



MIDWAY COLLEGE

Faculty Handbook

2008-2009

Revised August 2008

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Section I GENERAL INFORMATION

I. Interpretive Standards

A. Policies and Procedures

Although many of the policies and procedures specified in this document are similar to those of other institutions or agencies, Midway College declares that its policies and procedures are independent of those of any other agent or group and that it cannot be bound by interpretations of their policies or suggestions.

B. Policy Statement

1. Policy Implementation - The Board of Trustees shall determine the policies of the college in conjunction with the President. The President shall have the authority to implement policies between meeting dates of the board and shall bring changes to current policies to the board for evaluation and approval.
2. College Procedures - The President and Administration shall develop college procedures. These procedures shall be reviewed regularly.

C. Literary Style

Throughout the Faculty Handbook, the pronouns, his and her, have been used to facilitate uniformity only.

D. Reference to other sources

While fully detailed in many of its sections, this handbook often refers the user to other sources for full statements of certain policies and procedures. These other sources include the Midway College Catalog, Midway College Policies, Midway College Procedures, the Academic Advising Handbook, and the Little Memorial Library Policies and Procedures Manual. All of these sources contain important information with which faculty members should be familiar.

II. Mission Statement of Midway College

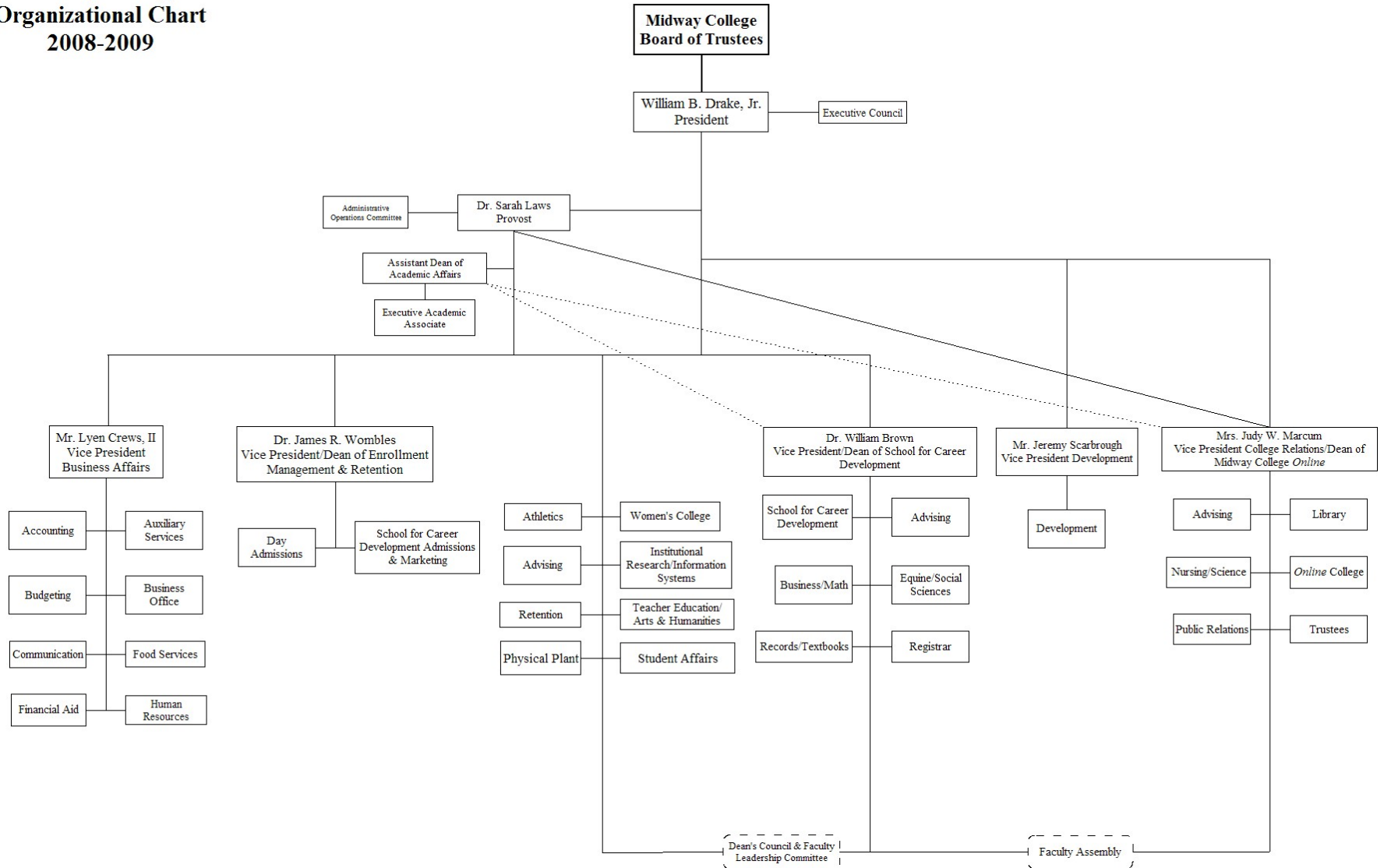
As Kentucky's only college for women and as a forerunner in coeducational adult accelerated learning, Midway College empowers undergraduate and graduate students as leaders through a professionally-oriented liberal arts education.

In support of its mission, Midway College aims to:

1. Create and maintain a student-centered intellectual environment that supports leadership development.
2. Integrate diversity into the general curriculum so that students will confront, intellectually and critically, some of the key issues concerning gender, sexual orientation, ethnicity, race, religion, socioeconomic and ADA.
3. Prepare graduates with knowledge required in their professional field.
4. Enhance the communication skills, analytical perspectives, critical thinking abilities, of all students.
5. Provide advising for students so that they meet their academic goals and upon request assist with their personal needs.
6. Encourage development of faculty members as teachers and scholars.
7. Provide financial aid in the form of scholarships, grants, and loans to qualified students, while responsibly managing the resources of the institution.

III. Organizational Chart for Midway College

Midway College Organizational Chart 2008-2009



Section II FACULTY EMPLOYMENT AND ORGANIZATION

I. Search and Selection Process

The President of the College determines positions at the college. With respect to faculty, the President determines the tier and rank for each position. When a full-time faculty position becomes vacant, the Academic Deans consult with the chairperson of the division in which the position is open and, when appropriate, with other faculty members, to determine whether the position should be filled. A recommendation to fill the position is made to the President of the College, whose approval is necessary for the search process to begin. The President must also approve the filling of any new faculty position.

Advertisements for faculty positions are generally placed in local and regional newspapers, professional journals, graduate school placement offices and other media outlets, depending upon the nature of the position to be filled. Employment opportunities are also posted on the Midway College website.

The candidate is expected to possess the educational credentials required by the Southern Association of Colleges and Schools. Other factors that are considered in the selection process are experience, recommendations, oral and written communication skills, and the consistency of one's teaching philosophy with the mission and goals of the college and institutional fit.

The Division Chair screens all applications and produces a list of qualified applicants. The Division Chair checks references of qualified applicants. Phone interviews are conducted with qualified applications with good references. From this, a short list is developed for campus interviews. Faculty members are included at the discretion of the Division Chair.

Expenses for mileage are reimbursed as follows:

- <100 miles: no expenses reimbursed
- 100 < miles < 500: reimbursed up to \$300.00 with receipts
- Miles > 500: separate approval by Dean prior to invitation

The Division Chair makes a recommendation to the Academic Dean. The Dean arrives at a recommendation and then forwards both recommendations to Provost and the President of the College. The President has the sole authority to appoint a candidate to the faculty of Midway College.

A. Faculty Rank, Appointment, Evaluation and Contracts

Preamble

Linked historically to First Amendment rights, academic freedom should be valued and protected. Academic freedom in American colleges and universities serves to support critical inquiry, the search for knowledge, and the toleration of dissent. It is

recognized that both individuals and institutions make claims to academic freedom, and efforts to reinforce their harmony should be sustained.

B. Academic Freedom and Responsibility

1. Midway College supports and encourages freedom of inquiry for its faculty members and students so they may pursue the advancement and transmission of knowledge and understanding through teaching, learning, research, and service. Members of a true academic community have the right to be free from restraints that would unreasonably restrict their academic endeavors. It is the responsibility of Midway College to protect faculty and students in their efforts to teach and learn and to seek and speak the truth, as they sincerely and responsibly understand it.
2. Even though all faculty and administrators are entitled to freedom in their teaching and research and to the rights of any citizen, those rights and freedoms carry with them responsibilities. Others may judge both the profession and the college by a teacher's words and actions. Members of the faculty and administration should recognize that accuracy, forthrightness and tolerance are expected of men and women of learning. Therefore, faculty members should exercise reason and restraint in personal opinions that do not necessarily reflect those of the profession or the college.
3. The faculty, students and administration of Midway College share the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of this academic community are respected and protected.

II. Faculty Appointments, Institutional Stability, and Due Process

A. Election

Through the election of a faculty member to continuous appointment, the college formally acknowledges that a professor has continuously and consistently met the college's academic and professional standards in teaching, scholarship, and service. Such election implies confidence that the professor will continue throughout their academic career to meet the expectations of their profession. It indicates that the college anticipates it will need the services of the faculty member for the indefinite future and that employment will be terminated only for good cause. Properly administered, this process provides for institutional stability and academic excellence by offering the guarantees of reasonable job security, academic freedom and fair treatment necessary to attract and keep the best faculty. It does not guarantee the faculty member permanent employment regardless of performance or institutional needs.

By providing for a fair and consistent process of review that leads finally to a continuous appointment, the college hopes to induce its best professors to develop loyal and long-

lasting tenures in office. The college requires faculty who are deeply committed to its mission and who are intimately familiar with the goals, policies, and procedures of the college.

A system of faculty contracts provides criteria and procedures for both the election to continuous appointment and for the termination of employment. Both the college and the faculty members are protected by stated and established procedures.

Faculty on a continuous appointment provides an incentive to excellence on the part of all professors on probationary status. Since certain criteria must be met before continuous appointment is granted, probationary faculty members must develop their capabilities to achieve continuous appointment. After achieving this appointment, faculty members must maintain that high level of performance to retain it. A faculty member on continuous appointment will be formally reviewed annually with an additional five-year review in which the faculty member produces a portfolio justifying continuation of continuous appointment status.

B. Faculty Tier System

Midway College has long relied on adjunct and part-time faculty for instruction and other support in major subject areas. At the same time, the pool of available adjuncts available to Midway has diminished, for various reasons: better salaries at other institutions, reluctance to travel to Midway when other offers are closer to home, etc. Additionally, some full-time instructors are not interested in applying for continuous appointment. In response to these external conditions, Midway College has established a faculty tier system.

C. Appointments to the Faculty

Appointments to the Midway College faculty are classified according to the faculty Tier System delineated in the following chart.

Tier	Description	Responsibilities	Compensation	Evaluation
1 Continuous Appointment	Full-time faculty, continuous appointment track, with academic rank and terminal degree. (Including faculty on probation.)	Teaching, administrative, research, or support duties. Office hours, advising, committee service.	Salary and full employee benefits.	Evaluated on teaching, scholarship, and service.
2 Full Time Faculty Non-Continuous Appointment	Full-time faculty, non-continuous appointment, with academic rank. May or may not have terminal degree.	Teaching, administrative, research, or support duties. Office hours, advising, committee service.	Salary and full employee benefits. Annual contracts.	Evaluated on teaching, scholarship, and service.

	Reduced load faculty	Teaching. Office hours, advising, participation in division meetings and activities.	Negotiated salary and medical insurance. Annual contracts.	Teaching evaluations and administrative review.
3 Core Adjunct	Core adjunct faculty	Teaching assigned by course. ¹	Pay scale above regular adjuncts, currently 10 percent increase.	Teaching evaluations and administrative review.
4 Adjunct	Adjunct faculty	Teaching assigned course by course.	Paid per credit hour for master's degree; Paid per credit hour for doctorate.	Teaching evaluations and administrative review. ¹

1. Faculty Appointments Tier One - Full Time Faculty—Continuous Appointments

- a. All persons who receive continuous appointments must be employed full time by the college with a teaching assignment.
- b. A continuous appointment member shall be regarded as engaged in full-time instructional activities if their appointment involves at least teaching one course.
- c. All continuous appointment faculty shall hold a terminal degree and may hold the rank of instructor, assistant professor, associate professor, or professor.
- d. The conditions of a continuous appointment faculty member shall be stated in writing with a copy to be given to the faculty member. Any subsequent modification of this appointment shall be stated in writing and a copy is to be given to the faculty member.
- e. The decision to appoint a faculty member to continuous appointment may only be made if recommended by the President and affirmed by the Board of Trustees of Midway College.

