

## TABLE OF CONTENTS

I. INTRODUCTION	
A. Preamble	5
B. Mission Statement	6
II. BOARD AND COMMISSION	
A. Board of Trustees	8
B. Horry County Commission on Higher Education	8
C. Coastal Educational Foundation, Inc.	8
III. OFFICERS OF THE UNIVERSITY	
A. President	9
B. Provost	9
C. Executive Vice President	9
D. Vice President for University Advancement	9
E. Vice President for Student Affairs	10
F. Vice President for University Relations	10
G. Vice President for Organizational Development And Human Resources	10
H. Athletic Director	11
I. Academic Administrator	11
1. College Deans	11
2. Dean of Library Services	11
3. Associate/Assistant Deans	12
4. Department Chairs	12
IV. FACULTY ORGANIZATION	
A. Membership	14
B. Functions	14
C. Meetings	15
D. Faculty Senate	15
1. Membership and Representation	15
2. Executive Committee	17
3. Meetings	18
4. Amendments	19
5. Attendance	19
6. Agenda	20

7.	Committee Reports	20
8.	Protocol	20
E.	Regular Faculty Committees	20
1.	Academic Affairs	20
2.	Buildings and Grounds	21
3.	Calendar	21
4.	Campus Judicial Board	21
5.	Core Curriculum	22
6.	Faculty Grievance	22
7.	Faculty Welfare and Development	23
8.	Intercollegiate Athletics	23
9.	International Programs	24
10.	Library Advisory	24
11.	Nominations and Elections	24
12.	Promotion and Tenure	25
13.	Strategic Planning	25
14.	Student Life	27
15.	Student Retention and Assessment	27
F.	Organization and Procedures of Regular Faculty Committees	28
1.	Membership	28
2.	Vacancies	29
3.	Terms of Service	29
4.	Meetings	29
5.	Voting Privileges	30
6.	Committee Chair Responsibilities	30
G.	Ad Hoc Committees	30
V.	FACULTY RESPONSIBILITIES AND RIGHTS	
A.	Faculty Responsibilities	32
1.	Classroom Procedure	32
2.	Normal Work Schedule	33
3.	Examination and Grading Policy	33
4.	Code of Student Conduct and Academic Responsibility	34

B.	Faculty Rights and Privileges	39
1.	Academic Freedom	39
2.	Political Activity	40
3.	Study Opportunities	41
4.	Outside Employment and Consultation	41
5.	Scholarly Reassignment	42
6.	Distinguished Professor and Emeritus Title	45
7.	Professional Growth and Research	45
8.	Faculty Performance Review	45
9.	Administrator Evaluations	47
10.	Faculty Reduction-in-Force Policy	47
C.	Faculty Grievance Procedure	49
VI. APPOINTMENTS, PROMOTION, AND TENURE		
A.	Terms of Employment	53
B.	Appointments	54
1.	Affirmative Action Policy Statement	54
2.	English Proficiency Requirement	54
3.	Nature of Policy Changes	54
4.	Procedures	54
5.	Nepotism Policy	55
C.	Promotion	56
D.	Tenure	58
1.	Tenure Regulations	58
2.	Tenure Criteria	66
E.	Promotion and Tenure Procedures	67
F.	Post-Tenure Review	74
G.	Policy for Employment of Part-Time Faculty	78

## VII. BENEFITS AND PRIVILEGES

A. Leave	79
1. Annual Leave	79
2. Sick Leave	80
3. Court Leave	81
4. Military Leave	81
5. Death in Family	81
6. Leave Without Pay	82
B. Benefits	83
C. Banking Services	83
D. Athletic Tickets	83
E. Cultural Arts Tickets	83

## I. INTRODUCTION

### A. Preamble

The Coastal Educational Foundation, Inc., a corporate body, was duly chartered by the State of South Carolina on the sixth day of August, 1954, for the purpose of providing and promoting educational and cultural opportunities for the people of Horry and surrounding counties.

The Horry County Higher Education Commission was created by Legislative Act on April 9, 1959, with the members of the Board of Directors of the Coastal Educational Foundation becoming the first members of the Commission.

Subsequently, on August 1, 1959, a contract was signed between the Horry County Higher Education Commission and the University of South Carolina wherein the University was to provide educational courses in what was to constitute a branch of the University. Thereby, at the beginning of the fall semester, 1960, Coastal Carolina Regional Campus came into being as a two-year branch of the University.

Special legislation enabled the Coastal Carolina branch to add the junior year to its curriculum in the fall of 1973 and the senior year in the fall of 1974. The campus operated as Coastal Carolina College, a four-year branch of the University of South Carolina, until 1993. On July 1, 1993, by legislative action, the institution became Coastal Carolina University, an independent state university, with its own Board of Trustees.

The Board of Trustees, which derives its authority from the General Assembly of South Carolina, is the governing body of the University and of all its constituent units, wherever situated. The powers of the President and the Faculties of the University are delegated by the Board in accordance with its policies.

## B. Mission Statement

Coastal Carolina University is a public mid-sized (4,000 - 6,500 students), comprehensive liberal arts institution offering baccalaureate degrees in the traditional liberal arts and sciences, interdisciplinary studies, and professional colleges, along with master's degrees in several specialized areas. Located in one of the fastest-growing metropolitan areas in the nation, the campus primarily serves its immediate five-county area, while honoring its commitment to the citizens of Horry County who founded the University and continue to provide funding to it. Recognizing its responsibility to ensure a student population that is diverse both culturally and geographically, the institution also aggressively recruits statewide, out-of-state, and internationally.

Coastal Carolina is a community of students and teacher-scholars dedicated to the pursuit of wisdom and goodness in an environment where intellectual understanding is encouraged, individual dignity respected, and creativity stimulated. The University seeks to provide a rational view of the world and human experience through student-centered participatory learning to help students make intelligent and informed decisions as free and active citizens in modern society. To this end, the institution affords opportunities for personal development and provides a common grounding in the Western intellectual tradition. Anticipated acquired skills and knowledge include the ability to express oneself effectively both orally and in writing, to locate and process information, to reason analytically and abstractly, to interpret and evaluate scientific evidence, to demonstrate competency in the use of modern technology, and to appreciate accomplishments in the arts. Attitudes ideally to be developed embrace a sense of ethics, honesty, truth, and justice; a willingness to accept responsibility for one's own actions and choices; an appreciation for work and self-discipline; an appreciation of and desire for lifelong learning; and a respect and tolerance for the ideas, values, and opinions of others.

As a major intellectual and cultural center for the Waccamaw region, the University enriches the quality of life through the performing and fine arts, community

service, external programs, distance learning, continuing education programs, and the encouragement of faculty development and research, especially in problem areas that are indigenous. Recognizing regional needs, the campus provides Master's degrees in several areas for professional advancement. In its public service role, the institution is a major resource in the economic and intellectual development of the region, urging faculty participation on local boards and councils, and providing research and consulting services to local businesses, non-profit agencies, and governmental bodies. The University facilitates student participation in the community through internships, community service, and cooperative learning, as part of a comprehensive educational experience that renders students competitive for entry-level jobs or graduate and professional training leading to practical and productive careers in business, the public service, the professions, and education.

Toward this accomplishment of its mission, Coastal Carolina covenants its cooperation with its sister public institutions, with the public colleges, with the business community, and with elected and appointed officials who are responsible to the voting public for the oversight and governance of post-secondary education. The University understands that such cooperation necessarily includes coordination of programs and activities, along with a duty to use public funding efficiently and effectively to make its offerings both affordable and accessible. The institution also recognizes the fact that any public funds appropriated to it must be considered as an investment in the betterment of society, with the anticipated returns being an enlightened populace and economic growth.

## II. BOARD AND COMMISSIONS

### A. Board of Trustees

Coastal Carolina University was created as a separate and distinct institution of higher learning in the State of South Carolina by the South Carolina General Assembly in 1993. The University is a body corporate and politic, in deed and in law under the name of Coastal Carolina University.

The governing body of Coastal Carolina University is the Board of Trustees, which by statute is responsible for overseeing the effective governance of the University.

### B. Horry County Commission on Higher Education

The Horry County Higher Education Commission was created by Legislative Act on April 9, 1959, as the political entity to administer the funds provided by a special tax levy imposed on the citizens of Horry County for the purpose of supporting higher education.

### C. Coastal Educational Foundation, Inc.

The Coastal Educational Foundation, Inc., is an eleemosynary-corporation which has been chartered by the Secretary of State of South Carolina. It serves as a support group to Coastal Carolina University as well as to other public and private groups. The Foundation has no authority in University policies and procedures, and by the same token, the University has no responsibilities toward the Foundation although it is concerned with the operations of the Foundation.

### **III. OFFICERS OF THE UNIVERSITY**

#### **A. President**

The President is the chief executive officer of the University and Chair of the faculty. While vested to act for the Trustees in administering the University, the President is also responsible for achieving the stated purposes of the University and for its ongoing operations.

