirement annuity.

#### **2105 Total Disability Insurance**

In conjunction with the retirement plan, a total disability insurance plan through TIAA is established for all employees after one year of service.

The plan provides the following benefits which begin on the first of the month following six consecutive months of total disability and continue during such disability until age 65 (sixty-five) or prior to death.

The Monthly Income Benefit will be the excess of (1) over (2):

- (1) is 60% of the employee's Monthly Salary Base at the commencement of the period of continuous Total Disability but (1) will not be more than \$2,000. The Monthly Income Benefit, however, will never be less than a minimum of \$50.
- (2) is any Reduction Amount (Social Security benefits, etc.) for each month in which the Monthly Income Benefit is payable.

Further details of this program are available from the College Business Office.

#### **2106 Workmen's Compensation**

Employees are covered by Worker's Compensation as soon as they start to work. This covers the employee in case of accidental injury on the job preventing work. The College pays for this protection. However, the College does not determine eligibility. If an employee is injured at work, the supervisor must be notified *immediately*. If injury causes the employee to miss work, the Director of Human Resources needs to be contacted regarding benefits.

### **2107 Unemployment Compensation**

The purpose of unemployment insurance is to provide financial assistance for people who lose their jobs and remain unemployed through no fault of their own. The College pays for this protection. One who becomes unemployed may apply to the state for unemployment compensation. Specific requirements, which must be met, will be explained at the time of application.

### **2108 Membership in Professional Societies**

The College will pay at least \$100 per instructor for membership fees in professional academic societies. This covers the department chairperson, ranked faculty teaching over six semester hours, and faculty teaching fewer than seven semester hours who are full-time in the College. Membership held by administrative officers relating to their specific duties form a part of their respective office budgets.

### **2109 Travel**

To encourage faculty development, travel funds in the amount of \$500 for each full-time faculty are placed in an Institutional Travel Pool and require approval from the Vice President of Academic Affairs for expenditure. Funds from this account not committed by April 1 are returned to the Faculty Relations Committee (FRC) for possible use in funding previously unfunded Faculty Development proposals. All requests for funds beyond the annual amount are to be submitted to the FRC for consideration.

The College maintains an annual faculty development fund which is distributed by the Faculty Relations Committee. Proposals are requested two times a year (for the period June 1-October 31 and November 1-May 31) with approximately 50% of the available funds distributed in each half year.

All proposals for funding (in either category) must be submitted to the Vice President of Academic Affairs, and the Faculty Development proposals (beyond \$200) also are sent to the Director of Faculty Development for consideration by FRC. Proposals must identify the purpose of the trip, workshop, conference, or project, and must provide an estimate of expenses to be incurred. Upon completion of the activity, a travel expense form must be completed for the Business Office. For awards beyond \$200, a report of professional and scholarly activity must be submitted to the FRC upon completion of the faculty development project.

## 2200 GENERAL BEHAVIOR

Each Person is employed to do his/her job and to conduct himself/herself in such manner as to promote proper and orderly operation of the College.

### 2201 Alcohol & Drugs

Thomas More College takes drug and alcohol use seriously and believes drugs and alcohol and the effects of their use have no place on the College premises. As a condition of employment Thomas More College's employees must abide by the terms of the College drug-free workplace policy. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, controlled substances or the unauthorized use of alcohol during work hours will result in disciplinary action on the first offense up to and including termination. In all 50 states it is illegal to purchase, sell, or furnish alcohol to a person less than 21 years of age.

Possession of paraphernalia used in connection with any drug, alcohol or controlled substance subject to this rule shall be evidence of violation of this rule.

Employees are prohibited from reporting to work under the influence of any drugs or substance of whatever type or legality that in any way impairs ability to perform one's job.

Thomas More College reserves the right to require employees to take drug or alcohol tests where there is a reasonable suspicion that the policy has been violated. Also, the College reserves the right to search work areas, packages, the employee and the employee's possessions of College property when there is a reasonable suspicion that the policy has been violated. Refusal to cooperate with the foregoing will constitute an independent violation of this policy. Failure to submit to a drug and/or alcohol screen will result in a disciplinary action up to and including immediate dismissal. Employees must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

#### 2201.1 NON STUDENT SPONSORED EVENTS

##### A. *Thomas More College Events*

Thomas More College events where alcohol will be served and not sponsored by a student organization or club must abide by the following guidelines:

1. Notice of the event must be given to the appropriate vice-president/president at least **three (3)** weeks prior to the event.
2. The appropriate vice-president/president shall determine if the event may take place and any guidelines that must be followed.