2. Faculty Appointments Tier Two—Non-continuous appointment

The conditions of every tier two appointment to the faculty shall be stated in writing with a copy to be given to the faculty member. Any subsequent modification of the appointment shall be in writing and given to the faculty member.

a. Full time Faculty—Non-continuous appointment

- i. All persons who receive non-continuous appointments must be employed full-time by the college with a teaching assignment.
- ii. A non-continuous faculty member shall be regarded as engaged in full-time instructional activities if their appointment involves at least teaching one course.
- iii. All non-continuous faculty members involved in full-time instructional activities shall hold a master's degree or higher with at least 18 graduate

¹Tier 4 faculty members are eligible with recommendation by the Dean and approval of the Provost for reclassification as Tier 3 faculty after teaching 6 courses or having 2 years association with Midway College.

credits in the academic subject in which they teach. Such members hold the rank of instructor, assistant professor, associate professor, or professor. A non-continuous faculty member will be evaluated annually and, although not eligible for continuous appointment, may apply for promotion in rank.

- iv. The conditions of every non-continuous appointment to the faculty shall be stated in writing with a copy to be given to the faculty member. Any subsequent modification of the appointment shall be in writing and given to the faculty member.
- v. All non-continuous faculty appointments shall be for a specific term of one year or less and additional service shall be considered new appointments.
- vi. The appointment letter should include the length of the appointment (not to exceed one year); the economic remuneration; and any special conditions of the appointment.

b. Reduced Load Faculty

- i. Faculty appointed by the college to teach a reduced load of assigned courses on an annual basis and hold the rank of instructor.
- ii. A full-time employee of the college who may be assigned to teach as needed by the college. Such members hold the rank of instructor, assistant professor, associate professor, or professor. A non-continuous faculty member will be evaluated annually and, although not eligible for continuous appointment, may apply for promotion in rank.
- iii. All non-continuous faculty appointments shall be for a specific term of one year or less and additional service shall be considered new appointments.
- iv. The appointment letter should include the length of the appointment (not to exceed one year); the economic remuneration; and any special conditions of the appointment.

3. Faculty Appointments Tier Three—Core Adjunct Faculty

Faculty appointed by the college to teach assigned courses on a regular basis. The faculty member shall hold the rank of instructor.

4. Faculty Appointments Tier Four—Adjunct Faculty

Faculty hired by the college to teach on a course-by-course basis. The faculty member shall hold the rank of instructor.

5. Other Appointments

- a. The college's librarian must hold a Masters Degree in Library Science. The librarian may be granted faculty status as designated at the time of hiring.
- b. The college's administrators may be granted faculty status as designated by the President commensurate with their academic preparation.

D. Renewal of Appointments

1. Tier One Conditions for Renewed Appointment for Full-Time Faculty (Continuous Appointment)
 - a. The probationary period allows the new faculty member who is assigned full time instruction to develop and demonstrate qualities desired of continuous appointment faculty and to become aware of the goals, policies, and procedures of the college. The probationary period also provides the opportunity for the college to make an informed judgment about the new faculty member's ability and promise.
 - b. Without exception, the probationary period shall not exceed seven years.
 - c. The length of the probationary period may be reduced in cases of professors who have previously demonstrated extraordinary academic credentials and experience. A person coming from another institution may have the probationary period reduced if approved by the college in its written agreement with the individual. Under very exceptional circumstances, i.e., distinguished professorship, the probationary period may be waived upon the recommendation of the President and approval by the Executive Committee of the Board of Trustees.
2. Tier Two/Three Conditions for Renewed Appointment for Faculty--Non-continuous
 - a. Faculty members are appointed on an annual basis. Contracts are renewed based upon meritorious criteria.
3. Criteria for Renewal of Appointment
 - a. Continuous Appointment
 - i. Since appointment to the continuous appointment status is recognition of the distinctive professional competence and promise of a faculty member, it shall be granted on the basis of professional merit. This means that the college should determine if an individual will contribute significantly to the quality of its educational mission. Continuous appointment should never be granted in the absence of a clear and convincing case that is warranted by the reasonable application of the criteria. During the probationary period the faculty member does not have a presumptive claim to continuous appointment, and it is ultimately the faculty member's burden to show clearly that such appointment is warranted.
 - ii. A faculty member on continuous appointment will be formally reviewed annually with an additional five-year review in which the faculty member produces a portfolio justifying continuation of continuous appointment status.

iii. All faculty seeking continuous appointment must possess the terminal degree in the academic area and demonstrate excellence in teaching, as well as the ability to work productively in a professional context. Faculty must document appropriate contributions in the four areas listed below.

- a) teaching excellence
- b) service to the college
- c) service to the larger community via their academic profession
- d) scholarship, including research

b. Non-continuous appointment

Faculty members are assessed on an annual basis for renewal of contract based upon college need and faculty performance.

4. Description of Criteria for Contract Renewal

a. Teaching Excellence

Granting of continuous appointment status and contract renewal will be based on demonstrated excellence in teaching. The contract renewal of non-continuous faculty will be based on demonstrated excellence in teaching. The college judges teaching excellence by an examination of a candidate's statement of his or her philosophy of teaching. The college also judges teaching excellence by an examination of material submitted by the candidate that gives evidence of:

- Consistent validation of teaching effectiveness by students, revision of course materials and activities to continually improve students' learning experiences;
- Well-defined learning outcomes; course design and teaching methods aimed at meeting these outcomes; assessment of student achievement related to outcomes;
- Assessment of these criteria may be carried out by, but is not necessarily limited to, review of course syllabi, student work, and examinations, analysis of student evaluations, and dialogue with the candidate.

b. Service to the College

- i. To warrant continuous appointment status and contract renewal of non-continuous appointment, a faculty member should also have the confidence and respect of students and faculty colleagues and shall have demonstrated an awareness of the mission, goals, policies, and procedures of the college. The faculty member must demonstrate ability to work productively in a professional manner.
- ii. The faculty member provides service to the college beyond normal expectations of faculty.

iii. Service to Midway College shall be evidenced by distinctive fulfillment of one's role as a faculty member including but not limited to participation as a contributing member of college committees or faculty governance; assistance in preparation of or administration of grants; support of college-recognized extracurricular activities and active concern for students. Consistency of effort and leadership effectiveness should be demonstrated by the candidate.

c. Service to the Larger Community

Service to the larger community shall include service to the professional discipline and service to the community that requires one's professional expertise. The college commends community service commensurate with good citizenship, but it is not sufficient to satisfy the requirements for service to the larger community.

d. Scholarship

Midway College accepts a broad view of faculty scholarship and recognizes that scholarly activity may be distributed over several categories. In review of faculty scholarship for continuous appointment, however, the scholarship of discovery is primary.

The Midway College faculty has adopted a definition of scholarship inspired by the book Scholarship Reconsidered, by Ernest L. Boyer. The categories proposed by Boyer -- the Scholarship of Discovery, the Scholarship of Integration, the Scholarship of Application and the Scholarship of Teaching -- have been altered in such a way as to internalize the definition of scholarship for Midway College faculty. Following each category of scholarship; one or more goals differentiate each category of scholarship with appropriate examples.

The goals identified under each category of scholarship are meant to be illustrative, and are not necessarily the only goals that apply. The categories of scholarship are not mutually exclusive; and therefore, a single scholarly activity may fit into more than one category.

1. Scholarship of Discovery

a) Goals

- i) Contributing to the body of knowledge in one's discipline—
Continuous Appointment
- ii) Discovery of new knowledge via published research in one's
discipline—Non-Continuous Appointment

b) Examples

- i) Conducting original research in one's discipline or profession (continuous appointment)
- ii) Writing and obtaining a grant to fund scholarship of discovery
- iii) Publication of a professional book or article in a juried journal
- iv) Professional studies or advanced degree that leads to documented scholarship of integration and application in teaching

2. Scholarship of Integration

a) Goals

- i) Making connections across disciplines
- ii) Pulling together (integrating) knowledge within one's discipline
- iii) Reviewing a body of literature related to one's discipline or profession in order to inform others about it

b) Examples

- i) Creating a team-taught course. (e.g., sociology faculty working with nursing faculty to create a course on cultural influences on health and illness)
- ii) Symposium in which faculty members from various disciplines discuss/debate a particular issue
- iii) Collaborating on, contributing to, or writing a textbook that integrates current knowledge in your discipline or profession discipline
- iv) Writing an article or book with a faculty member from another discipline
- v) Conducting research and presenting a workshop related to your discipline and/or faculty development
- vi) Conducting research and writing a "white" paper with other members of a faculty committee on an issue of concern to the campus community (e.g., faculty workload, scholarship, etc.)
- vii) Writing a grant to obtain funding for the scholarship of integration

3. Scholarship of Application

a) Goals

- i) Using knowledge from your discipline or profession to solve practical problems
- ii) Providing a service to the community (this may be your campus, local, regional, or national community or the community represented by members of your discipline or profession)

b) Examples

- i) Acting as a consultant on projects being directed by on-campus or off-campus community members
- ii) Organizing workshops, panels, speakers, conferences on issues of concern to community members
- iii) Serving on an accreditation (e.g., SACS) team
- iv) Serving as a judge or peer reviewer for professional activities
- v) Writing a grant to obtain funding for the scholarship of application

4. Scholarship of Teaching

a) Goals

- i) Enhancing interest in teaching and learning
- ii) Building community around teaching and learning
- iii) Providing opportunities for faculty members to share teaching and learning innovations with colleagues at Midway College and other institutions.
- iv) Increasing faculty and departmental collaboration across disciplines
- v) Modifying course design or content in light of developments in your discipline or profession

b) Examples

- i) Preparing a paper on pedagogy for publication or presentation at a conference
- ii) Conducting a workshop on campus to inform colleagues about a new pedagogical technique

- iii) Researching, designing, and implementing a new course or course component
- iv) Modifying a course or course component
- v) Writing a grant to obtain funding for the scholarship of teaching

E. Procedure for Continuous Appointment Review and Decision and Non-Continuous Appointment Renewal

1. Non-Continuous Appointment Review and Decision

- a. It shall be the responsibility of the Academic Dean to initiate and supervise the review process and to make appropriate recommendations to the president.
- b. It shall be the responsibility of the college administration to see that the following are secured and used in all reviews:
 - i. Assessments and recommendations by faculty colleagues;
 - ii. Records of student evaluations of teaching;
 - iii. Other indications of teaching effectiveness;
 - iv. Evaluations of professional activity outside of teaching;
 - v. Records of systematic evaluation of the faculty member throughout the probationary period.

c. Dossier

It shall be the responsibility of the faculty member to compile a complete dossier as regards evidence of scholarly productivity and service to Midway College, to the community, and to the profession.

2. Formal Review for Continuous Appointment

The college shall conduct a formal review during the academic year preceding the last full year of a faculty member's probationary period to determine if continuous appointment should be granted. Normally, this review shall be during the sixth year of service.

a. Present College Recommendation

It is the responsibility of the President to present the college's recommendations to the Board of Trustees for a decision to grant any regular, full-time faculty member (Tier 1) to a continuous appointment.

b. Negative Decision

If, as a consequence of the formal review, the decision on continuous appointment is negative, then the next year of the probationary period shall be considered the terminal year and the faculty member shall be given notice of this no later than May 15 of the academic year during which the review is conducted. Under special circumstances the faculty member and the college's administration may agree to another review during the final year of probation. If the decision still is negative, the college cannot rehire the individual.

c. Procedures for Continuous Appointment Review

- i. The Rank and Continuous Committee will conduct the review.
- ii. By **May 15** of each academic year the Academic Dean shall notify each person who is eligible for consideration for continuous appointment in the coming academic year, and shall notify the appropriate division chairpersons. Each applicant will develop a dossier presenting the evidence the candidate deems appropriate to the review process. The dossier becomes college property and will be placed on file in the Dean's Office by **the third Monday of September** of the review year, where it will remain on file for examination by those participating in the review process.
- iii. The chairperson of each division shall conduct a review of all applicants in the program. The Division Chair is required to solicit the written recommendations of the faculty in the division concerning the candidate under review. These recommendations should be completed by **the second Monday of October**. Copies of these recommendations, along with the recommendation of the Chair are to be forwarded to the Academic Dean by **the first Monday of November**. If the Chair recommends promotion, then the dossier is to be forwarded to the Rank and Continuous Appointment Committee no later than **the first Monday in December**. In the event that a chairperson is an applicant, the Academic Dean shall conduct the review.
- iv. Letters of recommendation from college personnel and others outside of the college who are in a position to provide relevant information may be solicited by the candidate. These letters should be sent directly to the Dean's Office where they will be available to the Rank and Continuous Appointment Committee, the Academic Dean and the President of the College.
- v. After receiving the recommendations from the candidate's Division Chair, the Rank and Continuous Appointment Committee shall meet with each candidate

after studying all the materials pertaining to the applicant. The committee may contact any persons for the purpose of clarifying or supplementing information relevant to continuous appointment. The committee shall submit its written recommendations to the Dean by **the second Monday of February**. If any recommendation is not unanimous, both majority and dissenting rationale shall be given and signed by the members. The committee shall submit a signed copy of its recommendation to the Dean.