#### **B. Provost**

The Provost manages the internal educational operation of the University, is the chief academic officer of the University, reports directly to the President, acts for the President in his or her absence, and is responsible for

1. administering the academic program, its budgets and support services; and
2. administering enrollment management services.

#### **C. Executive Vice President**

The Executive Vice President manages the internal institutional planning, finances, and administrative services of the University; is the chief financial officer of the University; reports to the President and is responsible for

1. preparing and controlling the University budget;
2. short and long-term campus planning; and
3. supervising Institutional Effectiveness, Information Technology, Human Resources, Auxiliary Services, Facilities Management, and University Business and Finance Services.

#### **D. Vice President for University Advancement**

The Vice President for University Advancement reports to the President and is responsible for

1. directing all development activities; and
2. serving as staff liaison with lay advisory boards, such as the Coastal Educational Foundation, Inc.

E. Vice President for Student Affairs

The Vice President for Student Affairs coordinates Student Development Division services, reports to the President and is responsible for

1. planning and directing Student Affairs divisions, including alcohol and drug education, career services, counseling, services for students with disabilities, job location development and placement, campus recreation and intramurals, residence life, student activities, student leadership center, student center, student health service, and Women's Advocacy Center;
2. coordination of legal issues and concerns regarding students;
3. representing the University in matters of student personnel; and
4. administering the University's Code of Student Conduct and Academic Responsibility relating to the non-academic responsibility section.

F. Vice President for University Relations

The Vice President for University Relations reports to the President and is responsible for

1. directing the operations of Community Relations, Cultural Promotions, Special Events, Conference Services, Wheelwright Auditorium, Alumni Affairs, Media Printing, Photography, and Marketing Communications;
2. serving as staff liaison with lay advisory boards, such as the Horry County Higher Education Commission and local governments

G. The Vice President for Organizational Development and Human Resources reports to the President and is responsible for

1. directing all activities in the recruitment, selection and hiring of non-academic personnel;
2. administering faculty and staff benefits programs, compensation programs, staff training and development activities, and employer/employee relations programs;

3. directing Equal Opportunity and affirmative action programs, and monitoring compliance with federal, state and local regulations related to personnel.

#### H. Athletic Director

The Athletic Director reports to the President, manages all facets of the Athletic Department, and is responsible for

1. preparation and control of the athletic budget; and
2. supervision of the coaching staff, the athletic support staff, and the athletic facilities.

#### I. Academic Administrators

##### 1. College Deans

Deans report to the Provost and act as the chief administrative officer of a particular academic unit. Each is responsible for

- a. developing and implementing a College budget;
- b. recommending faculty salaries;
- c. recommending matters relating to faculty appointments, retention, promotion, and termination;
- d. planning and scheduling course offerings;
- e. academic advising;
- f. evaluating and certifying students' degree requirements;
- g. development of the education programs of the University;
- h. supervising faculty and staff; and
- i. providing an annual written evaluation of each faculty member.

##### 2. Dean of Library Services

The Dean of Library Services reports to the Provost and acts as the chief administrative officer of the library. The Dean is responsible for

- a. developing and implementing the library budget;
- b. recommending library faculty salaries;

- c. recommendations relating to library faculty appointment, retention, promotion, and termination;
- d. developing and implementing library policies and procedures;
- e. planning and developing library services to support the educational programs of the University;
- f. supervising library faculty and staff; and
- g. providing an annual written evaluation of each library faculty member.

### 3. Associate/Assistant Deans

Associate/Assistant Deans report to the Dean of the College in their particular academic unit. Each supports and assists the Dean and generally is responsible for

- a. providing information and assistance to students concerning College and University academic policies and procedures;
- b. coordinating with department chairs and the Registrar in constructing and submitting semester and summer class schedules;
- c. maintaining records and submitting requests to the office of Academic Affairs for employing and compensating part-time faculty and full-time faculty teaching on an overload basis;
- d. serving on the University scholarship committee;
- e. performing other duties and projects as assigned by the Dean;
- f. preparing a draft, in coordination with the Dean, of the College's annual report; and
- g. representing the College in the Dean's absence.

### 4. Department Chairs

Chairs report to the Dean of the College in their particular academic unit and generally are responsible for

- a. coordinating the daily operation of their academic unit;
- b. providing leadership to the department;
- c. scheduling and supervising instruction within the department;
- d. recruiting and retaining departmental faculty;

- e. evaluating faculty with annual recommendations to the Dean;
- f. preparing letter for Promotion and Tenure file of applicant(s) from the department;
- g. budgeting and coordinating departmental expenditures;
- h. coordinating departmental student advisement, maintaining advisement files, and reviewing graduation applications;
- i. reviewing and correcting departmental information in the University Catalog;
- j. coordinating departmental requests for library acquisitions;
- k. reviewing, evaluating, and modifying departmental courses and curriculum;
- l. performing other duties and projects as assigned by the Dean; and
- m. preparing, for the Dean, a departmental annual report.

## IV. FACULTY ORGANIZATION

### A. Membership

A person will be considered a member of the faculty who has a full-time appointment at the rank of Instructor, Senior Instructor, Affiliate Librarian, Assistant Professor, Assistant Librarian, Associate Professor, Associate Librarian, Professor or Librarian. All members of the faculty have the right to present motions and vote in general faculty meetings.

The President and other administrators who have academic rank and full-time appointments are voting members of the faculty.

### B. Functions

The faculty, subject to limitations stated below, has legislative authority on

1. standards of admission;
2. registration and student orientation;
3. requirements for and the granting of degrees;
4. curriculum and instruction;
5. extra-curricular activities;
6. discipline of students;
7. educational policies;
8. educational standards;
9. research;
10. graduation exercises;
11. promotion and tenure;
12. faculty recruitment;
13. academic calendar; and
14. all other matters pertaining to the conduct of faculty affairs.

Proposals resulting from the exercise of this authority are subject to the review and approval of the President and the Board of Trustees.

The faculty will be consulted on any election or appointment to the office of President, Provost, and other administrative positions reporting directly to the President

or the Provost. Through an appropriate committee, the faculty will then communicate its views to the President and the Board of Trustees.

### C. Meetings

The Provost will call two general faculty meetings annually, one each semester. At these meetings the faculty may recommend specific actions to the Faculty Senate, take action referred by the Faculty Senate, or reverse decisions made by the Faculty Senate under the guidelines set herein and according to parliamentary procedures.

Meetings require a quorum to conduct business. A quorum will be a simple majority (one-half plus one) of the faculty membership. Without a quorum, other non-business agenda items can be presented, but no action or votes taken. Motions before the faculty will require a simple majority vote for passage.

The President or the Provost calls extraordinary meetings of the faculty as are necessary. The Provost, after consultation with the President, determines and convenes the order of business for these meetings. A special meeting of the faculty may also be called by a majority vote of the Faculty Senate, by the Executive Committee of the Senate, or by a written petition signed by twelve faculty members and submitted to the Provost.

### D. Faculty Senate

The powers of decision and recommendation presently vested in the faculty of Coastal Carolina University by the Board of Trustees and manifested through the actions of the faculty at its meetings will remain unchanged; however, the Faculty Senate will replace the faculty in the routine execution of these powers. Accordingly, the Faculty Senate will have legislative authority on all matters set forth in Section IV. B (Faculty Organization Functions). No changes in promotion and tenure regulations will be made except by vote of the faculty in a general session and by subsequent approval of the Board of Trustees.

#### 1. Membership and Representation

Each College and the Library will elect a number of senators equal to 20 percent of the full-time faculty members in that College. These senators must hold faculty rank. The College will count administrators with faculty rank in the determination of Senate representation. Administrators (except for department chairs) may not be elected to, or serve on the Senate Executive Committee. The administration will be represented by one senator, who need not hold faculty rank.

The number of full-time faculty in each College will be assessed by the Executive Committee at the start of each semester to verify the number of senators representing each College. When a new College is formed, it should elect one-third of its senators to serve a one-year term, one-third to serve a two-year term, and one-third to serve a three-year term, thus to establish a rotational membership. If a College is entitled to fewer than three senators, its senator(s) will be elected for the longest term. If a College loses a senator because of a decrease in its number of faculty members, the senator in that College with the shortest term remaining to be served will stand down. Regardless of its size, each College and the Library is entitled to at least one senator.

In assessing College representation, the Executive Committee and Dean of the College should disregard fractions less than 0.5 and carry fractions 0.5 or higher to the next whole number.

Senators are elected for three-year terms. Every spring semester each College will elect a sufficient number of new senators to fill anticipated vacancies for the fall semester. Regularly elected senate terms start at the beginning of the first senate meeting of the new academic year, and end at the same time three years later.

For special elections replacing senators who are leaving the senate before the end of their terms, the new senator's term will begin the first meeting after the election is held AND the former senator leaves the

senate. Such terms will end when the former senator's term ends.

For special elections of additional senators, the new senate term will begin the meeting after the election is held AND the reapportionment becomes official. Such terms will last the remainder of the academic year in which they were elected plus two years. These terms will end at the first meeting of the senate in the subsequent academic year.