3. Notice of events that will include current students must be given to the Dean of Students' office at least one week prior to the event by the appropriate vice-president/president. Any event, on or off campus, that includes the consumption of alcohol by students, will require a staff or faculty member present to verify and identify students who are of legal drinking age. The dean of students and the vice-president may determine if any additional provisions of the student-sponsored events policy should be required for the event.

### ***B. Non-Thomas More College Events***

Non-Thomas More College sponsored events involving alcohol shall be permitted at the discretion of the vice-president for administration and finance. It shall always be the responsibility of the sponsoring party to obtain and serve the alcohol, ensure compliance with state and local laws and to provide for the safety of their guests. The sponsoring organization assumes all personal and legal liability associated with the possession and distribution of alcoholic beverages.

#### **2201.2 Athletic Events**

Thomas More College does not permit alcoholic beverages at any NCAA sporting events. Tailgating during home football games is permitted only under the following guidelines:

1. Alcohol may not be consumed except in the designated area of the parking lot.
2. No common sources of alcohol are permitted, (kegs, beer balls, etc.)
3. Groups holding tailgate parties are responsible for providing their own designated drivers.
4. At its discretion, TMC may terminate tailgating parties, or take other appropriate action against individuals, groups or organizations whose conduct at tailgating parties is responsible, unreasonable or inconsistent with the College's policies and regulations, ordinances or laws.
5. Possession and consumption of alcohol in stadium parking area are subject to state and local laws and regulations. Local Police and Liquor Control Agents may patrol these areas and enforce applicable laws.
6. Individuals deemed to be intoxicated will not be permitted to enter the event(s).

#### **2201.3 TMC Stadium Policy**

1. No alcoholic beverages allowed in the stadium
2. No coolers permitted
3. No cups, bottles or containers of any kind are permitted in the stadium.

Anyone in violation of these policies will be asked to leave the stadium.

#### 2201.4 Alumni / Institutional Advancement Sponsored Events

1. The Office of Institutional Advancement and/or Alumni Relations abides by the Kentucky State Law, anyone under the age of 21 are not permitted to consume or possess alcohol on college property or at college-sponsored events, in-country, at any time. Kentucky state law also makes it illegal to purchase, sell, or furnish alcohol to a person less than 21 years of age, present oneself as 21 years of age with the intent to purchase alcohol if underage and to operate a motor vehicle while under the influence of alcohol.
2. Alumni/Institutional Advancement sponsored events must adhere to the non-student sponsored events policy. (See Non-student sponsored events policy)
3. The Office of Institutional Advancement and/or Alumni Relations retains the right to refuse service to anyone at anytime.

#### 2202 Drug Free Workplace Policy

Unlawful manufacture, distribution, dispensation, possession, or use of intoxicating liquors and/or controlled substances on College premises is prohibited

Corrective counseling is to be used when an employee fails to meet the College's above-stated policy. Corrective counseling does not limit the College's discretion to bypass one or more of its steps in disciplining an employee, including immediate discharge of the employee at any time.

As a condition of employment Thomas More College's employees must abide by the terms of the College Drug-Free Workplace policy. As a condition of employment, Thomas More College's employees must also notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

#### 2203 Campus Smoking Policy

Thomas More College is dedicated to providing a healthful, comfortable and productive education and work environment for all faculty, staff, students and visitors. In light of the Surgeon General's findings regarding smoking and second-hand smoke, smoking of any kind (pipes, cigars, cigarettes), is not permitted in any TMC vehicle or campus building, including residence halls.

- Smoking is allowed outside in designated areas only and in privately owned vehicles on campus. ***Smoking is never allowed within 25 feet of any front entrance, open window or air intake in any building or residence hall on campus.***
- Smokers are expected to be respectful of offices, classrooms, resident's rooms and with heating and air-conditioning in-take units when smoking outside of any building. Smokers are encouraged to be responsible and use the smoker's posts or other appropriate receptacle for the disposal of cigarette butts, and other related waste.

- Smokeless chewing tobacco, (snuff, spit, twist) of any form is not permitted in any TMC vehicle, building or facility on campus, **including residence halls**.