- vi. The Academic Dean shall hold due consultations and discussions and may call on any person while investigating matters relevant to the review process. After considering all the recommendations and evidence gathered, the Academic Dean shall make a written recommendation to the President regarding each candidate by **the second Friday of March**, and shall similarly communicate all recommendations to the Rank and Continuous Appointment Committee. If the committee and the Dean disagree in any recommendation, the committee may appeal the Dean's recommendation to the President of the College, if that action is favored by the committee.
- vii. The President shall then make appropriate recommendations to the Board of Trustees. Only the names of those individuals being recommended for continuous appointment will be formally presented to the board for consideration. Following the decision of the board, the President or Academic Dean shall notify each faculty member of the decision on promotion. The Board of Trustees is the only entity empowered to grant continuous appointment.

d. Procedure for Continuous Appointment Faculty Five-Year Review

- i. Rationale:
 - a) Election to the continuous appointment conveys both an acknowledgment of an actually achieved level of competence and performance and an expectation that at least the same level of competence and performance will be sustained. Also, it is assumed that the faculty member will continue to develop and grow and to improve and/or redirect competence as the appointment continues.
 - b) The credibility of the faculty's professionalism would be seriously undermined if the granting of continuous appointment were used to protect incompetence and mediocrity. Both the college and the faculty, therefore, have an interest in adopting a procedure for regular review on continuous appointment.
 - c) In addition to upholding the standards expected of faculty on continuous appointment, the objective of the regular review is to help each individual

evaluate their current performance and to provide assistance in areas which might be weak or need improvement.

ii. Basic Principles of the Review

- a) Faculty members on continuous appointment shall have their performance thoroughly reviewed every five years subsequent to the year in which they received continuous appointment and until such time as they may retire or depart from the college. The President may waive a formal review if it falls in the last three years before retirement.
- b) The same factors and criteria considered in current reviews for granting continuous appointment should be used in formally assessing the faculty member's continuing performance.
- c) It shall be the responsibility of the Academic Dean to give written and due notice to the faculty member of their upcoming review.
- d) It shall be the responsibility of the faculty member to see that their dossier contains up-to-date material relevant to the factors being considered.
- e) A faculty member's performance will be judged "unsatisfactory" only if there is clear evidence that their performance is significantly below the level expected of continuous appointment. An unsatisfactory performance may be considered adequate cause for dismissal.

iii. Outline of Continuous Appointment Faculty Five-Year Review Process

- a) It is the responsibility of the faculty member on continuous appointment to notify the Dean of their intent to file their dossier for the five year review.
- b) The Academic Dean shall instruct the faculty member what materials and information he/she should provide in order to have an up-to-date and relevant dossier.
- c) By October 15, the faculty member shall have submitted to the administration all material and information that was requested as well as any items he/she would regard as relevant to the review.
- d) By December 1, the Academic Dean shall have completed the review and prepared a draft assessment for the President of the College. After conferring with the President the Academic Dean shall prepare a written statement and arrange a personal interview with the faculty member for the purpose of discussing the assessment, and of finding ways in which their work might be strengthened or in which the college might be more

supportive. A copy of this report, signed by the Dean and the faculty member, shall be placed in the faculty member's official file.

- e) If the administration finds the faculty member's performance to be questionable based upon the criteria for holding continuous appointment, the President shall direct the Rank and Continuous Appointment Committee to conduct a formal review of the faculty member's performance.
- iv. Procedures for review by Rank and Continuous Appointment Committee
- a) The committee shall request the faculty member to meet with them to discuss the situation.
 - b) The responsible Dean should meet with the committee at least once before the committee reaches its decision.
 - c) Using the same criteria of assessment as are required in regular review for continuous appointment, the committee shall provide a written assessment to the Academic Dean by February 1.
- v. If the committee reaches a judgment of unsatisfactory performance, then the Dean shall proceed as described below in this document.
- iv. If the committee does not reach a judgment of unsatisfactory performance, the administration has two alternatives:
- a) To concur in the committee's judgment and consider the final assessment to be satisfactory;
 - b) To make a judgment of unsatisfactory performance and move on with the procedures described below in this document.
- vii. Actions subsequent either to administrative and committee judgment of unsatisfactory performance or to administrative judgment of unsatisfactory performance without committee concurrence shall be as follows:
- a) Unsatisfactory performance that is judged to be correctable:
 - i) The administration shall notify the faculty member in writing that their performance has been found to be unsatisfactory. The administration will also inform the faculty member that the new academic year will be a "warning year" in which the performance must be improved to the level warranting continuous appointment.

ii) By March 1 of the warning year, the same review process as that of the regular review shall be initiated by the administration and shall be completed by May 1, with a recommendation to be made by that date.

iii) If the review of the warning year performance sustains the judgment of unsatisfactory, the administration shall notify the faculty member in writing of their dismissal, giving specific date of dismissal. The faculty member shall have recourse to the procedures for a dismissal hearing review as specified in this document.

b) If in the judgment of the administration the faculty member's performance is so unsatisfactory as to be unlikely of sufficient improvement to meet the standards for continuous appointment, then it may, without providing for a warning year, immediately serve notice of dismissal to the faculty member who shall have recourse to a hearing review. Both the notification and the hearing process shall be as described in this document.

3. Procedure for Full-time Faculty Evaluation Review

Full-time faculty, as referred to in this and subsequent sections, includes Tier 2 full-time faculty and all Tier 1 faculty who are not yet eligible for continuous appointment.

a. All full-time faculty members shall be formally evaluated throughout the probationary period. Faculty in the first year of appointment shall receive a formative evaluation **within the first three months of employment**. A summative evaluation shall be completed by May 15 annually.

b. The evaluation shall be conducted by the chairperson of the division in which the faculty member holds membership. After conferring with the Dean, the Division Chair shall prepare a written statement and arrange a personal interview with the faculty member for the purpose of discussing the assessment. The faculty member shall sign a copy of the evaluation indicating they have seen it and been given an opportunity to make comments. If the faculty member refuses to sign the evaluation, the Division Chair may note the refusal of the faculty member to sign. A copy of the evaluation will be provided to the faculty member and forwarded to the Dean's Office for the faculty member's official file.

F. Faculty Workload, Faculty Report, Development Plan

1. Faculty Workload

The role of the professoriate is multi-faceted at Midway College and includes four major components: teaching, scholarship, service to the college, and service to the Discipline / Community. Chairs of the four pillar programs, with the approval of the Deans, will strive to ensure the equality of all faculty workloads each semester. The

workload is based on a matrix, approved by the President of the College, that includes four categories: credit hours taught, number of preparations, number of students taught, and number of advisees.

Allocations for the four categories are as follows:

40% credit hours

30% number of different course preparations

20% number of students

10% number of advisees

X% other as suggested by division chair and approved by Dean/Provost

a. Rationale:

- ◆ Major emphasis is placed on teaching with the allocation of 40% for number of hours, 30% for number of preparations, and 20% for number of students taught.
- ◆ Thirty (30%) percent for number of preparations gives greater credit to the faculty member who has several different preparations that increase time spent on classes.
- ◆ The 20% for number of students taught addresses faculty who teach upper level classes that have fewer students. Academically, the upper level courses require greater preparation and higher degrees; therefore, the faculty is not penalized for lower student enrollments in these classes. However, this can be adjusted by assignment of faculty to a mix of classes.
- ◆ With the allocation of 10% on number of advisees, the plan addresses the faculty load of those who teach the general education classes that are required of all majors, but are in areas with no major or few students majoring in it--English, Chemistry, Art, Music, etc. – therefore, number of advisees is low.

	# Credit		#	#			
Name	Hrs	# Preps	Students	Advisees	Other	=	Total
Standard	40%	30%	20%	10%	??%	=	100%
Base	15	12	100	25	?	=	100% Load
	1 = 2.67	1 = 2.5	10 = 2	1 = 0.4			

b. Computing Faculty Load per semester

- i. Full-time workload is a range of 95% to 105% as faculty load = $[95\% \leq \text{Load} \leq 105\%]$
 - a) Partial percentage points would be rounded up to give the advantage to the faculty member

- b) Example: 94.1% would round to 95% and make it in load and 105.1% would round to 106% and make it 1% overload.
- ii. Loads less than 95% receive additional assignments to bring within acceptable range for the semester. This may be accomplished within the given semester or across the academic year. If impossible and as last resort, then a formal write-up will be made and the employee will sign that the next semester's load (including summer term) will be adjusted to compensate for the under load of previous semester/academic year. This would track the situation and insure compliance with faculty load.
- iii. Loads over 105% receive compensation based upon the following rate:
- a) Rate would be comparable to current pay for overload that is based upon credit hour. In new system, 1 credit hour = 2.667 percentage points, and one 3 hour course = 8 percentage points. (15 credit hours = 40%)
 - b) Compensation would be paid based upon percentage points
 - c) Percentage points would be rounded up
 - d) Payment for 1% would be based on calculation comparable to current payment for overload. Currently overload is \$600 per credit hour for MA and \$650 per credit hour for Terminal degree.
 - e) With faculty workload credit hours of 15 = 40%; 1 credit hour = 2.67%
 - f) MA overload for each 1% = \$225 (3 credit hours = \$1800 = 8 %)
 - g) Terminal overload for each 1% = \$244 (3 credit hours = \$1950 = 8 %). Amount subject to change with rate of pay scale.

iv. Tutorials

Tutorials (necessary courses w/< 5) will count as follows: Tutorials will count as 1 percentage point per credit hour and will be listed in the other column. The number of students in tutorials will be counted in column for # students.

v. Independent Study

Independent study courses are taught only at the Division Chair's option and approved by the Dean and Provost. If permitted, the

independent study course will count only as 1 % point regardless of credit hours, preparation or number of students.

vi. Payment for overloads will be made at the close of the academic year.

2. Faculty Annual Report

At the end of the spring semester, prior to leaving for the summer, all full-time faculty members will complete and submit a Faculty Annual Report to their respective Division Chair who will, in turn, review and submit to the office of the Dean.

3. Faculty Development Plan

To ensure that faculty members are staying current in their field and providing the highest possible level of quality instruction, all faculty members will complete a Development Plan by September 15th of each year. The plan is to be submitted to the Division Chair who will review it with each faculty member prior to submitting it to the Dean with recommendation for any possible salary increase.

G. Termination of Faculty Probationary (Tier I) or Non Continuous (Tier II) Faculty

1. General Comments

a. Hearing Committee

The Hearing Committee on Faculty Appointments is a standing committee of the Faculty.

b. Termination in Several Ways

- i. Resignation by the faculty member;
- ii. Non renewal of contract;
- iii. Dismissal

2. Termination of Appointment By Resignation of Faculty Member

- a. Faculty members may terminate their appointment effective at the end of an academic year provided that they give notice in writing at the earliest possible opportunity but not later than the first Friday in April.
- b. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he/she would otherwise be denied substantial professional advancement or other opportunity.

- c. A faculty member shall not terminate their appointment prior to the end of an academic year without the consent of the college, and such consent should be requested in writing at least sixty days prior to the anticipated termination date.
3. Termination involving cancellation of Term of Appointment
 - a. The college shall seek to avoid terminations involving the cancellation of a term of appointment.
 - b. The burden of proof is on the college to show that acceptable reasons do exist to show cancellation of a term of appointment.
4. Procedure for Termination of Faculty with Probationary Status (Tier 1), and Non-Continuous Appointment (Tier 2)
 - a. General Guidelines:

The college needs a strong and compelling reason to employ individual faculty members. It is the responsibility of individuals to demonstrate through their professional qualifications, competence and performance that the college should continue to offer the individual a position on the faculty. The college shall not terminate any faculty member arbitrarily or capriciously, but neither shall it be mandated to give reasons for not rehiring as in the case of faculty with continuous appointment.
 - b. Due Notification of Termination:

Notice of termination shall be given in writing to the faculty member on or before May 1.
 - c. Review of the Termination Decision:
 - i. In written form to the college's administration the faculty member may request a review of the termination decision but limited to the following: alleged discrimination based on sex, age, race, or religion.
 - ii. At the discretion of the President the Hearing Committee on Faculty Appointments may be convened to review the termination decision.
 - iii. The Hearing Committee on Faculty Appointments shall consider whatever evidence the college or the faculty member may submit. Regarding the alleged discrimination on the basis of this evidence alone, the committee shall determine whether, in its opinion, the complaint or grievance of the faculty member is proper and justified.
 - iv. The committee shall convey a written report and recommendation to the Academic Dean and to the faculty member.

v. The Academic Dean retains the responsibility to make the recommendation to the President. But if the recommendation is at variance with the recommendation of the Hearing Committee on Faculty Appointments, then the Dean shall convey the committee report to the President and shall clearly state reasons for his/her recommendation.

vi. The President shall have the responsibility for making a final determination.

5. Termination of Faculty with Continuous Appointment

a. No faculty member on continuous appointment may be terminated without the right to recourse to a process involving full and adequate review.

b. Acceptable reasons for termination of faculty on continuous appointment shall be divided into two distinct classes:

a) reasons of institutional exigency and

b) reasons of adequate cause.

c. Acceptable reasons of institutional exigency are:

i. a demonstrably bona fide financial exigency, either college-wide or within an academic unit of the college, which cannot reasonably be alleviated by less drastic measures;

ii. the discontinuance of an academic program not mandated by financial exigency.