## 2. Executive Committee

The Chair, the Vice Chair, and the Secretary of the Faculty Senate are the officers who make up the Executive Committee. Officers are elected from and by the Senate membership for two-year terms. Officers may be re-elected for consecutive terms.

Administrators, except for department chairs, may not be elected to or serve on the Executive Committee. Department chairs are the only administrators who are eligible to be elected and to serve as officers.

The Executive Committee prepares the agenda for each meeting, determines the time and place of each meeting, verifies the College's representation on the Senate, makes specified committee appointments, and oversees the administrator evaluation process.

### a. Duties of the Chair

- (1) Presides over the meetings of the Faculty Senate.
- (2) Makes appointments to specified committees, (such as noted under Membership in Section F. Regular Faculty Committees).
- (3) Monitors and coordinates Senate committee progress.
- (4) Forwards Senate recommendations and resolutions to the appropriate administrative office, and notifies Senators of all administrative actions taken on Senate recommendations and resolutions.
- (5) Acts as an agent of the faculty.

- (6) Serves as an honorary (non-voting) member of the Board of Trustees.
- b. Duties of the Vice-Chair
  - (1) Presides over meetings of the Senate in the absence of the Chair.
  - (2) Succeeds the Chair and completes the term if the Chair, for any reason, is unable to complete the term of office. In such case, a new vice-chair will be elected.
- c. Duties of the Secretary
  - (1) Takes roll call at each Senate meeting and verifies a quorum.
  - (2) Approves the transcribed minutes of Senate meetings for distribution to all Senators, Deans, and the Provost within fourteen days after the meeting.
  - (3) Distributes notice of special meetings (as specified below under 3.b. Special Meetings).
- d. Duties of the Parliamentarian (appointed by the Chair)
  - (1) Familiarity with Robert's Rules of Order.
  - (2) Assists the Chair in insuring that parliamentary procedure is followed at Senate meetings.
  - (3) Meets with the Executive Committee.
- e. Duties of the Recorder (appointed by the Office of the Provost)
  - (1) Tapes and transcribes the minutes of the Senate meetings and the general faculty meetings for the Secretary's approval.
  - (2) Distributes the approved Senate minutes and other Senate-related materials at the direction of the Chair.
  - (3) Upon the approval of the Provost, distributes the minutes of the general faculty meetings and appropriate attachments to all faculty.

### 3. Meetings

- a. Regular meetings - The Faculty Senate meets on the first Wednesday of each month during the academic year, from September to December and February to May, and once in the summer. The time and place of each meeting will be determined by the Executive Committee of the Senate. Each

meeting will not exceed one and one-half hours unless extended by vote of the Senate. The attendance of half of the Senate membership plus one will constitute a quorum. Every faculty member has the right to attend these meetings and address the Senate; however, issues before the Senate will be decided by vote restricted to members of the Senate. Except where noted, all motions before the Senate require a simple majority vote for passage.

- b. Special meetings - Special meetings of the Senate will be called by the:
  - (1) Chair of the Senate in consultation with the Executive Committee of the Senate, or by the
  - (2) Chair of the Senate upon written request of five members of the Senate, or by the
  - (3) Chair of the Senate upon written request of twelve members of the faculty.

The Chair will direct the Secretary to mail the notice of the special meetings to all Senators no later than two working days prior to the meeting date. The notice will contain all necessary information available on the subject to be discussed. Only the business mentioned in the call of a special meeting can be transacted at such a meeting. If, at such a special meeting, it becomes urgent to take action on a subject for which no notice was given, that action, to become effective, must be ratified by the Senate at a regular meeting or, if ratification cannot wait, at another special meeting properly called for that purpose.

- 4. Amendments  
Amendments to these bylaws will be operative upon approval by three-fourths vote of the membership of the Faculty Senate.
- 5. Attendance  
When necessary, Senators who can not attend are responsible for arranging for a substitute from the College which they represent, *who will have the rights and privileges of the Senator they are representing.*

6. Agenda  
The faculty will be solicited each month for agenda items. Agenda items must be submitted no later than two weeks prior to a Senate meeting. The Senate agenda will subsequently be distributed to all Senators and faculty members at least seven days prior to the next Senate meeting.
7. Committee Reports  
Reports from each faculty committee will be brought to the Senate by the committee chair or designee, as requested by the Senate Chair. Each faculty committee chair must submit an annual report of the committee's past year's accomplishments, unfinished business, and recommendations for future business to the Senate Chair by the May Senate meeting.
8. Protocol  
Senate meetings will be conducted according to parliamentary procedure as set forth in Robert's Rules of Order.

#### E. Regular Faculty Committees

1. Academic Affairs  
Membership: Nine faculty (two elected from each College and one elected from Library). Two students (non-voting). Ex Officio: Provost; Vice President of Enrollment Management; Registrar.

The term of service will be three years. The chair will be elected from among the voting members who are in their third year of consecutive service.

Purpose: This committee considers and recommends to the Senate actions on requests for the addition of courses or additions, deletions or changes of University Core Curriculum courses or programs of the University. The committee also considers and notifies the Senate of deletions of courses or minor changes in courses, such as course titles, descriptions, or credit hours. These changes do not need Senate approval, but are submitted to the Senate for notification only. When considering additions, deletions or changes to courses, special

attention will be given by the committee to avoid duplication or obsolescence. The committee will also provide continuing evaluation of programs of instruction, educational policies, and admission standards. The Academic Affairs Committee will assess Writing Intensive and Computer Usage courses.

2. Buildings and Grounds

Membership: Five faculty (one elected from each College and one elected from the Library.) Two students. Ex Officio: Executive Vice President; Assistant Vice President for Budget and Facilities Management; Representative from Law Enforcement.

Purpose: The duties of this committee are to oversee the design, landscaping, and maintenance of campus buildings and grounds in order to create a functional, aesthetically pleasing and cohesive environment. This committee also considers such matters as the planning and allocation of parking facilities, classroom maintenance and housekeeping, campus beautification, traffic, safety and other special requests involving the physical plant of the University.

3. Calendar

Membership: Five faculty (one elected from each College and one elected from the Library). Two students. Ex Officio: Registrar, Ex Officio non-voting: Bursar. The term of service will be three years.

Purpose: The duties of this committee are to establish the dates on which the classes of each College term will begin and end. Holidays and days off will be determined with due consideration of the number of classroom hours each class will meet. This committee will also establish the dates and times of final examinations.

4. Campus Judicial Board

Membership: Five elected faculty, and (three administrative staff or faculty members appointed by the President). Five students.

The chair of the Judicial Board will be a faculty member, elected by members of the Judicial Board.

The membership will comprise a pool from which two students, three faculty members, and one appointed member respectively will be the “sitting” Campus Judicial Board for a particular case. The elected Chairperson will assign the "sitting" Board. The student members must have completed a minimum of 60 semester hours, must be carrying a minimum of twelve hours, and will be appointed by the SGA president so that each College is represented.

Purpose: The duties of this committee are to conduct hearings for students alleged to have committed non-academic infractions of the Code of Student Conduct and Academic Responsibility according to the procedures listed in the Code.

5. Core Curriculum

Membership: Nine faculty (two elected from each College and one elected from the Library). Ex Officio: Provost.

Purpose: This committee oversees and makes recommendations regarding all aspects of the core curriculum, including implementation, modification and evaluation. The committee's recommendations regarding modifications to core curriculum requirements are forwarded to the Academic Affairs Committee for approval prior to requesting Senate action. The Core Curriculum committee will coordinate the designation of Writing Intensive and Computer Usage courses and takes action on student petitions for exemptions, substitutions or exceptions to core requirements.

6. Faculty Grievance

Membership: Six members (one elected from tenured faculty of each College and the Library, one tenured representative from the Faculty Welfare and Development Committee who is elected for a one year term).

Purpose: The duties of this committee are to conduct reviews of grievances brought to the President following the third step of the Faculty Grievance Procedure. A faculty member serving on this committee cannot be directly or indirectly involved in the case to be heard. In case of such a conflict of interest, the Chair of the Senate appoints a temporary replacement maintaining the Colleges' representation. Also, in cases of member's inability to serve, such as approved absence from the University, the Chair of the Senate appoints a temporary replacement maintaining the Colleges' representation. This committee conducts its proceedings in accordance with the guidelines defined in Step 4 of the Faculty Grievance Procedure

7. Faculty Welfare and Development

Membership: Nine faculty (two elected from each College; one elected from the Library).

Purpose: The duties of this committee are to consider policy matters pertaining to salaries and other aspects of the personal welfare of the faculty and to act as the initial agent of the faculty in matters concerning discipline of its own membership. In addition, this committee assists in all aspects of faculty development, including the organization of seminars or workshops to support continued education, scholarly research and publication, or travel to professional meetings. Recommendations concerning scholarly reassignment applications and the awarding of faculty development grants are forwarded to the Provost.

8. Intercollegiate Athletics

Membership: Six faculty (one elected from each College and one elected from the Library), and the faculty representative to the NCAA. Two students. Ex Officio: Athletic Director, Financial Aid Office representative, Admissions Office representative, Executive Vice President.