For the preservation of health, Thomas More College encourages all tobacco users to quit. Information on tobacco cessation programs and techniques are available in the Health Center and on-line.

#### **2204 Confidentiality**

Unauthorized disclosure of sensitive personal data or confidential information about the College, its activities, or its personnel to the press or to others will be considered a serious violation of College regulations and will be subject to disciplinary action including dismissal.

Any request for such information should be referred to the supervisor, and the supervisor in turn should refer requests of this nature to the appropriate person.

#### **2205 Garnishments**

Personal financial matters are entirely the employee's responsibility and, as such, the College does not want to become involved in the employee's financial or legal affairs. However, Thomas More College is required by law to honor legal garnishments of an employee's wages or salary. Every attempt will be made to notify employees prior to making required payroll deductions.

Repeated wage assignments or garnishments reflect adversely on the garnishees. They also result in unnecessary work for the College. Employees are encouraged to discuss such problems with the Human Resources Director before legal action is taken. All such discussions are held in the strictest confidence and every reasonable effort will be made to assist the employee in dealing with this matter.

Excessive garnishment may lead to disciplinary action. This determination will be based on the facts of each case and in accordance with applicable law.

#### **2206 Infractions of the Law**

Any act which involves infractions of the law is also contrary to College rules and includes acts such as destruction of College property, falsification of records, theft, or crimes of moral turpitude.

## **2207 Safety**

To provide a safe and sanitary atmosphere for the College, certain safety rules are necessary. Creating or contributing by act or omission to unsafe or unsanitary conditions may be cause for disciplinary action.

### **2207.1 Reporting On-the-Job Injuries**

Should you be Any employee injured on the job, you must report the incident to your the supervisor immediately so that you receive to assure prompt medical attention.

If your the injury is minor, you will be treated on-site. Should the injury be sufficiently serious to require the services of a physician, you the employee will be sent to the hospital or doctor's office.

Information regarding medical treatment or disability resulting from an on-the-job incident must be communicated promptly to the Human Resources Office.

### **2207.2 Sexual Assault Policy**

The College has a Sexual Assault policy which can be found in the Student Handbook. While its context is specifically relevant to students, it establishes a procedure for any member of the community who is the victim of a sexual assault when the alleged perpetrator is a student.

### **2207.3 Sexual Harassment Policy**

Thomas More College is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere which is free of discriminatory practices including sexual harassment. Sexual harassment, whether verbal or physical, which arises out of the work environment in the office, at work assignments out of the office or at office, sponsored social functions is prohibited and will not be tolerated. It is also illegal. This policy applies to employees, faculty, managers, supervisors, students, suppliers, and other non-employees.

#### **I. Definition:**

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct reasonably perceived as a demand for sexual favors or sexually offensive in nature when: (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion



or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; and display in the work place of sexually suggestive objects or pictures.

## II. Reporting of Sexual Harassment:

Prompt reporting of complaints is strongly encouraged, since it allows for rapid response and resolution of objectionable behavior or conditions. However, there is not a limited time frame for the reporting of sexual harassment complaints and delayed reporting of complaints will not in and of itself preclude Thomas More College from taking remedial action. All complaints must be reported in good faith.

Any employee who believes he or she has been the object of sexual harassment, as a result of such conduct on the part of any employee, supervisor, manager, vendor, student or visitor, may informally discuss the matter directly with the alleged harasser to resolve the matter.

If for any reason one does not wish to approach the offender directly or if such discussion does not successfully end the harassment, one should notify one's Supervisor or the Director of Human Resources or any other member of management with whom the employee is comfortable talking. The information will be immediately communicated to the Director of Human Resources who will promptly and thoroughly investigate. Each case is handled on an individual basis depending on the nature of the complaint. The following steps may be taken in the investigation of the complaint:

1. The employee may be required to submit a complaint in writing. An accurate record of objectionable behavior is necessary to resolve a complaint of sexual harassment.
2. The alleged harasser may then have the opportunity to review the complaint and respond.
3. If necessary, the employee, alleged harasser, and all witnesses may be interviewed to ascertain all facts in connection with the alleged incident.
4. The Director of Human Resources will attempt to determine the frequency/type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred.

5. Upon completing the investigation, the Director of Human Resources may re-view the investigation, make findings, and decide upon appropriate action to be taken in conjunction with Administration. These findings and actions will be communicated to the alleged harasser. If the Director of Human Resources finds that harassment occurred, the harasser will be subject to the appropriate disciplinary action as listed below.