6. Termination for reasons of institutional exigency shall be called "Termination for Institutional Exigency

a. Acceptable reasons for adequate cause are:

i. demonstrated teaching deficiency, such as a pattern of teaching performance at a level significantly inferior to the performance level indicated by the criteria for continuous appointment;

ii. demonstrated incompetence in scholarly activity or the absence of such scholarly activity as would be appropriate to the criteria for granting continuous appointment;

iii. neglect of duty;

iv. dishonesty in teaching or research;

- v. personal conduct, including moral turpitude or insubordination, which substantially impairs the individual's ability to fulfill faculty responsibilities as judged by the college; and,
- vi. physical or mental incapacity, that makes the faculty member unable to continue to fulfill the terms and conditions of the appointment.
- vii. terminations for reasons of adequate cause shall be called "Dismissals for Adequate Cause"

7. Procedure for Termination of Faculty on Continuous Appointment for Institutional Exigency

- a. Since reasons of institutional exigency are independent of the performance and person of the faculty member, the college has a special responsibility to persons terminated for reasons of institutional exigency. The burden of proof rests with the college to show that a reason of institutional exigency does apply to the case of the affected faculty member.
- b. Notification of such termination shall be given in writing to the faculty member as soon as possible and never less than one month prior to the termination date.
- c. Before terminating an appointment because of discontinuance of an academic degree program, a reasonable effort shall be made by the college to place the affected faculty member in another position that requires the qualification of the faculty member being terminated or a non faculty position for which the person is qualified.
- d. An appointment terminated for institutional exigency shall not be filled by replacement within a period of two years, unless the released faculty member has been offered reappointment and a period of 30 days within which to accept or decline.
- e. Review of Decision:
 - i. a faculty member may request that their termination decision be reviewed by the Hearing Committee on Faculty Appointments;
 - ii. the college shall have the burden of making a clear and convincing case to the committee that an acceptable reason of institutional exigency does exist in the case of the affected faculty member;
 - iii. the committee shall convey to the Academic Dean in writing its judgment concerning the alleged exigency. If the committee judges that clear and convincing proof of such exigency has not yet been presented, the President

shall present his recommendation along with the committee's judgment to the Executive Committee of the Board of Trustees;

- iv. the decision of the Executive Committee of the Board of Trustees shall be final unless the Executive Committee chooses to refer the matter to the full Board of Trustees. If it does so choose, the decision of the Board of Trustees shall be final.

8. Procedures for Dismissal for Adequate Cause of Faculty on Continuous Appointment

- i. The Academic Dean shall notify the faculty member in writing of the specific reasons for dismissal and shall indicate a termination date. Except in cases of neglect of duty, dishonesty in teaching or research, or personal conduct that substantially impairs the individual to fulfill faculty responsibilities, the notification shall be given at least two months prior to the termination date.
- ii. If the faculty member makes a request to the President in writing, the President shall direct the Hearing Committee on Faculty Appointments to review the termination decision.
- iii. Service of notice of hearing with specific charges in writing will be made to the faculty member at least 14 calendar days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him or her or asserts that the charges do not support a finding of adequate cause, the committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
- iv. During the proceedings, the faculty member will be permitted to have an academic advisor and counsel of their own choice and at their own expense.
- v. The burden of proof that adequate cause exists rests with the college, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- vi. The Hearing Committee on Faculty Appointments will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- vii. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentation or other evidence. The administration of the institution will, insofar as it is reasonably possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

- viii. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the Hearing Committee on Faculty Appointments determines that the interests of justice require admission of their statement, the committee will identify the witness, disclose their statement and if possible provide for interrogatories.
- ix. In the hearing of charges of teaching or scholarly incompetence, the testimony may include that of qualified faculty members from this and/or other institutions of higher education.
- x. The Hearing Committee on Faculty Appointments will not be bound by strict rules of legal evidence, and may admit evidence which is of probative value in determining the issues involved. Efforts will be made to obtain the most reliable evidence available.
- xi. The findings of fact and the committee recommendation will be based solely on the hearing record.
- xii. Except for such simple announcements, as may be required, relating to the time of the hearing or similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.
- xiii. If the Hearing Committee on Faculty Appointments concludes that the evidence has not established adequate cause for dismissal in the record, it will so report to the President. If the President rejects the report, he/she will state their reason for doing so, in writing, to the Hearing Committee on Faculty Appointments and to the faculty member, and provide an opportunity for response before transmitting the case to the Executive Committee of the Board of Trustees. If the Hearing Committee on Faculty Appointments concludes that an adequate cause for dismissal has been established it will so state with supporting reasons.
- xiv. The President shall convey the written recommendation of the Hearing Committee on Faculty Appointments to the Executive Committee of the Board of Trustees, along with their own recommendation.
- xv. The decision of the Executive Committee of the Board of Trustees shall be final. The Executive Committee may make whatever investigations it deems appropriate.
- xvi. The faculty member will be notified of the decision and shall be given either an electronic or a written copy of the record of the hearing, if requested.

H. Promotion in Rank

Outlined below are the purpose of a faculty rank system and the steps to attain a promotion in rank.

1. Purpose of Faculty Rank System

- a. The purpose of the faculty rank system is to recognize faculty for professional experience and increasing academic achievement in research, scholarship and service and teaching. Promotion in rank rewards faculty who invest in their professional growth. The rank system is intended to provide stability to the college's faculty and to promote academic excellence in all of its educational programs.
- b. Holding certain academic credentials, usually in the form of earned academic degrees, is the cornerstone of the rank system. Therefore, external accrediting agencies will be used to determine the appropriate educational credentials to teach in that discipline as well as to determine the terminal degree in a given field of study. In any case that might arise where there is a dispute concerning appropriate credentials, the President, after making a thorough study and listening to all points of view, will make the determination.

2. Academic ranks are established for full-time faculty.

These ranks are instructor, assistant professor, associate professor and professor. These four ranks apply to persons with full-time responsibilities; the minimum qualifications of each of these ranks are specified below. Academic rank is established for full-time faculty at the time of hiring upon recommendation of the dean and approval by the President.

- a. Instructor: The rank requires at least the master's degree. The person at this rank should give evidence of teaching excellence.
- b. Assistant Professor: For appointment or promotion to this rank, the standard in most fields is the earned doctorate in the discipline. However, applicants with a master's degree in the discipline, three years of full-time college teaching experience and enrollment in a planned graduate degree program may also be considered. In addition the candidate must have extended teaching experience at Midway or another accredited institution of higher education. The candidate for this rank must give clear evidence of scholarship, service to the college, service to the professional community and teaching excellence.
- c. Associate Professor: The rank requires the doctorate and a minimum of six years of full-time experience at the Assistant Professor level. The candidate for this rank must give clear evidence of scholarship, service to the college, service to the professional community and teaching excellence.

- d. Professor: The rank requires the doctorate, superior performance of one's professional responsibilities, and normally the equivalent of six years as associate professor. In addition, one's accomplishments in scholarship (research), service to the college, service to the professional community and teaching excellence must be exemplary.
 - e. Professional Librarians: Professional Librarians may have faculty status but are not eligible for continuous appointment or promotion in rank.
3. Procedure for Application and Review for Promotion

A faculty member desiring a promotion must follow these steps:

- a. When a faculty member becomes eligible to be considered for promotion in rank, either by virtue of earning a degree that is required at a higher rank or due to spending the required time in a given rank, the faculty member shall notify the Division Chair by May 1 of the year prior to applying for promotion.
- b. Promotion in Rank and application for Continuous Appointment are separate and distinct processes and cannot be filed concurrently.
- c. Just as persons with experience at other institutions may negotiate at the time of their appointment to have their probationary period shortened, they may negotiate an appointment at a professorial rank appropriate to that experience or for the required time to be spent in a given rank to be abbreviated. If a faculty member's initial appointment is to the senior ranks, the appointment does not prejudice the decision later concerning continuous appointment in favor of the faculty member since continuous appointment is based on institutional needs and the record of service to Midway College.
- d. The procedure for applying for promotion in rank and for the review and decision shall follow the same time line and procedures as for Continuous Appointment.
- e. A decision to deny promotion is not subject to appeal. Only the Board of Trustees may grant a promotion in rank based upon recommendation of the President.

III. Faculty Governance

The following organization of the faculty of Midway College, for the purpose of faculty governance, was approved by the Faculty Assembly, the President of the College, and the Board of Trustees, in the fall of 2006. As authorized, therefore, by the Board of Trustees and the President of the College, the faculty of Midway College shall be responsible for recommending policies concerning academic matters. All actions of the faculty are subject to review and approval by the President of the College and, where applicable, by the Board of Trustees.

A. Definition of the Faculty

1. The faculty of Midway College consists of the President of the College, the Academic Deans, and all those involved in academic instruction, and other full-time employees who are designated by the President as having faculty status.
2. The faculty members of Midway College are classified as instructor, assistant professor, associate professor, and professor.

B. The Faculty Leadership Council

1. The Faculty Leadership Council is the governing body of the Faculty Assembly and is comprised of president, the president-elect and the past-president of the Faculty Assembly, a faculty member at large elected by the Faculty Assembly; two division chairs who serve on an alternating schedule with the two remaining division chairs; an academic dean. The Faculty Leadership Council will elect a chair and a recording secretary to serve one-year terms. The recording secretary will maintain records of meetings and distribute minutes and agendas for scheduled meetings
2. The Faculty Leadership Council shall call regular meetings of the Faculty Assembly and special meetings as necessary.
3. The Faculty Leadership Council shall supervise the work of the standing and ad hoc committees of the Faculty Assembly, overseeing nominations, elections and membership, monitoring activities, and assessing progress toward established goals.

C. Faculty Assembly

1. The officers of the Faculty Assembly are elected as follows: the president-elect of the Faculty Assembly shall be elected to serve a three-year term (one year each as president elect of the Faculty Assembly, president of the Faculty Assembly and past-president of the Faculty Assembly).
2. The president of the Faculty Assembly shall preside over the meetings of the Faculty Assembly. The Faculty Leadership Council shall compile the agenda for all meetings of the Faculty Assembly.
3. The past-president of the Faculty Assembly shall serve as parliamentarian during the Faculty Assembly meetings.
4. The secretary of the Faculty Assembly is responsible for the publication and distribution of agendas and minutes for Faculty Assembly meetings and shall maintain these records in a network folder.

5. Regular Meetings and Procedures
 - a. Faculty shall meet regularly in the Faculty Assembly. All members of the faculty shall attend such meetings and may voice opinions on any matter under discussion and offer motions.
 - b. Representatives from all areas of the college community may observe regular meetings of the Faculty Assembly with the consent of the chairperson of the meeting. Their participation in the assembly's discussions and deliberations shall be at the discretion of the chairperson.
6. Only full-time employees with faculty status shall be able to cast votes on decisions involving the areas of responsibility and authority of the faculty.
7. Items for the agenda of the Faculty Assembly shall be submitted to the president of the Faculty Assembly no later than one week in advance of the meeting. The Faculty Leadership Council will set the agenda. Agenda items may include motions, proposals or concerns from committees of the faculty, from individual faculty members, or from other members of the college community. In addition, motions may be entertained from the floor under standard parliamentary procedure.
8. Proceedings of the Faculty Assembly shall be in accord with traditional parliamentary procedure. During Faculty Assembly meetings, the past-president shall serve as parliamentarian.
9. Minutes of the meetings of the faculty shall be published in a network folder within one week of the meeting.
10. Recommendations passed by the Faculty Assembly will be sent to the President of the College in writing.
 - a. Special Meetings and Procedures
 - i. The president of the Faculty Leadership Council may call the regular full-time faculty into informal session on the recommendation of the Faculty Leadership Council and approval of the President.
 - ii. The Faculty Leadership Council shall distribute an agenda at the time of the call of the meeting outlining the issues to be discussed and the special meeting is limited to those items.
 - b. Committees of the Faculty
 - i. A number of standing and ad hoc committees shall exist to carry out the responsibilities and authority vested in the faculty. Such committees shall be established by the recommendation of the Faculty Leadership Council and Faculty

Assembly approval. All committee recommendations, with the exception of judicial decisions by the Hearing Committee on Faculty Appointments or the Rank and Continuous Appointment Committee, shall be reported to the Faculty Assembly for information and/or action.