Purpose: This committee considers all phases of the intercollegiate athletic program at the university and makes reports and recommendations to the faculty and the administration. The Athletic Director and all

coaches are excluded from any elected or appointed position on this committee. (Revised September 2002)

9. International Programs

Membership: Twelve members (One elected from each College and one elected from the Library, One appointed by the Senate Chair; Four appointed by the University President, Two students appointed by the Student Government Association.) Ex Officio: Director of International Programs.

Purpose: In cooperation with other relevant entities on and off campus, this committee will help promote major and minor programs of international study, and will help further activities of the Office of International Programs. The Committee helps set the direction for the cosmopolitan and cross-cultural enrichment of campus and community at both the human and academic levels.

10. Library Advisory

Membership: Six faculty (one elected from each College; two appointed by the Senate Chair). One Student. Ex Officio: Provost, Dean of Library Services.

Purpose: The Library Advisory Committee studies library needs in terms of the academic programs and advises the Dean of Library Services on matters of general library policy, the development of library resources, and the means by which the institution may best integrate the library program with other academic activities of the University.

11. Nominations and Elections

Membership: Three elected faculty.

Purpose: This committee calls for and accepts nominations to Senate committees and presents a slate of nominations to the faculty at least one week in advance of the final faculty meeting of the academic year. This committee is responsible for supervising the elections at this final meeting, and in the case of new committees, for convening the first meeting in the following year.

## 12. Promotion and Tenure

**Membership:** Nine faculty (two elected from each College and one elected from the Library). Alternates (5): one alternate will be elected annually from each college and the Library, the alternate will replace committee members who are disqualified from termination hearings. (VI. D. n.)

**Membership Conditions:** Membership is limited to tenured associate professors or professors who are not being considered for promotion during the years of service on this committee. Membership terms are three years. No member may serve more than three years consecutively. Department Chairs are not eligible to serve.

**Purpose:** The duties of this committee are to consider all applications for promotion and/or tenure from eligible faculty, and to forward recommendations regarding such to the administration. The committee also reviews criteria, policies and procedures for promotion and tenure, and submits proposed changes to the Faculty Senate for approval prior to a vote by the full voting membership of the faculty before implementation. The proceedings of this committee are confidential with respect to all written materials reviewed and all discussions of individual cases. Failure to maintain confidentiality will be sufficient grounds for dismissal from the committee, which has the authority, through a majority vote, to remove members for such reasons. Such vacancies will be filled by the alternate or an election in the appropriate College/Library. Members of the University Promotion and Tenure Committee may not write letters of recommendation on behalf of candidates for promotion and/or tenure.

## 13. Strategic Planning

**Membership:** Seven faculty (appointed for three-year terms by the Executive Committee of the Senate). Seven administrators (appointed by the President).

Purpose: This is a joint Senate/Administration committee. The Senate appointees are selected on the basis of their knowledge of and interest in strategic planning. Each committee member works to develop a plan that reflects the best interests of the entire University, rather than the specific interest of any one College or administrative unit. The Chair of the Committee is appointed by the President. For all appointments to this committee by the President, all general Senate restrictions on Committee service are at the discretion of the President.

The planning undertaken by this committee is to be a comprehensive, integrated plan including, but not limited to, academics, capital improvements, student life, faculty welfare, financing and community relations. The Strategic Planning Committee is charged with annual evaluation of the institutional mission and related goals and objectives. The committee is also charged with regular revision of the 5-year institutional master plan. In all planning activities, the committee will work closely with the Executive Vice President, as well as with other appropriate administrators. The committee is expected to solicit and encourage a broad range of ideas for draft revisions and to make planning documents available to the general faculty. Revised plans will be presented to the President and appropriate boards with comments and recommendations from the Faculty Senate.

The Strategic Planning Committee also reviews University-wide expenditures, allocations, and commitment of funds, and represents faculty concerns to the Executive Vice President with respect to setting spending priorities. This committee is not charged with direct involvement in budget preparation or granted approval powers, nor is it involved in internal allocations of funds by individual cost centers.

The Committee regularly reports to the Faculty Senate on these policies and decisions.

#### 14. Student Life

**Membership:** Six faculty (four elected and two appointed by the Senate Chair). Six students (four of whom will be the SGA Executive Committee). **Ex Officio:** Vice President for Student Affairs and Director of Campus Recreation.

**Purpose:** This committee considers policies and issues affecting student life and student-faculty relationships, including extra- and co-curricular activities, intramural sports activities and other aspects of campus recreation, and makes recommendations to the appropriate individuals and/or action groups. In addition, the committee makes a continuing study of the operations and effectiveness of the Code of Student Conduct and Responsibility in consultation with the Campus Judicial Board.

#### 15. Student Retention and Assessment:

**Membership:** Five faculty (one elected from each of the Colleges and one elected from the Library). One member elected from each of the following committees, for a one-year term: Academic Affairs Committee, Core Curriculum Committee, Strategic Planning Committee. **Ex Officio:** One representative from the Office of the Provost; one representative from the Office of Institutional Research and Assessment; one representative from the Office of Student Academic Support Services; one representative from the Office of Student Affairs. One student from pool of peer mentors. Assessment Coordinator provides support for assessment and retention activities. The membership will result in eight voting members and a total membership of twelve. **Leadership:** The Chair and Vice-Chair shall be faculty members.

**Purpose:** The duty of the committee is to act as an oversight committee to assure that academic student outcomes assessment, contributing to the effective retention of students, is taking place. The committee will collect and disseminate technical information (1) from the various Colleges (through the Office of the Provost) regarding assessment and retention; (2) from the various Faculty Senate standing committees

engaged in assessment (e.g., Core Committee's core assessment) and in retention. The committee will conduct analyses and make recommendations as to how the assessment and other processes, such as advising, may be improved, in order to enhance the quality of assessment and the retention of students at Coastal.

## F. Organization and Procedures of Regular Faculty Committees

The membership, terms of office, structure and duties of regular faculty committees at Coastal Carolina University may be altered only by action of the faculty acting as a whole or through the Faculty Senate.

### 1. Membership

Regular committees consist of members from the faculty elected or appointed in accordance with the procedures stated herein. Election to a faculty committee requires a plurality vote of the faculty. Administrators are eligible to be elected or appointed to serve on faculty committees under either of the following specific conditions:

- a. Administrators may be appointed as representatives of the administration for service on those faculty committees that have administrative membership;
- b. Department chairs may be elected or appointed to serve on any faculty committees with the exception of Promotion and Tenure.

An administrator will be defined as any faculty member who is regularly employed by the University on more than a nine-month appointment, except librarians and coaches, or as any faculty member who has supervisory responsibility for faculty that includes decisions regarding salary, scheduling, promotion and/or tenure, overall performance evaluation, or other such matters that might affect the welfare of individual faculty.

Students who are invited to serve on faculty committees will have voting rights on all committees except the Academic Affairs Committee. Student members must be enrolled full-time and above the rank of freshman.

Students are appointed by the Student Government Association.

A faculty member may not serve on more than two regular faculty committees at one time.

2. Vacancies

Vacancies on faculty committees are filled by special election or, in the case of appointed positions, by appointment, with the new individual serving the remainder of the term.

3. Terms of Service

The term of service on faculty committees, for both elected and appointed members, will be three years except where noted. When a new committee is established, the terms are staggered to allow for a regular pattern of rotation.

Committee members elected or appointed prior to the beginning of the next academic year, begin their term of service on the first day of classes of the new academic year. Committee members elected or appointed after the beginning of the new academic term begin their service immediately.

The specified term of service (one year, two years, three years) ends on the first day of classes of the new academic year.

4. Meetings

Every regular faculty committee meets at least four times during the academic year. Meetings of faculty committees are open to faculty, administrators, staff, students, and the general public. Closed sessions, which are restricted to members of the committee, may be held only for the following reasons:

- a. discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of a member of the faculty, staff, or administration or
- b. discussion of the academic standing, academic records, or discipline of a student.

Prior to going into a closed session, the Committee will vote in public on the question, and when such vote is favorable, the presiding officer will announce the purpose of the closed session. Any formal action taken in closed session will thereafter be ratified in public session prior to such action becoming effective. The definition of "closed session" is subject to changes in the Freedom of Information Act as enacted by the General Assembly of the State of South Carolina.

5. Voting Privileges

All members as described herein, except ex-officio and students serving on the Academic Affairs Committee, have voting privileges.

6. Committee Chair Responsibilities

Unless stated otherwise, the chair is elected from among the voting members who are in at least their second year of service or who have served a previous term on the committee. The election of the chair takes place no later than September 30. No person may serve consecutive terms as chair.

The chair brings reports and recommendations made by the committee to Senate meetings.

At the end of each academic year, the chair presents a written report to the Senate summarizing the committee's yearly activities and recommendations. The chair is responsible for placing all committee minutes, recommendations, and reports in the Library at the end of the academic year.