### III. Confidentiality:

Confidentiality of all reports and the investigative process will be maintained to the fullest extent possible under the circumstances.

### IV. Disciplinary Action:

If the allegations prove to reasonably constitute sexual harassment, the harassing employee will be subject to disciplinary action up to and including dismissal. The extent of the sanctions may depend in part upon the length and the employment history of the particular employee and the nature of the offense. Thomas More College has a right to apply any sanction or combination of sanctions to deal with the unreasonable conduct or discrimination.

If the alleged harasser is not an employee of Thomas More College, (i.e., a student, visitor, vendor, etc.), the individual will be advised by the Supervisor of the area where the activity took place that the behavior will not be tolerated.

Since false accusations of sexual harassment can have serious effects on innocent women and men, disciplinary action may also result for accusing an employee if the accusations are found to be false.

### V. Documentation:

The initial documentation regarding the complaint and investigation of sexual harassment will be maintained in the Personnel Department Sexual Harassment file. All written records will be maintained in a confidential manner to the fullest extent possible.

### VI. Protection Against Retaliation:

Thomas More College will not retaliate against an individual who in good faith makes a report of sexual harassment, nor permit any other employee to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual harassment or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary actions up to and including termination.

## **2208 Telephone and E-Mail Use**

Telephones are provided for the purpose of College business. However, it is recognized that some non-business calls are necessary. Such calls should be of an informational nature (rather than conversational), limited in number and duration.

The College provides the e-mail system to assist you employees in the performance of your job work-related functions. Incidental and occasional personal use of e-mail is permitted, but these messages will be treated the same as other messages and are considered property of the College. [bold-face added] The College reserves the right to access and disclosure of all messages sent over its e-mail system, without regard to content.

You Employees may not use the College's e-mail system in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Violations of this guideline may result in disciplinary action, up to and including termination.

If the telephone and e-mail privilege is abused, further personal use of these systems will be prohibited for the individual.

## **2209 Responsible Use of Information Technology Policy**

The College maintains a policy on the use of information technology. This policy requires all employees to sign a form requesting that the employee have access to the College's computer network. Please see your The supervisor or the Director of Human Resources for will supply a copy of this policy and the required form to sign.

## **2210 Disciplinary Action**

These regulations listed, plus other normally understood and accepted rules of good behavior, are in the interest of all personnel.

The majority of our associates must be protected from the thoughtless acts of the few who may violate these rules.

To ensure the enforcement of these rules and regulations, it is necessary to provide penalties. These penalties will be determined by the administration depending upon the seriousness of the violation.

Supervisors should document and file with the appropriate Vice President or Director all actions taken of a disciplinary nature, such as warnings and disciplinary lay-offs, in the event that future questions arise and substantiation of actions becomes necessary.

## 2300 MISCELLANEOUS ACADEMIC POLICIES

### 2301 Academic Evaluation Appeal Process<sup>1</sup>

Students who consider themselves the victims of unfair<sup>2</sup> evaluation may appeal the grade in the following manner:

1. The student tries to clarify the matter by conference with the course instructor.
2. If still dissatisfied after the conference, the student consults with the Chairperson of the department in which the grade was given.
3. If the issue is still unresolved, the student consults with the Vice-President for Academic Affairs, who will confer with the instructor.
4. If the disagreement persists, the Vice-President for Academic Affairs convenes the Appeal Board.
  - a. Upon receipt of a formal written request from the student or instructor, the Appeal Board hears the appeal.
    - i. The appeal of a particular grade can be made only once by a student.
    - ii. The deadline for the formal written request is the time limit for making a grade change under College policy (February 1 for the Fall semester, July 1 for the Spring semester and October 1 for the Summer Session).
  - b. Composition of the Appeal Board:
    - i. The Appeal Board consists of two (2) faculty members and two (2) students. Each represents a different department from that directly involved in the appeal. The Student Government will select the students upon request and the Faculty Coordinating Committee will provide the faculty upon request.
    - ii. A third faculty member from a related department, such as another department in the same division or a similar discipline, serves as an ad hoc Appeal board member at the request of the Vice-President for Academic Affairs and votes only if one of the two other faculty members is not in attendance.
    - iii. The Vice-President for Academic Affairs chairs the meeting, may ask questions or supply requested information, but does not vote.
  - c. Grade Appeal Hearing Process:

After introductory remarks by the Chairperson, the meeting proceeds in the following order:

    - i. Presentation by Student
      - a) Statement of Facts
      - b) Documentation
    - ii. Presentation by Instructor/Professor

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<sup>1</sup> The functioning document behind this policy is the latest AAUP statement on academic freedom.