- ii. At the time of establishment of any standing committee of the Faculty Assembly, the Faculty Leadership Council shall suggest rules governing selection and rotation of membership on the committee.
- iii. Committees of the Faculty Assembly may be established on an ad hoc basis by the president of the Faculty Assembly for particular study issues.
- iv. The Faculty Assembly or the Academic Dean may propose changes of titling or jurisdiction of standing committees of the Faculty Assembly, as well as termination of a standing committee. Such proposals must receive approval from the Faculty Leadership Council and from the President of the College in order to take effect.
- v. Committees are structured to provide access and broader representation of Midway College full-time teaching faculty. General guidelines for the committee structuring are as follows: 1) each committee will have representation from the four pillar programs in a manner that promotes sufficient and balanced voice for faculty and academic administrators; 2) faculty will serve on no more than two committees and for faculty serving as a committee chair, only one committee is appropriate and sufficient service to the college; 3) appointments for committee membership are the responsibility of the pillar program; however each appointment must have the final approval of the division chair; and 4) committee membership should be finalized by September 15 of each academic year.
- vi. Each standing or ad hoc committee of the Faculty Assembly shall select a chairperson from its membership on an annual basis. Normally, the chairperson will have a minimum of one year's experience on the committee.
- vii. According to accepted practice, ex officio members of committees of the Faculty Assembly shall hold all privileges of membership, including the right to vote.
- viii. The standing committees of the Faculty Assembly, their responsibilities and particular rules regarding membership are as follows:
 - The Educational Resources Committee serves as an advisory body to the Writing Lab, Math Lab, Instructional Technology Center and Library. This committee shall promote efficient service, proper use and preservation of materials and equipment, and continuous development of resources, services and facilities. Ex-officio members of this committee are the Director of IRIS, Director of Library and VP for Business and Finance.

- The Faculty Curriculum Committee holds responsibility for the general education and degree requirements of the college's curricula. This committee shall make recommendations to the Faculty Assembly for the improvement of the curriculum and ensure its congruence with the mission and goals of the college, and with accreditation requirements.
- The General Education Committee is a standing committee charged with the oversight of the general education requirements of the college and special programs such as diversity, leadership and women's studies. This committee adheres to the general guidelines on committees with the additional requirement that representatives must have three years full-time employment at the College to serve. Members of this committee are appointed for three-year terms. Ex-officio members of this committee are the Academic Deans.
- The Hearing Committee is a standing committee on faculty promotion and termination. This committee adheres to the general guidelines on committees with the additional requirement that representatives must have three years full-time employment at the College to serve. The President will appoint one member of the committee who will serve as a representative from his/her unit. The remaining members are appointed at the Division level. The Deans of the Women's College and School for Career Development are administrative advisors to this committee.
- The Rank and Continuous Appointment Committee is a standing committee of the faculty. This committee adheres to the general guidelines on committees with the additional requirement that representatives must have three years full-time employment at the College to serve. Representatives on this committee must have Continuous Appointment status. In lieu of a continuously appointed representative, the person with the highest rank and longest term of employment will be appointed. Representatives will be appointed at the Division Level. The Deans of the Women's College and School for Career Development are administrative advisors to this committee.
- Writing and Research Across the Curriculum Committee encourages faculty to incorporate research and writing into their classes and recognizes student achievement in these areas. This committee adheres to the general guidelines on committees with the additional requirement that representatives must have three years full-time employment at the College to serve. Ex-officio members of this committee are the Director of the Writing Center, the Librarian and an English faculty member as well as an Academic Dean.

h. Faculty Oversight of Curricula and Educational Policies

1. The Faculty Curriculum Committee shall serve as the first forum for review of proposals concerning the curricula or the educational policies of the college. As such, the Faculty Curriculum Committee shall receive requests and proposals regarding curricula and educational policies from the various divisions or from any other body within the academic area of the college.

2. The Faculty Leadership Council shall convey recommendations of the Faculty Curriculum Committee regarding the college's curricula and educational policies to the Faculty Assembly.
3. The Faculty Assembly holds responsibility for major recommendations regarding the college's curricula and educational policies. Such recommendations regarding curricula or educational policies may proceed for administrative approval only by an affirmative vote by the majority of the Faculty Assembly.

Section III ACADEMIC ORGANIZATION AND PROCEDURES

I. Dean's Council

The Dean's Council consists of the Division Chairs and the Academic Deans and provides direct oversight of the academic programs. The Council meets regularly to address needs of the academic program at the division level.

The mission of the Dean's Council is to provide support to the college and instructional program by coordinating resources needed to deliver the curriculum. The Dean's Council

- Monitors faculty workloads
- Develops curriculum proposals
- Plans the academic calendar and schedule
- Coordinates planning and budget
- Assesses educational outcomes
- Recommends curricular guidelines and educational procedures

II. Academic Divisions

At Midway College, the faculty is placed within an academic division which may consist of several disciplinary areas, similar to a department or a discipline at other colleges. Each Division is assigned to an Academic Dean of the College. The chair of the division provides leadership to the faculty. The academic degree programs are listed in the catalog.

The five academic divisions of the College are:

Business and Mathematics Division

- Organizational Administration and Leadership
- Accounting
- Business Administration
- Coal Mining Management and Safety
- Computer Information Systems
- Computer Information Systems Management
- Health Care Administration
- Homeland Security
- Human Resource Management
- Mathematics
- Sport Management

Education and Arts & Humanities Division

- Elementary Education
- Middle School Education
- Secondary Education
- Special Education
- English
- Art and Music

Equine/Psychology and Social Sciences Division

- Equine Science
- Equine Studies
- Equine Therapy
- Psychology
- Social Sciences/Sociology

Nursing and Science Division

- Nursing
- Biology
- Chemistry
- Physical Sciences

Graduate Division

- MBA

Each division, under the administrative leadership of the chairperson, will plan, implement, evaluate, and revise all components of the division, including the curriculum, resource requirements, and budget. The chairperson will conduct evaluations of the full-time and part-time faculty in that division. Evaluations of each chair will be conducted by the Academic Dean and will include input from the members of the division.

III. Division Chairs

The Division Chair provides guidance and leadership to the Division and serves as a liaison between the Division and the Academic Deans. The President of the College in consultation with the Academic Deans appoints the Division Chair.

Section IV ACADEMIC PROCEDURES

I. Absence from Class or Campus

Each member of the faculty shall meet each class at the time scheduled and conduct classes for the full time allocated. This ensures that the college meets its responsibility of giving each student a reasonable opportunity for exposure to the course content. The college considers allowing a student to meet and direct a class or assigning out-of-class work as inappropriate alternatives to the presence of the professor.

In case of an illness or an emergency, faculty members **should call the Provost or the Executive Academic Associate** to report their absence from a class and give any instructions for the disposition of their classes.

When faculty members request permission to be absent from campus for professional demands, that faculty member fills out in advance a “Faculty Notification of Absence from Campus” form. This form is submitted to the Division Chair for approval and submission to the Dean. The Dean’s office returns a copy of the form with appropriate signatures to the faculty member through the Division Chair. The college requires that the faculty member give students advance notice when this type of absence affects class time. The college also expects the faculty member to make appropriate arrangements for classes and to note these on the notification form. Testing students during a period of absence from campus should only be arranged with a faculty colleague. **Staff members should not be asked to proctor an examination.**

II. Academic Advising

Academic advising is an important part of a full-time faculty member’s service to the college and is part of the faculty workload matrix. In order to advise effectively, faculty members must familiarize themselves with the Midway College Catalog and become especially knowledgeable of the curriculum and academic policies. The college expects advisors to also keep themselves informed of developments in the areas in which they advise, including educational and employment issues. To assist faculty members in their roles as academic advisors, the college prepares an Academic Advising Handbook. Faculty members are expected to become proficient in the use of the electronic advising module.

The Academic Dean is responsible for coordinating academic advising, and will work with the registrar to supply faculty members with the information necessary to accurately advise students. The Academic Dean also conducts periodic workshops for academic advisors, prepares and distributes the Academic Advising Handbook, and offers academic and personal counseling to any student referred by their advisor.

Midway College has a number of counseling resources available to students to help them define and achieve the educational, career and life goals they desire to establish. The key to

this counseling arrangement is the academic advisor. Generally, academic advisors are full-time members of the faculty. The college assigns each student upon entering the college an academic advisor. This advisor helps the students select appropriate goals and schedule the courses that will assist them in realizing their goals.

Because of the small student-faculty ratio and the background of the faculty, the academic advisors may also function as personal and career counselors. As students progress in their educational development at Midway College, they sometimes find that personal and career goals shift. This occurrence may mean that a change of advisor is necessary or desirable. Assuming that a student meets all entrance requirements into a given program of study, the student may change advisors easily by reporting to the registrar's office. The student then follows the procedures for formally making such an advisory change.

The academic advisors take reasonable steps to inform their advisees of the general consequences of their academic performance. Dropping to part-time status, failure to keep an appropriate GPA and other student actions may affect a student's academic standing, career goals, eligibility for financial aid, and the time period for loan repayments.

III. Credentials and Personnel File

A. Credentials

All members of the faculty must possess academic credentials appropriate for the subject matter they teach. The Principles of Accreditation of the Southern Association of Colleges and Schools/Commission on Colleges and the regulations of recognized bodies of licensing or accreditation for certain career programs provide the criteria for acceptability of these credentials.

B. Personnel File

1. The college maintains a personnel file for each faculty member in the Dean's Office. Faculty members may view their faculty files upon request. These files contain the faculty members' academic credentials, notes of significant developments in the faculty members' professional lives, and other significant papers. The Office for Academic Affairs and the Academic Dean keep summaries of student, self, and other evaluations in separate files.
2. Members of the faculty have the responsibility to inform the Academic Dean of their additional graduate studies, degrees, publications, reviews, honors or community service projects. Likewise, **all members of the faculty must provide official copies of transcripts from all institutions of higher education, from which degrees have been earned, and any licenses and/or certificates as qualifications for employment. Faculty members also should maintain updated transcripts of work in progress, as well as current resumes (curriculum vitae), in their personnel files.**

IV. Faculty Evaluation

Faculty evaluation may include but is not limited to a series of student evaluations of courses, evaluations by Division Chairs, evaluations by one's peers, and self-evaluations. Evaluations culminate in a formal evaluation by the Division Chair. The Division Chair's evaluation occurs on an annual basis for members of the faculty. Members of the faculty having continuous appointment status (Tier 1) also undergo a five-year review that consists of a dossier developed and submitted by the faculty member to prove his/her continued excellence.

The results of evaluations may be used for improvement of performance, decisions related to continuing employment, promotion decisions, and salary recommendations.

V. Faculty Offices and Keys

The Provost assigns faculty offices. Keys to the offices, the classrooms, and the academic buildings are available through facilities. Faculty members must return keys to facilities at the end of their employment. Report lost keys to the Director of Physical Plant.

VI. Faculty Workload Guidelines

Midway College consists of the Women's College, the School for Career Development, and the Online College. It also has multiple campuses. Faculty members may be assigned to teach at any combination of these venues or sites. Faculty assignments may change based upon need and/or class size.

The following model was adopted as the Faculty Workload formula and first used for the fall 2006 semester. The model has been revised and is delineated for your information.

Allocations for the four categories are as follows:

- 40% credit hours
- 30% number of different course preparations
- 20% number of students
- 10% number of advisees
- X% other as suggested by division chair and approved by Dean/Provost

Rationale:

- ◆ Major emphasis is placed on teaching with the allocation of 40% for number of hours, 30% for number of preparations, and 20% for number of students taught.
- ◆ Thirty (30%) percent for number of preparations gives greater credit to the faculty member who has several different preparations that increase time spent on classes.

- ◆ The 20% for number of students taught addresses faculty who teach upper level classes that have fewer students. Academically, the upper level courses require greater preparation and higher degrees; therefore, the faculty is not penalized for lower student enrollments in these classes. However, this can be adjusted by assignment of faculty to a mix of classes.
- ◆ With the allocation of 10% on number of advisees, the plan addresses the faculty load of those who teach the general education classes that are required of all majors, but are in areas with no major or few students majoring in it--English, Chemistry, Art, Music, etc. – therefore, number of advisees is low.

Name	# Credit		#	#	Other	Total	Load
	Hrs	# Preps	Students	Advisees			
Standard	40%	30%	20%	10%	??%	=	100%
Base	15	12	100	25	?	=	100%
	1 = 2.67	1 = 2.5	10 = 2	1 = 0.4			

Computing Faculty Load per semester

- A. Full-time workload is a range of 95% to 105% as faculty load = [95% ≤ Load ≤ 105%]
1. Partial percentage points would be rounded up to give the advantage to the faculty member
 2. Example: 94.1% would round to 95% and make it in load and 105.1% would round to 106% and make it 1% overload.
- B. Loads less than 95% receive additional assignments to bring within acceptable range for the semester. This may be accomplished within the given semester or across the academic year. If impossible and as last resort, then a formal write-up will be made and the employee will sign that the next semester's load (including summer term) will be adjusted to compensate for the under load of previous semester/academic year. This would track the situation and insure compliance with faculty load.
- C. Loads over 105% receive compensation based upon the following rate:
1. Rate would be comparable to current pay for overload that is based upon credit hour. In new system, 1 credit hour = 2.667 percentage points, and one 3 hour course = 8 percentage points. (15 credit hours = 40%)
 2. Compensation would be paid based upon percentage points
 3. Percentage points would be rounded up

4. Payment for 1% would be based on calculation comparable to current payment for overload. Currently overload is \$600 per credit hour for MA and \$650 per credit hour for Terminal degree.
5. With faculty workload credit hours of 15 = 40%; 1 credit hour = 2.67%
6. MA overload for each 1% = \$225 (3 credit hours = \$1800 = 8 %)
7. Terminal overload for each 1% = \$244 (3 credit hours = \$1950 = 8 %). Amount subject to change with rate of pay scale.