G. Ad Hoc Committees

The Provost and Faculty Senate Chair must be notified of the appointment of ad hoc committees (such as special committees and task forces, etc.), and of the committee charge and membership. Such notice should occur concurrently with appointment of the committee.

The Senate Chair is responsible for entering this information into the minutes of the Faculty Senate.

Before an ad hoc committee disbands, a written report of its actions and recommendations must be presented to the Senate.

## V. FACULTY RESPONSIBILITIES AND RIGHTS

### A. Faculty Responsibilities

#### 1. Classroom Procedures

In order to maintain academic credibility and consistency in classroom procedures, all faculty are expected to:

- a. Write and distribute a syllabus for each course taught. All syllabi must include instructional objectives, grading procedures, and attendance policies. (Refer to the University Catalog statement on "Class Attendance.")
- b. Direct instruction and examinations toward the completion of stated objectives and to return exams promptly.
- c. Maintain consistency between course content and the current University Catalog course descriptions.
- d. Make available to students throughout the semester a current evaluation of their progress, including student inspection of examinations and papers. All final examinations and final papers should be retained by the professor for at least one semester.
- e. Meet classes regularly, beginning and ending classes at stated times. No classes may be canceled without prior approval of the Dean. In the case of illness or emergency, faculty must notify the College Dean before the scheduled class meeting.
- f. Schedule and post reasonable office hours for student conferences. The minimum number of expected office hours per week is determined by the College Dean.
- g. Be available for student advisement during registration periods and to keep current with curriculum changes that influence the advising process. In addition, faculty are expected to maintain accurate files for each advisee.
- h. Provide a work and educational environment free from sexual harassment.
- i. Assist in providing program accessibility to self-identified qualified students with disabilities by making reasonable accommodations for their disability.

## 2. Normal Work Schedule

The normal teaching load is 12 contact hours per week or its equivalent. Recognizing that a faculty member's professional responsibilities include more than time spent in the classroom, the University expects faculty to use the time afforded them within their normal working day to engage in University-related activities including committee assignments and scholarly pursuits. To permit these activities to be accomplished in a reasonable manner, the Dean should assign a teaching schedule that allows for student access to faculty, permits adequate time for preparation and travel to/from off-campus assignments, and takes into account other special circumstances unique to the courses taught.

## 3. Examination and Grading Policy

During exam week, faculty are expected to give final examinations in all classes. Final examinations are given each semester in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been obtained from the Dean of the College concerned and reported to the Provost. This provision applies to all examinations except laboratory examinations.

In any course which meets three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period. In any course which meets once or twice a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period. With the approval of the Dean, laboratory examinations may be given the last week of class.

Faculty are expected to follow current grading and grade change procedures published in the University Catalog.

#### 4. Code of Student Conduct and Academic Responsibility

##### a. Introduction

This chapter extends and applies the general principles of the Statement of Student Rights and Freedoms to specific actions and responsibilities of students at Coastal Carolina University. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society," and that "free inquiry and free expression are indispensable to the attainment of these goals." This chapter establishes rules, regulations, policies, and the disciplinary guidelines under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities.

Students have the right to expect expeditious enforcement of the code of student conduct and academic responsibility. It is the responsibility of each student as a member of the university community to abide by the code. Knowledge of this code can prove most beneficial to students in utilizing and protecting their guarded rights. Unfamiliarity with institutional regulations does not excuse infractions.

##### b. Academic Responsibility

###### (1) Academic Infractions

Infractions of academic discipline include, but are not limited to, the following:

- (a) Cheating. This refers to conduct during quizzes and examinations which shall include utilizing written or recorded information, or information obtained by any other means of communication, not

specifically permitted by the instructor. It includes receiving written or oral information from any person other than the instructor, and giving written or oral information, or information conveyed by any other means of communication, to another student. It also includes stealing, buying, selling, or unauthorized collaboration on any test, homework, assignment, or project. A student who knowingly participates in another's cheating also commits cheating.

- (b) Plagiarism. This refers to submitting, as a student's own work, material obtained from another source without indicating the source from which it was obtained. It includes letting another person compose or rewrite a student's written assignment. Plagiarism includes submission of old laboratory reports, previously submitted term papers, computer programs not authored by the student, or material copied without attribution from published sources. It also includes a student's allowing another person to take all or part of a course and/or examination in his/her place. A student who knowingly participates in another's plagiarism also commits plagiarism.
- (c) Disruption of Normal Instructional Activity. No one may interfere with or disrupt the normal instructional activity and operations of students, faculty, or staff of this institution.
- (d) Misuse of University Documents. Forgery, alteration, or misuse of any university document or record is prohibited.
- (e) Fraud or Lying. Lying or fraudulent misrepresentation in, or with regard to, any transaction with the university, whether oral or written, is prohibited.
- (f) University Policies and Procedures. A student who assists in any infraction

mentioned previously shall be considered equally as guilty as the student who commits the infraction.

(2) Reporting and Enforcement of Student Academic Responsibility

(a) Reporting Procedures. Infractions of academic discipline should be reported in writing to the Instructor of the class, the Department Chair, or to the College Dean by:

1. the student committing the infraction;
2. any student observing the infraction;
- or
3. any faculty or staff member observing the infraction.

When reported by the Instructor of the class, copies of the written notification should be sent to the Department Chair.

The report should be made as soon as possible after the discovery of the infraction (although this may occur at a considerable time after the actual infraction was committed) and should include the name of the accused student(s), the specific infraction(s), and the name(s) of witness(es). Students and faculty should be aware that anonymous reports may alert a faculty member to an existing problem in his/her classes, but these reports cannot serve to initiate disciplinary action.

In the case of reports made to the Department Chair or Dean, he/she shall immediately inform the instructor(s) of the course(s) in which the alleged violations took place.

Subsequent actions, including written notification of the accused and any hearings or appeals, should occur on a

schedule dictated by the need for prompt action to resolve the issue while providing ample time to protect the rights and responsibilities of all parties. The faculty member will be a party to all subsequent hearings or appeals.

- (b) Enforcement. Any student accused of committing academic infractions will be notified in writing by the Instructor of the class in which the presumed infraction occurred. The notification shall inform the student of the specific violation(s) of which he/she has been accused, the evidence available to the Instructor, the penalty imposed by the Instructor, and notify the student of his/her rights to appeal to the applicable College Dean. The Instructor will notify his/her Department Chair (or Associate/Assistant Dean, as applicable) and Dean of the pending matter. This written notification shall be given to the student before a student-faculty conference where the student is given an opportunity to rebut the evidence against him/her. The student-faculty conference should occur within the semester during which the violation is reported. When the violation is reported in the last two weeks of a semester or during a period between semesters, the conference must occur as early as practical in the following semester. This conference consists of the Instructor of the class and the student accused of an academic infraction, but can also include the student(s), faculty or staff member(s) who observed and reported the infraction.

If the student feels he/she has been wrongly accused, or the sanction(s) imposed are too harsh, or that due process has been denied, the student may appeal

the matter to the College Dean of the Instructor's discipline. The College Dean will then consult with the student, Instructor and Department Chair. The College Dean will then issue a written decision regarding the appeal. The findings of the College Dean may be appealed to the Provost/Vice President for Academic Affairs. This appeal must be in writing and be submitted to the Provost/Vice President for Academic Affairs within ten (10) business days from the date on which the decision letter is sent to the student.

The request for appeal shall state the reasons for believing the decision of the Instructor to be improper and whether the student chooses to appeal to the Provost/Vice President for Academic Affairs (finding, sanction(s) imposed, denial of due process). The Provost/Vice President for Academic Affairs will collect the written decision of the College Dean.

If a hearing or appeal is requested before the Provost/Vice President for Academic Affairs, the student charged with infractions will be sent written notice, by the Provost/Vice President for Academic Affairs, of charges against him/her at least ten (10) business days before the time scheduled for the hearing.

This notice will include:

- (1) the specific charges against him/her;
- (2) the time and place of the hearing;
- (3) notice of his/her rights to be present for all testimony, to bring his/her own witness, question witnesses against him/her, and have an adviser, if desired; and

- (4) notice of the right to appeal to the President of the university, and to the Board of Trustees, in that order.
- (5) If appealed to the Provost/Vice President for Academic Affairs, the Provost/Vice President's designee will be identified in this notice letter if an individual other than the Provost/Vice President will hear the charge.

In the case of a student who is no longer enrolled at Coastal Carolina University or who chose not to respond to the summons, the hearing may proceed in the student's absence. In all cases, the student will be informed by the Provost/Vice President for Academic Affairs of the outcome of the hearing by registered letter within ten (10) business days and provided the opportunity to request an appeal to the President, stating the reasons for believing the decision of the Provost/Vice President for Academic Affairs to be improper (findings, sanctions imposed, or denial of due process). The findings of the Provost/Vice President for Academic Affairs may be appealed in writing to the President through the Provost/Vice President for Academic Affairs within ten (10) business days of the date on which the decision letter is sent to the student.