<sup>2</sup> "Unfair" is defined to mean that the student was evaluated in a manner inconsistent with the standards specified in the course syllabus or course outline.

- a) Statement of Facts
  - b) Documentation
  - iii. Questions from Appeal Board for information and clarification
  - iv. Deliberation of Appeal Board in absence of Student and Instructor/Professor
  - v. Communication of Appeal Board's decision to Student and Instructor/Professor
  - vi. Record of the procedure will be kept on file in the office of the Vice-President for Academic Affairs.
5. The Vice-President for Academic Affairs conveys the decision of the Appeal Board within two working days. The student and instructor will each receive a written copy of the decision with the reasons for the decision.
  6. If the Appeal Board decision is unsatisfactory to either the student or the instructor, that person may appeal the decision to the President of the College. If the President's decision is unsatisfactory, the dissatisfied party may appeal to the Academic Affairs Committee of the Board of Trustees. The materials of the grade appeal should be supplied to the President and the Board of Trustees by the office of the Vice-President for Academic Affairs upon request.

## 2302 Academic Honesty Policy

Academic dishonesty (which includes plagiarism and cheating) is a form of theft. It is inconsistent with the moral character expected of students in a College committed to the spiritual and intellectual growth of the whole person. It also subverts the academic process by distorting all measurement. It is a serious matter and will be dealt with accordingly.

### I. Sanctions

#### A. For the first offense (administered by the instructor):

Minimum penalty: Grade of 0 or F for the examination, quiz or paper affected without opportunity to make it up.

Maximum penalty: Grade of F for the course affected and academic probation as determined by the Vice-President for Academic Affairs.

#### B. For all subsequent offenses (administered by the Vice President for Academic affairs and the Student conduct Council):

Minimum penalty: Suspension from the College with loss of all credit for the semester and a grade of F for the course(s) affected. Instructors will be requested to submit a W or WF grade for each of the other courses taken that semester.

Maximum penalty: Academic dismissal from the College with loss of all credit for the semester, without opportunity to reapply.

### II. Procedures

- A. An instructor who has evidence that a student has committed an offense against the College's Policy on Academic Honesty may confront the student with the allegation in a confidential and private interview within 48 hours of having detected the alleged offense. The instructor will, at that time, describe the circumstances of the allegation, remind the student of the College Policy on Academic Honesty and allow the student

to state his/her response to the allegation. No allegation of dishonesty may be made after the degree being pursued has been conferred.

If the student admits to having committed the offense, the professor will apprise the student of the sanction to be imposed. To avoid later complications a record of the offense, a statement of the admission and the sanction will be recorded on the Academic Violation Form. The form will be signed by the instructor and the student. A copy of the form will be given to the student and a copy will be submitted by the instructor to the Vice-President for Academic Affairs to be preserved in the Office of the Vice-President. The sanction shall be imposed by the instructor.

The Vice-President for Academic Affairs may impose a more severe sanction if investigation reveals a prior offense. A record of the event will become a part of the student's record in the Office of the Vice-President for Academic Affairs.

- B. If the student does not agree, or if the student refuses to meet with the instructor, or meets with the instructor and denies the allegation, or admitting the allegation refuses to sign the College's Academic Violation Form, or if the instructor chooses not to resolve the matter, the instructor will present the accusation and supporting documentation in writing to the Vice-President for Academic Affairs.

The Vice-President for Academic Affairs will forward a copy of the accusation to the student, examine the evidence, and will confer with the student if the Vice-President judges the charge to be justified. The Vice-President will apprise the student of his/her judgment, including the sanction. The student will acknowledge in writing that he/she understands (and, if appropriate, accepts) the Vice-President's judgment. The Vice-President will inform the instructor, the sanction will be imposed and all documentation in the case will be made a part of the student's record while he/she is at the College. IF the student refuses to acknowledge in writing that he/she understands the Vice-President's judgment the student may be subject to dismissal from the College without opportunity to reapply.