D. Tutorials

Tutorials (necessary courses w/< 5) will count as follows: Tutorials will count as 1 percentage point per credit hour and will be listed in the other column. The number of students in tutorials will be counted in column for # students.

E. Independent Study

Independent study courses are taught only at the Division Chair's option and approved by the Dean and Provost. If permitted, the independent study course will count only as 1 % point regardless of credit hours, preparation or number of students.

- F. Payment for overloads will be made at the close of the academic year.

VII. Orientation of New Faculty

All new faculty members (adjunct, part-time, and full-time) are expected to attend an orientation session. This session will include the discussion of the mission and goals of the college, general policies and procedures, fringe benefits, the administrative and academic organization of the college, the programs of study and other pertinent information that will facilitate a comprehensive orientation to the college.

VIII. Outside Consulting

Midway College supports and encourages outside consulting contracts for faculty members within reasonable limits. The college understands that compensated consulting activities involve the faculty member's professional expertise, further the status of their profession, and contribute to their own professional competency.

During contract periods, members of the full-time faculty are considered to be on full-time service to Midway College. Therefore, permission to take on additional outside employment including consulting and teaching must be requested in writing and approved by the Academic Dean. A copy of the request will be filed in the Personnel file. Approval is for one semester only and must be renewed for any following semester.

Written requests for permission to accept outside employment should state the name and address of the outside employer, the nature of the position, and the hours of employment. The Academic Dean will approve or disapprove the request and communicate that decision to the faculty member. If the decision is negative, the reason for the refusal will also be communicated. A copy of the request with its approval or disapproval will be filed in the personnel file. Approval is for one semester only and subsequent requests must be filed.

IX. Schedule of Academic Offerings

The Academic Deans are responsible for the course offerings and the schedule of classes. Suggested course offerings for each term are submitted to the Academic Dean by the Division Chairs. The Registrar, in conjunction with the Academic Deans, prepares a draft schedule. The draft schedule is reviewed by the Academic Deans and then by the Division Chairs for conflicts.

Once a final schedule of academic offerings is prepared and printed, pre-registration is held for the coming term(s). When registration for a given term is complete, the Academic Deans have the right to cancel courses with inadequate enrollments. This determination will be made in consultation with the Division Chair, with consideration for the level of the course, the discipline, and any student needing the course to make normal progress toward graduation. When needed for graduation a tutorial may be assigned a faculty member with classes of less than five students.

X. Special Events

Full-time faculty members are expected to process with proper academic regalia at the Opening Convocation in the fall semester and at Commencement in the spring. Caps, gowns and hoods may be rented through the Communications Center, or faculty members may purchase one. Each full-time faculty member must appear in appropriate academic regalia to the degree earned. Part-time and adjunct faculty may process if in appropriate academic attire.

It is the responsibility of the faculty members to be present for Honors Program.

Full-time faculty members are strongly encouraged to attend other Midway College functions. The entire college community is enhanced and enriched when faculty, staff and students participate in these activities.

XI. Scientific Misconduct Procedures

A. Statement

Midway College holds professional standards for research endeavors and does not tolerate scientific misconduct.

B. Summary of Procedure

1. The chair of the Research Ethics Review Board will serve as the Research Integrity Officer.
2. All employees or individuals associated with Midway College should report observed, suspected, or apparent misconduct in science to the Research Integrity Officer or Academic Dean. Upon receiving an allegation of scientific misconduct, the Research Integrity Officer will immediately assess the allegation to determine whether this is sufficient evidence to warrant an inquiry.
3. If an inquiry is warranted, the Research Integrity Officer will appoint an inquiry committee and implement the inquiry procedure. The Research Integrity Officer will journal the first report to the Academic Dean, who serves as Deciding Official in the procedure. The Deciding Official determines if an investigation is justified.
4. Following an investigation according to the guidelines, the Academic Dean as Deciding Official will make the final determination whether to accept the investigation report, its findings, and the recommended institutional actions.
5. The Academic Dean will report the institution's decision to initiate an investigation to the Office of Research Integrity of the Public Health Service or other federal or private grant supporters.
6. The complete Scientific Misconduct Procedures is available in a separate brochure.

XII. Intellectual Properties Policy

A. Introduction

Midway College encourages faculty and professional staff to engage in research activities and the development of inventions or other intellectual property. The college believes that such scholarly and professional pursuits enhance teaching and provide other benefits to students. Since the development of intellectual properties may generate public and commercial interest, the following policies are adopted to ensure that any benefits are distributed fairly. The Intellectual Property Policy applies to all faculty, students, and employees of Midway College.

B. Disclosure

Any intellectual property created by an employee of Midway College who utilizes the physical, technological, fiscal, or human resources of the institution in the research and development process must be disclosed to the Academic Dean. Disclosures will be in the form of a memorandum fully describing the invention or intellectual property, evaluating the use of institutional resources in its creation, and assessing its public and commercial value. This policy shall apply to intellectual properties of all

types, including, but not limited to, an invention, discovery, trade secret, technology, scientific or technological development, electronic courseware, and computer software produced by an employee, faculty member, or student of Midway College. Excluded are scholarly or educational materials, art works, musical compositions, dramatic and non-dramatic literary works, unless expressly created as “works for hire.”

C. Institutional Review

The memorandum of disclosure will be reviewed by the President’s Executive Council of Midway College, which may request additional information or consult with external experts and legal counsel. The Executive Council will determine if Midway College has a legal ownership interest in the property and negotiate reasonable distribution of the responsibilities for patent, copyright, or other protection. The creator(s) of the intellectual property shall be notified by the College President within 60 days of submission of a memorandum of disclosure the determination of the Executive Council.

D. Licenses

The securing of licenses, patents, copyrights, or other protection for an intellectual property is the obligation of the owners. If Midway College is deemed sole or partial owner of intellectual property, it will accept the responsibility of seeking protection. Licensing agreements will be negotiated to the benefit of all owners and stakeholders. The costs of licensing an intellectual property will be reimbursed before distribution of any resulting royalties.

E. Ownership

Ownership of an intellectual property will be determined by weighing the interest of Midway College and the contributions of all parties involved in creating the property. The specific ownership rights of all parties will be documented in a written agreement signed by the President of the College. In the case of multiple owners, whether or not the college claims an interest in the intellectual property, Midway College may agree to represent all owners in securing protection or commercial development of the intellectual property. Any costs to the college to representing the owners will be reimbursed from financial benefits generated by the intellectual property.

F. Royalties

Although an intellectual property is determined to be owned by Midway College, employees can share in any royalties generated by the property. The distribution of such royalties shall be negotiated between the employee and the administration of the college and documented through a written agreement signed by the President of the College.

G. Equity and Management

As the creator or discoverer of an intellectual property, an employee is allowed to share in the equity of a business designed to develop, manufacture, or market an invention. The employee may also directly participate in the management of such a business venture. In either case, an agreement concerning the college's interest in the intellectual property and the employee's work schedule shall be negotiated with the administration of Midway College and documented through an agreement signed by the President of the College.

Section V COURSE ADMINISTRATION

A. Course Syllabi

The Midway College Catalog clearly delineates the responsibilities of faculty members with regard to syllabi construction and distribution. **All course objectives, outcomes and textbooks for credit bearing courses are the sole responsibility of the full-time faculty of the College.** All course syllabi for individual courses must be presented to the Dean's Office within one week prior to the beginning of the course. Individual faculty members should also take care to maintain their own course syllabi file for all courses for which they are personally responsible. Course syllabi should have the following format:

B. Course Syllabus Guidelines

Each semester or module (including Intersession and Summer Session) the faculty will **send two (2) copies of their syllabus for each class that they teach** to the appropriate Division Chair. The syllabus should follow these guidelines:

1. Course Prefix, Number, Title of the Course and Credit Hours
2. Current Semester, Module, or Term
3. Location of Course (College, campus or specific off-campus site)
4. Name of the Professor, Office Phone Extension, Office Hours and email address
5. Author, Title, and Publication Dates of All Required and Recommended Texts
6. Course Prerequisites
7. Course Description (The course description should correspond to the description published in the college catalog. Make reference to the course meeting requirements in diversity, women's studies, and reading comprehension.)
8. Course Goal and Learning Outcomes (Course goals and learning outcomes should be aligned with the goals of the degree program/major and general education requirements.) Include components of critical thinking, leadership, writing, research and technology.
9. Course Objectives (Present objectives as specific steps that students will take to accomplish the course goal.)
10. Course Alignment to Standards (if applicable)
11. Teaching Methods, Activities and Materials

12. Evaluation Methods

13. List of All Major Topics Covered in the Course

14. Method of Computing the Course Grade

15. Course Schedule (In table format, the schedule should include the week number, participation/assignments/readings/exams/quizzes, day of week due, possible points, method of submission)

16. Requirements for Class Attendance and Work Policy:

- Study after study has linked successful academic performance with good class attendance. Those who assume positions of responsibility (that is, who become leaders) must “show up” in order to be effective. Therefore, all candidates are expected to attend all class sessions. Furthermore, only the candidate can make contributions to the class and all candidates suffer when viewpoints of colleagues are missed in discussions.
- Candidate’s Responsibility: Candidates are responsible for obtaining assignments for each class and keeping track of any changes throughout the course. If the candidate is unsure about any assignment or assistance is needed, the instructor should be the first contact.
- Late Work: Assignments, including postings on discussion threads in online courses, are to be completed on time according to the timeline posted by the instructor. It is important to keep up and complete work on time. Late assignments will NOT receive full credit.
- All candidates are expected to check their Midway College email address daily for updates or course information. Online candidates are expected to resolve any online issues in order to participate. Candidates are expected to actively participate in class discussions or (threaded) on the online discussion board by sharing ideas and experiences. Ideas and experiences should relate to readings, activities and experiences. Postings to the discussion board at the end or after the weekly timeline is equivalent to missing a face-to-face class.

17. Writing Policy:

- Written assignments must be typed, double-spaced, with one-inch margins and 11 or 12-point font.
- Academic writing should be in edited standard written English. Colloquial language and dialect are appropriate in other contexts, but edited standard written English is the norm for academic work. Avoid the use of the first person (I, we) and the second person (you) in prepared writing (i.e. papers) in this course. Even when you are asked to state your opinion, your reader will assume the ideas are yours unless you specifically say that they belong to someone else.

- The professor expects that candidates have knowledge of appropriate forms of documentation and use it where appropriate. Use the APA format and style of notation to credit all sources, not your own.
- Academic Honesty Policy: Please review the policies in the Midway College Catalog. Academic dishonesty, including cheating, fabrication and plagiarism is regarded as an act of fraud and will be reported to the appropriate Dean. Proper documentation is necessary for maintaining standards regarding academic honesty. Any candidate needing assistance in understanding appropriate documentation should consult with the professor and/or seek other help.
- There is a craft to writing. Spelling, grammar, punctuation and diction (word usage) are all tools of that craft. Writing at the collegiate level will show careful attention to these elements of craft. Work that does not exhibit care with regard to these elements will be considered as inadequate for college writing and graded accordingly. The following website may be a helpful writing resource. http://www.ivcc.edu/rambo/tip_formal_writing_voice.htm

18. Midway Candidates with Disabilities: It is the policy of Midway College to accommodate individuals with disabilities pursuant to federal law and the College's commitment to equal educational opportunities. It is the responsibility of the candidate to request accommodations through the ADA procedures of the college found in the catalog and student handbook.

19. Bibliography/Resources

C. Evaluation of Courses

Students evaluate every course taught by every professor each term. Evaluation forms and envelopes are available in the communications center. Professors should complete the information requested on the front of the envelope used to send completed evaluations to the Dean's Office. Professors should not be present when students complete course evaluations. A designated student should deliver the evaluations in a sealed and labeled envelope to the Dean's Office. Evaluation of online courses are submitted electronically.

Evaluation forms are tabulated in the Dean's Office and individual summaries are forwarded to the Division Chair, faculty member, and Academic Dean. The results of the evaluations are used for improvement in instruction, decisions related to continued employment, promotion in rank, and review for continuous appointment.

D. Final Examination Schedule

Final examinations or assessments will be administered for each course. Requirements will be contained in the syllabus. The Women's College has a separate final examination schedule published by the Registrar.

E. Faculty

In the case of conflicts or undue hardship for an individual faculty member, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the Division chair and with the concurrence of the Academic Dean and the Registrar.