## B. Faculty Rights and Privileges

### 1. Academic Freedom

Coastal Carolina University adheres in principle to the American Association of University Professors' Statement on Academic Freedom, and it is its policy to defend academic freedom against any encroachment. The University, as a center of learning, depends upon the free search for truth and its free exposition. The

University has adopted the following statement on academic freedom:

Faculty members of Coastal Carolina University are entitled to full freedom in research and in the publication of the results subject to the adequate performance of their other academic duties. However, research for pecuniary return will be based upon an understanding with the authorities of the institution. Faculty members are entitled to freedom in the classroom to discuss their subjects but should not introduce controversial material which has no relation to the subject.

The faculty are members of a scholarly profession and officers of the institution. When they speak or write as citizens, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned and humane individuals, they should remember that the public may judge their profession and their institution by their utterances. Hence, they will at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

Faculty members who feel that their academic freedom has been infringed upon may make written request of the President that an investigation be made of their case. The request should set forth in a clear and concise manner the events and circumstances upon which the charge is based. The President may refer the question to the appropriate faculty committee.

## 2. Political Activity

As responsible and interested citizens, faculty are expected to fulfill their civic responsibilities and engage in the normal political processes of society.

However, because of their responsibilities to the institution, full-time faculty will not manage state-wide campaigns nor seek political positions which pay compensation. With notification to the President, any

faculty member may seek election to hold public office providing such action will not interfere with normal duties. Prior to announcement for public office, it must be confirmed that there is no conflict of interest between this activity and the responsibility of the individual to the University and to the State of South Carolina. If it is determined that such candidacy and/or election is in basic conflict with the faculty member's normal duties, the President may ask the faculty member to obtain a leave of absence without pay or to resign before announcing for the office.

### 3. Study Opportunities

A member of the faculty at the rank of assistant professor or above may register for up to four semester hours for credit each semester, provided written approval is obtained from the registrant's Dean.

### 4. Outside Employment and Consultation

The University does not encourage outside employment for compensation which does not contribute effectively to professional advancement and correlate with university work.

A member of the faculty may be permitted to do professional work of an expert character outside the University for compensation when the work in question contributes to the professional development of the faculty member. No such outside work will be undertaken except by prior approval of the Provost and prior authorization by the President. The University reserves the right to declare a conflict of interest at any time. Laboratories, equipment, or other facilities of the University generally are not available to faculty for consulting work. Matters of patent and copyrights for approved consultant activities may be negotiated subject to applicable University policies and procedures.

In cases where a University employee is hiring a consultant to be paid from a University grant or contract, such consulting is subject to the funding

agency's regulations imposed within the grant or contract document. Further, if the consultant to be hired is another University employee, remuneration for such activities is governed by the University's policies on extra compensation and the State's policy on dual employment.

## 5. Scholarly Reassignment

Scholarly reassignment (i.e., scholarly reassignment leave with pay) is intended to allow full-time faculty members relief from normal duties in order to pursue significant projects designed to promote their professional development and to increase their scholarly contribution to the University. This leave is designed to permit faculty members to pursue scholarly goals that require an extended period of time without the demands of regular University duties. Consequently, recipients of scholarly reassignment are to be relieved of all University duties during the period of the leave. Faculty members requesting such reassignment must demonstrate, by a written proposal submitted through the procedure outlined below, how their planned activities will serve the purpose for which scholarly reassignment is intended.

To be considered for scholarly reassignment, applicants must be tenured faculty members with a minimum of four consecutive years of service to the University. Applicants must be eligible to serve for at least one year following completion of the leave. Individuals cannot re-apply within five years of the completion of their previous scholarly reassignment leave.

Prior to starting reassignment leave, faculty members should contact the Office of Human Resources and Equal Opportunity for information about the continuation of their retirement, insurance plans and other benefits to be received during the period of leave.

Annual leave will not be accrued by twelve-month faculty while they are on scholarly reassignment.

The following are the University procedures for scholarly reassignment:

- a. The Faculty Welfare and Development Committee will publish the schedule of all scholarly reassignment leave deadlines the semester before applications are due.
- b. Any faculty member applying for scholarly reassignment leave will submit the formal written application form by August 1 for reassignment beginning the following Spring or by January 1 for reassignment beginning the following Fall. The application, submitted initially to their Department Chair or Supervisor, will contain a detailed statement of the purpose for which leave is requested.
- c. The Chair or Supervisor will draft a statement on the merits of the proposal and demonstrate that the duties of the faculty member can be reassigned to other faculty or part-time employees. This merit and budget impact statement along with the application will be forwarded to the Chair of the Faculty Welfare and Development Committee. [In the event that a Department Chair or supervisor applies for scholarly reassignment leave, a suitable replacement will be appointed by the Dean prior to the application deadline.]
- d. The Chair of the Faculty Welfare and Development Committee will forward a copy of the application materials to each Dean and the Provost. The appropriate Dean will draft a statement on how economic practicalities, constraints, and other special circumstances may affect the ranking of each of the applications received from their respective colleges. The Provost will convene a meeting of the Deans who will then rank the applications as a committee. Subsequently, the Deans' Committee will forward their ranking and recommendations to the Chair of the Faculty Welfare and Development Committee. Any materials concerning economic factors will be sent

to that Committee under separate cover. [In the event that a Dean applies for scholarly reassignment, a suitable replacement will be appointed in consultation with the Provost prior to the submission of the Chairs' statements.]

- e. The Faculty Welfare and Development Committee will review all scholarly reassignment application materials and forward them with its ranking and recommendations to the Provost. If a member of that Committee applies for scholarly reassignment, a replacement will be appointed by the appropriate College or the Library for the scholarly reassignment deliberations. The appointment will be made prior to the meeting of the Deans' Committee.
- f. Scholarly reassignment awards are granted by the Provost and the President.
- g. Upon notification of receiving scholarly reassignment, the faculty member will be required to sign a statement agreeing to return to his or her position or to provide comparable service at the University for at least one academic or fiscal year at the end of the leave period. If this agreement is breached, the faculty member will be liable for all monies received during the period of scholarly reassignment. If the faculty member dies or is permanently disabled due to illness or accident, the University will not exercise its right of repayment.
- h. Faculty members returning from reassignment leave must submit a written report of their scholarly or creative accomplishments to the Dean within three months of returning to the campus. This report, accompanied by the written evaluation of the Dean must be forwarded to the Provost and the Faculty Welfare and Development Committee. The faculty member must also deliver a presentation of the outcomes of their reassignment activities to the University Community within two major semesters of returning to service.

If the faculty member fails to submit a written report within the allotted time, or fails to deliver the outcomes presentation, the faculty member may be required to refund all or part of the monies received from the University while on that scholarly reassignment.

6. Distinguished Professor and Emeritus Titles

The title of Distinguished Professor will be awarded in the final year of service at the University to tenured members of the faculty who have earned the rank of full professor. Upon retirement this title will change to that of Distinguished Professor Emeritus.

The title of Emeritus Professor will normally be conferred on any tenured member of the instructional staff who at the time of retirement holds the title of Assistant or Associate Professor.

A citation will be presented to each emeritus recipient at the Spring commencement, and every effort will be made to provide office space, parking privileges and similar amenities.

7. Professional Growth and Research

The administration supports professional development and growth as an on-going process. Sabbatical leaves and leaves of absence without pay will be granted when faculty meet the appropriate criteria. Faculty are encouraged to submit proposals for development to appropriate funding sources.

While the mission of the University is primarily undergraduate instruction, faculty members are encouraged to conduct research, as time and facilities permit, in order to maintain a proper knowledge of their respective disciplines.

8. Faculty Performance Review

Each member of the faculty will receive an annual written evaluation of his/her performance prior to June

15 of each year. The review will cover the period from the close of final exams in the previous spring until the close of exams in the current spring. The review will be based on the criteria for promotion and tenure outlined in this manual and will become part of the faculty member's permanent record that is used in making decisions regarding annual merit raises, promotion and tenure.

All faculty members will be evaluated by their Department Chair or Dean as determined by policy approved by each Dean. Department Chairs, Deans, and other administrators will each be evaluated by their immediate supervisor.

- a. Each College and the Library will develop Faculty Performance Evaluation Criteria and Procedures. Criteria for teaching faculty must include:
  - (1) teaching assignments;
  - (2) advising;
  - (3) other assigned duties and responsibilities;
  - (4) scholarly or artistic pursuits in the discipline; and
  - (5) relevant University or community service.

Librarians will be evaluated based on:

- (1) assigned duties and responsibilities;
- (2) professional and scholarly activities; and
- (3) relevant University or community service.

These criteria should also reflect any specific academic goals and administrative structure that may exist in that College. Criteria and procedures must be recommended by a majority vote of the College's faculty and approved by the Dean and the Provost.

- b. The criteria and procedures will be distributed to the faculty at the first College meeting of the academic year. During the year, faculty members will complete Faculty Performance Evaluation Forms. The completed form and all supporting documents will be submitted to the respective

reviewer no later than the last day of classes of the spring semester.