- C. If the student chooses not to accept the judgment of the Vice-President for Academic Affairs, the Vice-President will inform the student of his/her right to appeal.

The appeal process is initiated by the student within five (5) class days of receipt of the Vice-President for Academic Affairs' judgment. This written request for appeal is made to the Student Conduct Council through the Vice-President for Academic Affairs. If the student neglects to submit the written request for appeal under the prescribed conditions, the judgment of the Vice-President for Academic Affairs will prevail and the sanction will be imposed. A copy of the document will be made a part of the student's record while he/she is at the College.

- D. The student will have the right to specify whether the appeal will be heard by the Student Conduct Council (composed of three (3) faculty members, three (3) students, and

an administrator) seated as a hearing panel or by a hearing agent (a faculty member or an administrator appointed by the Student Conduct Council). The hearing panel or hearing agent will notify the student of the date, time and location of the hearing. Prior to the hearing the student may forward to the hearing panel or agent a written statement concerning the alleged offense. The hearing panel or agent will notify the instructor of the date, time and location of the hearing. The instructor may choose to submit a written statement of his/her allegation along with any appropriate documentation prior to the hearing.

The hearing panel or agent may call to the hearing any person(s) directly concerned with the allegation. During the hearing, the student will be given every consideration and opportunity to be heard.

A complete and verbatim record of the hearing will be kept. The hearing panel or agent will take a reasonable period of time to deliberate. All matters pertaining to the hearing will be kept strictly confidential. Written notification of the decision and sanction imposed by the hearing panel or agent will terminate the appeal process. The record of the hearing and all supporting documentation will be made a part of the student's record while he/she is in attendance at the College and for three (3) years after the last semester of attendance.

If at any point in the process the student has been cleared of the charges, all records pertaining to the incident will be destroyed. At every stage in the process, the student will have a right to submit in writing his/her statements regarding the events.

### **2303 Fresh Start Policy**

The "Fresh Start" policy is a provision which allows former students returning to Thomas More College after having remained out of any college or university for three or more calendar years to void a portion of their previous Thomas More College credits. A student who meets the time-eligibility requirement above and who wishes to take advantage of this option may do so by:

- 1) applying to the Admissions Committee for readmission to the College;
- 2) taking at least 12 more semester hours on the letter grading system;
- 3) earning at least a 2.0 GPA in the courses taken since readmission to the College with passing grades in each course;
- 4) submitting the "Fresh Start" Form to the Registrar as soon as possible after taking at least 12 semester hours after readmission and at least six months before the intended date of graduation.

After the "Fresh Start" is granted, all courses - those nullified, as well as those not nullified - remain on the permanent record, as do all notations of academic actions, such as probation or

suspension. Only those courses that were not voided by the "Fresh Start" will apply toward the 128 semester hour graduation requirement, and only those same courses will be included in the grade point average.

## **2400 MANUAL NOTES**

### **2401 Additions and Modifications**

The policies contained in this Faculty Policy Manual are established by the Board of Trustees of Thomas More College.

Any faculty member or group of faculty members may recommend revisions to this Manual by submitting suggestions to the Chairperson of the Faculty General Assembly who will refer them to the appropriate faculty committee for action.

Recommendations for revisions of this Manual originating with the faculty will be forwarded to the Faculty Coordinating Committee for their consideration. Recommendations for changes in this Manual originating with the FCC will be forwarded to the appropriate College Committee for their review and recommendation. All recommendations by College Committees will be referred to the Faculty General Assembly. If the General Assembly does not support the recommendations, they will be dropped. Any changes recommended by the General Assembly will be submitted to the President; and, if the change(s) is supported and approved by the President, it will be forwarded to the Board of Trustees.

The Board of Trustees, recognizing the inherent right of the faculty to express opinions on potential changes in policies relating to professional life and conditions of employment, has agreed to submit in writing to the Faculty General Assembly the specific wording of any and all substantive revisions that the Board itself may propose. Any such new proposals that may originate with the Board will be forwarded to the Faculty General Assembly inviting their responses by the second regularly scheduled meeting of their respective bodies.

A copy of the Faculty Policy Manual approved by the Board of Trustees and effective for the academic year of appointment or continuance will be distributed to new faculty members with their contracts.

Changes in this Manual do not become effective until the beginning of the next academic year.