F. Students

1. In case of undue hardship for an individual student, a professor may reschedule a final examination.
2. Any student with more than three final examinations scheduled on any one day shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one with the prefix, which is first alphabetically, will be rescheduled.
3. Any request to reschedule must be given in writing to the appropriate professor no less than two weeks prior to the last class meeting.

G. Grading System and Grades

General standards for grading, grade codes and other information regarding grades, may be found in the Midway College Catalog.

Each faculty member is responsible for establishing a specific grading system. The grading system is to be included on each course syllabus and is to be explained to the students at the beginning of the semester. The School for Career Development has adopted a uniform grading scale.

In the Women's College, midterm and final grades shall be filed with the Registrar's Office by the date requested. Midterm and final grades are mailed to the student's address of record.

An individual faculty member may change a grade once it has been reported to the Registrar's Office only in the case of an error. A change in a grade requires the approval of the Academic Dean. The necessary forms are in the Registrar's Office.

Students have the right to challenge a final grade by filing an academic grievance. Grade appeals are limited to miscalculation in grades or unfair treatment in relation to other students. The process is found in the Midway College Catalog.

H. Independent Study Courses

Full and part-time faculty members may offer instruction and guidance for certain courses on an "Independent Study" basis. Such courses carry the number, 299, 399 or 499, and may be

given in any subject area represented in the Midway College Catalog, which should be consulted for information beyond that given here. Faculty should keep in mind the following guidelines:

1. Independent study courses are given at the Division Chair's option and approved by the Dean. There is no requirement that such courses be given.
2. The following steps are to be followed in seeking approval to offer an independent study course:
 - a. Students desiring to take an independent study course should complete a Learning Contract form providing information about the purpose and objectives of the course, requirements to be met, how the final grade will be determined, etc. Learning Contract forms are available in the registrar's office.
 - b. The Learning Contract must be approved by the faculty member who will teach the course and must be submitted to the Academic Dean for approval.
 - c. Before the student registers to take the course, the Academic Dean must approve the independent study course. The usual deadline dates for registration must be observed.
 - d. The student must file documents showing the fulfillment of the learning contract with the professor prior to the time the grade for the course is submitted to the Registrar.

I. Internships

An internship is a college-sponsored learning experience taking place outside of the classroom, offered as a course earning academic credit, and involving a formal agreement among an individual student, a supervising employer, and the college. The internship has two major purposes: 1) to provide an opportunity for the practical application of the student's knowledge and skills in the world of work and 2) to develop and apply new skills and knowledge. Students may or may not be compensated for their work under an internship agreement.

Internship opportunities are developed by individual programs of study at the college. Oversight of internships is coordinated by the Dean's Office.

1. Student Eligibility and Establishing the Internship:
 - a. Students must obtain permission from a supervising faculty member to register for an internship course.
 - b. It is strongly recommended that the students have a grade of "C" or better in all courses in their major field of study before receiving approval for an internship.

- c. It is the responsibility of the faculty supervisor for the internship to assess the educational value of the internship placement prior to its approval.
- d. The Academic Dean must approve any internship placement at a distance greater than one hour's drive from the Midway campus. The college is not responsible for providing transportation for any student intern.
- e. Before registration can take place, the student intern, the faculty supervisor and the employer must sign an internship agreement.
 - i. The internship agreement must specify the length of the internship placement. The placement should not exceed one semester in length.
 - ii. The agreement must specify the means of assessing the learning experience and the time frame for making those assessments. All internships, at a minimum, shall require a final written report by the student intern, an employer's evaluation and a faculty supervisor's evaluation of the student's performance.
 - iii. The agreement should include standards of performance for the assigning of a grade. The appropriate program of study should establish the standards of the internship.
 - iv. The college encourages employers to pay a wage or salary to the student intern in order to simulate actual working conditions as closely as possible. These provisions should be included in the internship agreement.

2. Registration and Administration

- a. Registration may take place at any time during the calendar year, although it is to the student's advantage to register during the college's regular registration period.
- b. Should it become necessary for a student to register for an internship experience after a semester or summer session has begun, the following procedures apply:
 - i. If the student registers after the last day to add a class but prior to mid-term, her credit hours will be credited to the current semester's academic load.
 - ii. If the student registers after mid-term in the relevant semester or term, the credit hours will be credited as being earned in the subsequent semester.
 - iii. Tuition charges are due at the time registration occurs and no internship may be begun before registration has taken place.
- c. The faculty supervisor must visit the internship site at least once during the internship period. A written account of observations made during any site visit must be kept.

- d. The faculty supervisor will keep the originals of all documents pertaining to the internship, including all evaluation forms. The proper forms will customarily be available in the registrar's office.
- e. The faculty supervisor will supply one complete copy of the employer's evaluation and the faculty supervisor's evaluation of the student's performance to the registrar.
- f. Within one calendar week of the end of the internship experience, the faculty supervisor will determine whether all of the conditions for the completion of the internship have been met, as specified in the Internship Agreement, and will file the final grade for the internship in the registrar's office.

J. Tutorials

The intent of a tutorial is to offer a student a course listed in the regular course offerings which the student needs for graduation but which is not being offered prior to the proposed graduation date. College Administration may designate a course as tutorial if there are less than five students enrolled and the course is considered to be a necessary course. For a tutorial, a student is required to meet all the expectations that are a part of the regular course. Competencies, outcomes, and learning experiences should not vary.

Students needing to have a tutorial must begin with their advisor and ascertain that no alternative strategy will solve the situation. Then the advisor needs to initiate a conversation with the Academic Dean. The situation must be described in writing. The Dean will consider the situation, including the budget implication. If the Dean concurs that no alternative exists and the funding is available, the tutorial will be approved.

Next, the Dean works with the Registrar to have the course added to the master schedule, but NOT listed in the registration materials.

K. Office Hours and Other Times on Campus

It is important that members of the faculty be available to students for academic advising and to offer individual help and guidance in the learning process. Full-time faculty members must designate 15 hours per week when they will be available for consultation with students, and make other times available by appointment. In setting office hours, consideration should be given to faculty availability for students in the School for Career Development. Part-time faculty should designate proportionate hours per week.

Not all the work of the college can be completed during the regular academic year. Therefore, during times when classes are not in session, it may be necessary to ask faculty members to come to campus for professional reasons such as long-range planning, curriculum development and registration.

L. Restrictions on Classroom or Campus Activities

The following restrictions apply to classroom or campus activities:

1. Children of employees or students are not to be brought to the work place or to classes, unless they are part of class activity.
2. Food and beverages are not allowed in classrooms at any time.
3. Smoking or use of tobacco is not permitted in any building on campus.
4. Possession or use of alcoholic beverages on campus is prohibited.
5. Possession or use of illicit drugs on campus is prohibited.

All faculty members share in the responsibility for adhering to and enforcing these guidelines, and have the responsibility for bringing them to the attention of others, including visitors.

M. Supplies for Office And Classroom Use

Office supplies may be requisitioned through the approval procedures of the college's purchasing system.

N. Textbook Orders

1. Student Texts: Midway College has outsourced textbook sales to ECAMPUS.COM. A list of approved textbooks for each course is maintained by the Dean's Office. Faculty members may recommend changes to approved textbooks through division channels, but the approved list will be forwarded to ECAMPUS at predetermined dates in order to prepare for the next term. As a guideline, textbook orders for each term will be submitted approximately 10 weeks before the beginning of classes and posted on the ECAMPUS website. Faculty may not communicate about textbook needs directly with ECAMPUS. Information about books availability and edition changes will be communicated to faculty as soon as known by the Dean's Office. Although there is a benefit to Midway College when students purchase books from ECAMPUS, students are free to procure books from any source.
2. Instructor's Text: Textbooks for use by faculty members for class instruction should be secured directly from the publisher. Full-time faculty members are responsible for ordering their complimentary copy from the publisher and should do so well before the beginning of an academic term. The Dean's Office will assist in coordinating desk copy needs with ECAMPUS and publishing firms.

O. Student Attendance and Attendance Records

The professor in each course has the responsibility for determining the attendance requirements for the course in conformity with the general guidelines found in the Midway College Catalog. This requirement shall appear in each course syllabus. The professor shall refer to and discuss the requirements at the beginning of each course.

The professor for each course is expected to maintain an accurate record of each student's class attendance. This record shall be available to the student, the faculty advisor, the director of student development, and officers of the college when requested. Accurate attendance records may be necessary to document last day of attendance for financial aid purposes.

Records of student attendance and activities are to be kept on file by the professor. When a faculty member leaves Midway College, the records covering the time of their employment must be turned in to the Registrar to be kept on file for five years. These documents are vital records for the professor and the college in case of litigation.

P. ADA Accommodations

Midway College follows the ADA legal requirements. Students with documented learning disabilities must complete the Americans with Disabilities Act application process in the Dean's Office. Upon agreement by the student and college on appropriate accommodations, faculty for each of the student's classes will be notified of the student's special needs by Academic Affairs staff. Notification of faculty will be repeated at the beginning of each term. If necessary, a meeting will be scheduled to discuss the application of agreed upon accommodations to specific courses. Documentation of requests for academic accommodations is filed in the Dean's Office. In unusual cases, the college's ADA Committee will meet to discuss requested accommodations.

Q. Other Guidelines Mentioned in Catalog Regarding Students

Academic Advising
 Academic "Good Standing", Probation, Suspension and Expulsion
 Other Causes for Academic Suspension and Expulsion
 Conditions Pertaining to Students Under Academic Suspension
 Reinstatement
 Academic Clemency Policy
 Filing of Grades
 Grade Reports
 Repeat Guidelines
 Student Records
 Withdrawing from a Course

PLEASE REFER TO A CURRENT MIDWAY COLLEGE CATALOG FOR SPECIFICS CONCERNING THESE AND OTHER GUIDELINES REGARDING STUDENTS.

Section VI COMPENSATION AND BENEFITS

A. Fringe Benefits

The college provides a benefits package to employees. The Director of Human Resources is responsible for communicating fringe benefits.

B. Holidays

Holidays are taken as they occur in the official academic calendar during the faculty member's term of employment.

C. Leave Of Absence

A faculty member may apply for a leave of absence without pay when circumstances require it. Requests should be made in writing to the Division Chair. The reason for the leave must be stated. The request is forwarded to the Academic Dean who adds their recommendation and forwards to the President. It should be noted that only the President may grant a Leave of Absence. The Academic Dean must be notified of the intent to return for the following academic year by March 1. The faculty member is responsible for paying dental and medical insurance premium during the leave of absence. In exceptional circumstances, the leave may be extended by one year.

D. Paychecks

Midway College operates on a fiscal year beginning July 1 of each year. Paychecks are issued every two weeks. Faculty will be paid in 26 payments per year via electronic deposit. New faculty members are advised that their first paychecks cannot be issued until all tax-withholding statements have been properly completed.

E. Professional Development and Travel

Assistance with expenses incurred in professional development activities and the travel associated with them is available through a fund administered by each Division Chair.

Applications for Professional Development may be made at any time. As noted above, the process is administered by each Division Chair. Awards are limited to a set amount determined by funds available and the number of faculty.

Deadlines for application for funding are announced each semester. The Chair recommends awards to the Academic Dean, who may authorize or deny the expenditure. Approval must be obtained prior to expenditure. The intention of the college is to provide some support for all faculty members to participate in professional development activities. The proper forms should be submitted when making application.

F. Salaries

The salary of a full-time member of the faculty is determined by that individual member's professional credentials and experience and by prevalent conditions in academe.

Salary increments at Midway College may be awarded on the availability of funds, length of service and/or performance. If faculty members wish to apply for an increase based upon performance, they must complete the required application form, attach any documentation they wish to have considered and submit it along with their year-end report.

Each year, the Board of Trustees determines the resources available to the college for salary improvements during the coming fiscal year. Based on the assessments of faculty by the Division Chair and Deans, the Provost will make recommendations about salaries to the President. The President of the College determines all salary increases.

G. Form to be used for Faculty Annual Report:

Midway College
Faculty Annual Report

Name:
Academic Year:
Rank:

I. TEACHING

A List courses and sections taught over the academic year. Please modify the form to reflect the needed semester, module, or cohort formats. Please indicate with an asterisk those courses that were contracted outside of teaching load.

Fall Semester

Course No.	Sec.	Course title	Credit Hrs.	Enrollment
TOTALS				

Spring Semester

Course No.	Sec.	Course title	Credit Hrs.	Enrollment
TOTALS				

Module Courses

Course No.	Sec.	Module	Course title	Credit Hrs.	Enrollment
TOTALS					

B List courses that were new preparations or significant revisions.

C. Describe the use of new teaching methodologies and any evaluations of their effectiveness.

D. Describe activities related to curriculum development and/or revision.

E. Number of advisees: _____

II. NON-TEACHING ACTIVITIES

A. Committee assignments
B. Administrative responsibilities
C. Activity (club sponsorship, grant management, etc.)

III. PROFESSIONAL ACTIVITIES

A. Published Scholarship (Please give complete citations in APA format.)

Citation
SAMPLE APA CITATION FOR JOURNAL ARTICLE: Roy, A. (1982). Suicide in chronic schizophrenia. <i>British Journal of Psychiatry</i> , 141, 171-177.