- c. The reviewer must meet with the faculty member to discuss the faculty member's performance. The reviewer must also prepare a written evaluation of the faculty member utilizing the information provided on the evaluation form complemented by course evaluations, peer evaluations and other departmental and/or College data which the faculty member or reviewer wishes to include.
- d. The written evaluation will be signed by both the reviewer and the faculty member. The faculty member's signature does not constitute agreement with the assessment. The faculty member will be provided with a copy of the signed report and any documentation used in preparing the evaluation.
- e. If the reviewer is the department chair, the completed form and supporting documents will be forwarded to the appropriate Dean for review.
- f. The Dean will then add his/her own written comments and interpretation of the faculty member's performance, citing supporting evidence whenever his/her evaluation differs from that of the department chair.
- g. If not already done in item C, the Dean will meet individually with all non-tenured faculty to discuss the faculty member's progress towards tenure. The Dean will meet with tenured faculty should either party desire.
- h. The completed review form with all comments and supporting documents will be placed on file in the respective College.

#### 9. Administrator Evaluations

All faculty have the right and the responsibility to evaluate academic administrators each year. The evaluation procedures and process will be overseen by the Executive Committee of the Faculty Senate.

#### 10. Faculty Reduction-in-Force Policy

The President and a Faculty Reduction-In-Force Committee jointly bear the responsibility for

determining the need to make decisions regarding reductions-in-force. This Committee will be composed of one non-administrative faculty member from each College who has been elected by faculty from within that College who are not senior administrators.

This Committee will have the following responsibilities:

- a. to meet with the President to receive data that confirm a financial crisis that threatens the survival of the University;
- b. to explore alternatives to faculty reductions, such as
  - (1) administrative use of normal attrition,
  - (2) efficient reorganization including use of tenured administrators as teachers,
  - (3) relinquishing guaranteed summer employment,
  - (4) freezes or reductions in salary, and
  - (5) other reasonable alternatives; and
- c. to develop a plan for faculty reduction only after exploring and implementing alternatives. The plan will adhere to the following guidelines:
  - (1) that all part-time and temporary faculty positions be eliminated first,
  - (2) that all tenured faculty positions be given priority over non-tenured positions, unless non-tenured faculty are functioning in an area which is judged by the Committee to be essential to the mission of the University and in an area which cannot be filled by a tenured member,
  - (3) that reductions be made without discrimination or prejudice, and
  - (4) that the plan be approved by a majority vote of all faculty members.

Any faculty member who receives notification of termination because of financial crisis is entitled to a fair review in accordance with the Faculty Grievance Procedure.

Should a faculty position be reinstated within three years of its elimination, the former faculty member

filling that position will be given the right of first refusal.

### C. Faculty Grievance Procedure

It is the intent of the University to extend to each faculty member the right to a fair review of any appropriate request or serious complaint arising in the course of employment.

A formal grievance may be filed by any employee holding faculty rank under the steps indicated below. In this section the term “grievant” refers to Instructors, Senior Instructors, Assistant Professors, Associate Professors, Professors, Librarians with faculty status, and academic administrators who hold faculty rank.

Grievances are limited to issues concerning discrimination, denial of due process, failure of proper notification in reference to changes to the terms of employment, or breach of academic freedom. The University extends the right to a fair review of any request or complaint arising from the denial of academic freedom to all other persons teaching a for-credit class or classes.

Promotion, Tenure, and Post Tenure Review are proper subjects for consideration only as they relate to discrimination based on race, color, gender, age, creed or national origin, procedural errors not caused by the grievant, or failure of notice of opportunity to be heard. The termination of employment of a tenured faculty member cannot be grieved through this process (see Termination Procedures, section VI. D. n. below).

The time limits indicated in this policy must be adhered to strictly. Failure of the administration to comply with the limits entitles the grievant to carry the appeal to the next step in the process. Failure of the grievant to comply with the limits will result in forfeiture of the right to continue the appeal regarding the issue. Appeals will be considered filed according to the recorded date sent and not the date of receipt.

At any time during this process the grievant has the right to legal representation or any other counsel. If an attorney will

be present at any formal proceedings, University counsel must be notified in writing at the time that the formal grievance or appeal is filed with the appropriate body. (As described in Steps 2-4 below.)

## PROCEDURE

STEP 1: Prior to filing a grievance, a faculty member must seek redress through consultation with the immediate supervisor within 10 working days of receiving formal notification of the contested issue. It is the responsibility of both the faculty member and the supervisor to review the matter thoroughly, earnestly, and in detail. This procedure, if followed in good faith by both parties, should lead to a fair and prompt solution of most problems. However, if the complaint is not satisfactorily resolved within 5 working days, the faculty member may request, in writing, a formal hearing with College Dean who supervises the faculty member's academic area. This request must be made within 3 working days of the receipt of the written resolution by the faculty member's immediate supervisor. The written request for a hearing need not follow any particular format but should include a report of the efforts to settle the matter and such facts as may be of aid in arriving at a prompt and definitive resolution. The Dean will conduct a hearing and prepare a response within 7 working days following the receipt of the request. The Dean will consider all documentation presented by the faculty member and the supervisor, and may interview other individuals who are directly involved. In the event the Dean fails to respond within 7 working days, or if the grievant is not satisfied with the decision, the faculty member may initiate a formal grievance.

STEP 2: To be considered formally, a grievance must be filed in writing with the Provost within three working days following receipt of the written decision of the Dean. A copy of the materials presented to the Dean as well as the Dean's decision should be attached. The Provost, or the Provost's designee, will review the facts, conduct separate consultations with the parties involved, and take any other appropriate action needed to reach a finding and render a decision. This process must take place and a written decision must be forwarded to the grievant within 5 working

days after receipt of the grievance by the Provost. The grievant, if not satisfied with the decision as received, may file an appeal with the President within three working days.

STEP 3: If an appeal is filed with the President, the President will convene the Grievance Committee to conduct a review, and to investigate the grievance. The Chair of the Grievance Committee will take whatever action is necessary to insure an equitable, orderly, and expeditious review. The Provost or the Provost's designee will serve in any capacity deemed necessary by the Chair of the Committee, provided that the Provost or the Provost's designee is not directly involved in the particular grievance. The review will commence within 7 working days from the date the grievant files the appeal with the President. The grievant, the Dean, and any person whose alleged conduct was the cause of the grievance will appear separately before the Committee. Each party, the grievant and the Dean, has the right to call witnesses and produce whatever evidence it wishes. Cross-examination will be handled by the members of the Committee. The Committee has the authority to call for files, records, and papers pertinent to any investigation, to determine the order of the testimony and the appearance of witnesses, to call additional witnesses, and to take any other action deemed necessary. The Committee will reach a finding and make its recommendation, with the Committee's vote, to the President within 2 working days after the conclusion of the review. The President may accept the recommendation of the Committee or call in the parties separately for further discussion. The grievant, the Provost and appropriate committee chairs will be notified of the President's decision within five working days after the receipt of the Committee's decision.

STEP 4: Final authority for adjudication of grievances of faculty members rests with the Board of Trustees of Coastal Carolina University. Within three working days of receipt of the President's decision, the grievant may appeal to the Academic Affairs Committee of the Board of Trustees. The Academic Affairs Committee will review the record and may, at its discretion, conduct a new hearing. The Academic Affairs Committee will have twenty working days in which to complete its review and communicate its decision to the

President and the grievant. A review by this Committee of the Board of Trustees is the final level of recourse within the University, and action by this Committee is final.

## **VI. APPOINTMENTS, PROMOTION, AND TENURE**

### **A. Terms of Employment**

In the absence of special arrangements, employment of the members of the faculty is for a period of nine months. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary will be one-half of the nine-month stipend.

All members of the faculty will be available from the fourth calendar day prior to the first day of registration until after commencement.

In addition, regular (full-time appointment not made for a specific period of time) members of the faculty may teach during summer sessions depending on the size of enrollment and the availability of funds.

Faculty may be permitted to engage in professional work of an expert nature outside the University and to receive pay when the work in question contributes to the professional development of the faculty member.

The conditions for outside employment are discussed in Section V-10.

Faculty members may not receive compensation for tutoring students in any course for which they are empowered to grant the student credit or over which they have any authority. This will not be interpreted as prohibiting anyone from tutoring for remuneration in subjects over which they have no authority to grant credit.

Employment and compensation in excess of an employee's regular salary for temporary, part-time contractual, honoraria, or consultative service performed for any State agency is considered dual employment and must be approved by the State Budget and Control Board. For further information, consult the Office of Human Resources and Equal Opportunity.

Faculty members who feel that action with regard to their salaries is inadequate may request further consideration of

their records by submitting such documentation as they believe is appropriate to the President for consideration. Only after following the procedure described above may the faculty member initiate a grievance according to the Faculty Grievance Procedure.

## B. Appointments

### 1. Affirmative Action Policy Statement

Coastal Carolina University is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status.