B. Papers, lectures, performances, etc. (Provide detailed information.)

Citation
SAMPLE APA CITATION FOR PAPER PRESENTATION: Crespo, C. J. (1998 March). <i>Update on national data on asthma</i> . Paper presented at the meeting of the National Asthma Education and Prevention Program, Leesburg, VA.

C. Attendance at Professional Meetings

Organization	Location	Date

D. Other faculty development activities

Activity	Date

E. Grant Proposals

Funding organization	Title of Program	Amount	Status

IV. SERVICE

A. Service to the Profession

Activity	Date

B. Service to the Community

Activity	Date

C. Service to the College

Activity	Date

Application for an Increase Based on Performance

List accomplishments from the current academic year that you feel should be considered for a salary increment. Include areas in which you are exceptionally effective as a faculty member. Provide documentation of achievements as appropriate.

Section VII WORKPLACE GUIDELINES

A. Alcohol and Drug Free Workplace

Midway College is committed to providing an environment that is safe and provides appropriate motivation to insure a creative and productive work force and academic setting. To this end Midway College endorses the philosophy that the campus should be free from the detrimental effects of drugs and alcohol. To insure student and worker safety and workplace and classroom integrity, Midway College prohibits the illegal manufacture, possession, distribution, or use of alcohol, controlled substances, and illicit drugs on its campus or as part of any of its activities. Further, except for employees and guests living in private residences of the college or college residences leased for private use, by authority of the Board of Trustees, possession and use of alcoholic beverages on the campus by employees, students, or guests is prohibited. The Midway College Alcohol Policy approved in 2003 limits the serving of alcohol as approved by the college president.

Procedures

1. Extremely serious health risks are incurred with the use of illicit drugs and the abuse of alcohol. Increased risk of vehicle accidents, permanent damage to the brain and other body organs, serious damage to unborn children, death, and multiple lesser side effects certain to obstruct academic and job performance are apparent from the use of illicit drugs and the abuse of alcohol. A full description of health risks are made available to all students and employees via programs and printed materials.
2. Midway College will facilitate treatment referral through the current health care provider for its employees for drug and alcohol counseling. All referrals will be handled with strictest confidentiality through the Vice Presidents, Director of Human Resources.
3. In accordance with the policy of the college as outlined above, Midway College will impose sanctions against students and employees who are in violation of the standards of conduct. Penalties for students may range from a fine to expulsion, depending on the severity of the offense in adherence to the disciplinary procedure applied to nonacademic violations. Any college faculty or staff member who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including discharge from employment. In cases where appropriate, the proper legal authorities will be notified.
4. In addition to imposition of disciplinary sanctions under college procedures, students and employees may face prosecution and imprisonment under Kentucky laws which make such acts felony and misdemeanor crimes (Kentucky Revised Statutes Chapter 218A).
5. Each college employee and student will receive annually a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy.

6. In order to aid the college in verifying it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug- Free Schools and Communities Act Amendments of 1989, all employees will be asked to sign a Drug and Alcohol Abuse Awareness Statement acknowledging that they have received a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy, which specifies that they will:
 - a. abide by the terms of the college drug/alcohol policy
 - b. notify the employer (if faculty or staff employees) or dean of students (if a student employees) of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such a conviction.
 - c. have knowledge of disciplinary actions which may be imposed for violations of the drug/alcohol policy.
7. The signed and dated statement will be permanently maintained in the employee's personnel file or the student's file in the financial aid office.
8. In the event an employee finds this procedure of signing a statement unacceptable, the employee may decline to sign the form. A substitute notation will then be placed in the personnel file certifying that the employee has, in fact, received the information.
9. The college will notify any granting or contracting federal agency within 10 days of receiving a conviction notice from an employee.

B. College Vehicles

College vehicles are available and are to be used by members of the faculty when conducting college-related business. Vehicles are reserved through physical plant. Before driving vehicle of the college, the driver must receive authorization from the physical plant and be certified as a driver. The Reservation Form is located on the campus intranet. Only if a college vehicle is not available may the faculty member use his/her own vehicle and be reimbursed.

C. Communication Services

Most communication services for faculty members come through the communications center located in the lower level of the library. Communications center personnel handle mail, duplicating, office supply and fax needs for faculty.

1. Mail Services

Faculty mailboxes for receiving campus mail, U.S. mail, and other deliveries, such as UPS, are located in the communications center. Daily mail is generally sorted and ready for pick up after 11 a.m., Monday through Friday. Outgoing mail is dispatched to the local post office at 2:30 p.m., Monday through Friday. Proper authorization forms for

postage are available in the communications center. Personal mail will be dispatched with college mail, but the college postage meter may not be used for personal mail. Bulk mailings are also handled by the communications center.

2. Duplicating Services

The communications center houses most duplicating equipment. The center staff will copy and assemble exams, syllabi, handouts, etc. Requests are preferred 48 hours in advance of need, particularly during the peak periods at the beginning of the semester, at mid-term and during final exams. Communications center personnel will not prepare materials for copying. Materials should be ready to copy when copies are requested.

Self-service, walk-up copiers are available at several campus locations for small volume, day to day needs. Copy codes are issued for these machines.

All copying services will require the use of the proper forms to request or account for copies. The forms are available in the communications center. Faculty members must reimburse the college when doing personal copying.

3. Printing

Requests for external printing are made to the Director of Public Relations in the Office of College Relations and Development. Requests for printing must be made at least 10 days in advance.

Business Cards are printed internally and requested through HELP@midway.edu.

4. Fax Machine

A fax machine is located in the communications center for faculty use. Its use may require a long distance telephone code. For that reason, students are not permitted to run long distance fax messages for faculty members.

5. Telephone Service

The Director of Information Systems oversees telephone service. Any questions regarding the telephone system, service or charges should be directed to that office.

Each faculty member is assigned a confidential identification code to access long distance service. These codes should be kept confidential and not be given to student workers. Individual account statements are issued monthly. Faculty members must reimburse the college for personal long distance calls. This should be done on a monthly basis at the business office.

D. Calendar

1. Electronic Calendars

- a. Midway College provides each employee with Microsoft Outlook for email and calendar for the business of the college.
- b. Calendars are to be kept up-to-date and reflect the business of the college.
- c. Employees may mark confidential appointments by checking the “private” box in the lower right hand corner of the appointment.
- d. The immediate supervisor and Dean of each employee of the college are to be given review access of the employee’s calendar.
- e. The Provost and the President of the College are to be given review access to all employees’ calendars.

E. Externally Funded Grants and Contracts

All requests by members of the faculty for externally funded grants and contracts must be presented for approval to the Academic Dean, the Vice President for College Relations and Development and the President in order to assure that proposals are related to the purposes of the college.

F. Grievances

Policy Statement

Any and all claims, disputes or controversies between an employee and the college pertaining to employment by Midway College shall be submitted to final and binding arbitration before the American Arbitration Association. Such arbitration shall be filed within 120 calendar days of the alleged occurrence and shall be conducted according to the Model Employment Arbitration Procedures of the American Arbitration Association. The parties hereto shall divide equally all costs associated with such arbitration. Any award shall be conclusive and enforceable in any court having jurisdiction.

G. Maintenance Requests

All needs pertaining to maintenance, repairs, housekeeping, setups, etc., must be submitted to the maintenance department. Work orders can be submitted through the on-line system. In case of emergency, contact the maintenance office.

H. Parking

Parking spaces are reserved in designated areas for faculty, staff, visitors and handicapped drivers. Faculty may park in appropriately designated spaces. Parking permits are obtained through campus security.

I. Purchases and Requisitions Procedure

1. Spending Process Rules: (Approval must be obtained before any purchase.)
 - a. Scope of process: All purchases of goods & services & travel.
 - b. Two week minimum is required for approval process. Orders/Purchases may not be made until an approved purchase order number is issued after final approval
 - c. Checks are processed bi-weekly on non-payroll Fridays.
 - d. Cutoff for Friday check run is noon on Wednesday.
 - e. Emergency purchases will be dealt with on an individual basis (Physical Plant).
 - f. The College will only pay for purchases of goods & services with appropriate advance approval and documentation of receipt (packing slip or email verifying service performed).

To request a purchase order for spending, go to the following website and sign in when prompted:

<http://10.1.1.102/BAWeb/default.htm>

From this site, you can learn about, select and follow the directions for making three types of purchase requests. The commitment from approvers is that this process will not take over one week. However, this week does not include time for processing the check or delivery so plan ahead.

2. Product or Service or Day Travel Event spending request. You will complete a web form that will make your request known on the approval track designated for the department. You will receive an email when the request is approved with the purchase order number that you will use to place an order. If the request is denied, you will receive an email to inform you of that also. It will note who denied the request so that you know where to direct your questions. Upon receipt of product or completion of service, you are required to send confirmation to Accounts Payable that this purchase order is cleared for payment. You may sign/date/record the purchase order number on the packing list, invoice or via email.

3. Office Supply Order. You will be directed to the HURST OFFICE SUPPLY WEBSITE. Your username is your **last name** and your password is the **last 4 digits of your social security number**. Utilizing the Contract tab from the left side menu, you will be able to request products from our list of contracted supplies. (Contract catalog viewers will only be able to see that list and are not able to utilize the search process.) **If** the supplies you need are NOT showing on that catalog, contact your department head who can request products from the full HURST catalog. Once through the approval track, your order will be shipped to the communication center and a notification will be put in your inbox. Hurst delivers on a set schedule so plan ahead on your ordering. (Web address to go directly to Hurst from on or off campus:

<http://www.dforceweb.com/0015/DealerStation/>

4. Athletic Day or Overnight Travel Employee or Student Trips. You will need to complete and save a trip estimate for your trip, then complete the web form to request the spending amounts. The important thing to remember here is that this is for multi-expense trips-hotel, food, gas, etc. If you are traveling on a day trip and need only to spend gas money in a college vehicle or if you need money for a club dinner, use the Product or Service step. This option is for overnight travel. You will need to map to the network drive \\apps1\travelspendingreq to make this happen, IRIS will send out instructions under separate email.

This site also holds the expense form required to document your approved spending-for either cash advance or travel/event for which you have been approved for reimbursement. You will complete this form within one week of travel or event and attach the original receipts including all information required by IRIS. After you send these documents to Accounts Payable, a check will be cut following the 'check cut' deadlines.

J. Removal of Furniture/Equipment from Academic Space

No furniture or other equipment is to be removed from any classroom or other academic space by any person unless such removal has been authorized by the Academic Dean.

Each faculty member should maintain an accurate inventory of equipment and furniture and should notify the Dean's Office immediately in the event of theft or other disappearance of college equipment, supplies or furniture. In addition, the business office maintains a current inventory of equipment and furniture arranged by serial number and date of purchase.

For these reasons, any arrangement for the moving or removal of college property in the academic area or the use of such items by others outside the academic area should be discussed in advance with the Academic Dean.

K. Scheduling of Space for Special Events and Activities

In order to schedule special events in a manner consistent with cooperative working relationships, faculty members are requested to observe the following procedures:

Contact the appropriate person when requesting the facilities listed below:

Director Of Dining Services

McManis Student Center (except gym)
Marrs Hall Foyer
Alumnae Chapel
Graves Amphitheater
AHR Lobby

Director of Stables and Bloodstock

Keeneland Equine Center
Midway College Equestrian Center
Ashland Stable
Outdoor Arena

Registrar

Classrooms

Director of Athletics

Marshall Gymnasium

Executive Assistant to the President

A.Y. Lloyd Board Room in Marrs Hall

Provost's Office

For any space request not explicitly listed above, contact the Provost's Office for specific referral.

Outside Groups

Contact Office of College Relations, 859-846-5873

L. Sexual Harassment

1. Policy Statement

Midway College is committed to maintaining a work environment free from harassment and discrimination based on age, race, color, sex, religion, national origin, or physical disability

M. Travel Expenses

1. Individual Business Travel

Travel performed in the course of conducting college business must be approved in advance by the Academic Dean. Projected expenses should be entered into the college's purchase order system. The Expense Report Form is to be used when requesting reimbursement for travel expenses. In addition to completing the form by day and itemization of expense, state the purpose for the trip, the location traveled to, names of all guests entertained for meals, and attach receipts for which you are requesting reimbursement. Meals are reimbursed on a per diem basis and only if overnight stay is required. After completing the form and obtaining the appropriate approval, submit the form to the Accounts Payable for processing.

Traveling by automobile must request a college vehicle. Only if requested, and a college vehicle is not available will the college pay mileage expenses. If a person chooses to use their own vehicle even when a college vehicle is available the college will reimburse for gas only at a predetermined rate based upon number of miles.

Checks are normally processed bi-weekly. Items for payment should be turned in no later than noon on Wednesday.

2. Group Travel

Faculty members desiring funding for college-related travel such as field trips or other academically oriented travel must submit a request to the Division Chair prior to the travel. The funds will be taken from the budget of the academic discipline.