### 2. English Proficiency Requirement (English Fluency in Higher Education Act)

Faculty employed will possess adequate written and spoken English skills so as to be able to deliver instruction in an understandable manner. All candidates who are interviewed for University teaching positions will be evaluated on both their written and spoken English proficiency (See Procedures below).

### 3. Nature of Policy Changes

From time to time, changes in the rights, privileges, and benefits accorded faculty members must be made as conditions warrant. Changes providing additional rights, privileges, and benefits will apply to faculty members employed prior to the promulgation of such changes to the extent allowed by law.

### 4. Procedures

The existence of new positions and vacancies is established by agreement of the President, the Provost, and the Dean of a College or the Library. After consultation with faculty in the appropriate discipline, the Dean will establish a search committee that will consist of at least two faculty from the same or related discipline and one student. The Dean will not be a

member of the committee, but will assume leadership of the search process and is expected to:

- a. determine procedural guidelines;
- b. ensure compliance with Affirmative Action policies;
- c. communicate qualifications and criteria expected of a successful candidate;
- d. receive committee recommendations for applicant interviews and arrange the interview schedules;
- e. receive recommendations for candidates selected by the committee;
- f. forward the committee's recommendations along with the Dean's to the Provost; and
- g. contact the selected candidate to complete the hiring procedures.

As part of the interview process, the Dean of the College will ensure that the faculty search committee considers English proficiency during its determination of the successful candidate. Examples of written materials will be a part of each candidate's application and file. Each candidate will make an oral presentation as part of the interview process. The presentation will be made before faculty and, when possible, students. The chair of the Faculty Search Committee will state, as part of the committee's recommendation, that the successful candidate possesses adequate written and spoken English skills.

Once a candidate has been selected from the applicant pool, approval to make an offer must be obtained from the President. The following documents must be attached to the request for the approval to make an offer: "Summary of the Process of Recruiting for an Unclassified Permanent Position" form, a copy of the advertisement, curriculum vitae, official transcripts and reference letters.

## 5. Nepotism Policy

All appointments will be made strictly on the basis of merit. No relative by blood or marriage within the fourth degree of any member of the faculty or staff may

be appointed to any position under that faculty or staff member's jurisdiction unless the position in question could not otherwise be properly filled. Such an exception will be made only on an emergency, temporary basis and shall require the advance approval of the President and the State Budget and Control Board. (See Coastal Carolina University's Policies and Procedures Manual, INST 7.27.)

### C. Promotion

As a general policy, the qualifications for appointment and promotion are set forth below. These requirements are not intended as justification for automatic promotion; conversely, justified exceptions may be made if warranted.

After a promotion or appointment, one will be expected to serve a minimum of three years in that particular rank prior to being considered for promotion. This expectation can be waived in unusual circumstances.

When applying for promotion, the candidate should refer to the description of that rank in the Faculty Manual and use the tenure criteria of Scholarship and Professional Activities as a guideline in preparing his/her file.

**Professor:** To be eligible for the rank of professor, a faculty member must have a record of outstanding performance involving teaching and research, or creativity or performance in the arts, or recognized professional contributions. It is expected that the faculty member hold the earned doctor's degree or appropriate terminal degree and have at least nine years of effective and relevant experience.

**Librarian:** To be eligible for the rank of librarian, the individual must have a record of outstanding performance including recognized professional contributions. It is expected that the individual hold the earned doctor's degree or appropriate terminal degree and have at least nine years of effective and relevant experience.

**Associate Professor:** To be eligible for the rank of associate professor, a faculty member must have a record of effective

performance over a probationary period of time usually involving both teaching and research or creativity or performance in the arts, or recognized professional contributions. The faculty member must possess strong potential for further development as a teacher and as a scholar. It is expected that the faculty member will hold the appropriate terminal degree.

Associate Librarian: To be eligible for the rank of associate librarian, the individual must have a record of effective performance, including recognized professional contributions. The faculty member must possess strong potential for further development as a librarian and as a scholar. It is expected that the individual hold the master's degree and have at least six years of effective and relevant experience.

Assistant Professor: To be eligible for the rank of assistant professor, a faculty member must possess strong potential for development as a teacher and as a scholar. It is expected that the faculty member hold the appropriate terminal degree.

Assistant Librarian: To be eligible for the rank of assistant librarian, the individual must possess strong potential for development as a librarian and as a scholar. It is expected that the individual hold the master's degree and have at least three years of effective and relevant experience.

Senior Instructor: To be eligible for the rank of senior instructor, the individual must hold a full-time appointment and the rank of instructor at the University for a minimum of six years. Initial appointment may not be made at this rank; appointment must be by promotion from the rank of instructor on recommendation of the Dean to the Provost. Not eligible for tenure.

Instructor: To be eligible for the rank of instructor, it is expected that the faculty member hold the master's degree.

Affiliate Librarian: To be eligible for the rank of affiliate librarian, it is expected that the individual hold the master's degree.

## D. Tenure

### 1. Tenure Regulations

Coastal Carolina University generally adheres to the standards of the American Association of University Professors regarding the rights, privileges and benefits accorded faculty members. Where University policies differ from those standards, the regulations stated herein or as subsequently modified by the University will apply.

To promote the welfare of the University, policy in general will be to provide, after a probationary period, the opportunity for tenure of its faculty members, except in the case of retirement for age or special or extraordinary circumstances, or because of financial exigencies and/or curtailment or discontinuance of programs. To implement this principle, it is the intent of the University to follow these regulations:

- a. Tenure is not acquired automatically.
- b. New members of the faculty shall be informed at the time of appointment of the tenure regulations applicable on the effective date of appointment. Changes in tenure regulations shall not be applied retroactively if disadvantageous to the faculty member.
- c. Not less than six months before the mandatory date for tenure consideration, a faculty member will be notified in writing by the Provost to submit a current file, forwarded through appropriate channels, to the Committee on Promotion and Tenure for its consideration.
- d. The maximum probationary period for full-time faculty members hired at the rank of associate professor, associate librarian, or librarian shall be satisfactory service in that rank for five years at Coastal Carolina University. Eligible faculty will receive written notification in the spring of the third year to apply for tenure during the fall of the fourth year. A decision will be made by the Board of Trustees in the summer preceding the fifth year.

If tenure is not awarded, the fifth year will be the final year of employment.

- e. The maximum probationary period for full-time faculty hired at the rank of assistant professor or assistant librarian is seven years of continuous service with the University. The Provost will notify, in writing, tenure eligible faculty members in their fifth year to prepare tenure application files. Files are traditionally submitted in the fall of the sixth year. A decision will be made by the Board of Trustees in the summer preceding the seventh year. If tenure is not awarded, the seventh year will be the final year of employment.
- f. If, for any reason, the faculty member is not notified of tenure eligibility in accordance with stated policy, the probationary period will be extended one year.
- g. Instructors and affiliate librarians are not eligible for tenure, and notification of non-reappointment will be given by May 15. Instructors and affiliate librarians administratively reappointed to the rank of assistant professor or assistant librarian may not apply previous years' service towards the probationary period.
- h. Lecturers, armed forces personnel performing teaching assignments, part-time faculty members and individuals otherwise employed by the University are not eligible for tenure, and service thereunder will not be applicable to the acquirement of tenure, nor do the provisions of paragraph "j" apply.
- i. A period of time during which a faculty member is on leave without pay may not be counted toward the acquirement of tenure. Leave without pay does not affect tenure already acquired.
- j. If, during the first year of probationary appointment, it is deemed in the best interest of the University to terminate the appointment at the end of the first year, notice of such termination will be given in writing by March 1 (July 1 for a second semester appointment). If, during the second year of probationary appointment, it is deemed in the best interest of the University to terminate the appointment at the end of the second year, notice

of such termination will be given in writing by December 15 (April 15 for a second semester appointment). Thereafter, notice in writing of the termination of any appointment to which the provisions of this section apply will be given at least twelve months prior to the date of termination.

- k. Administrators cannot acquire tenure for their administrative positions or duties. The tenure status or tenure eligibility of a member of the faculty appointed to an administrative position will not be adversely affected by such an appointment; similarly the tenure status of a tenured faculty member relieved from an administrative position will not be adversely affected by such relief.
- l. Untenured faculty who are appointed to the position of assistant dean or department chair will be eligible for tenure under the guidelines for their faculty rank. (See V., D., I., e.)
- m. Other administrators with faculty rank will adhere to the following procedures regarding tenure. The President must be eligible for appointment with tenure. The President, the Provost, the Executive Vice President, the Vice President for Student Development and the Vice President for University Advancement, if appointed with tenure, must have been tenured prior to appointment. Vice Presidents hired without tenure will be eligible to apply for tenure after 18 semester hours of teaching at Coastal Carolina University while serving as Vice President. The maximum probationary period for these administrators will be two calendar years following the year in which 18 semester hours have been taught.

Deans and Assistant Vice Presidents, if appointed with tenure, must have been tenured prior to appointment. If appointed without tenure, Deans and Assistant Vice Presidents who hold the rank of Professor or Associate Professor will be eligible to apply for tenure after they have taught 18 semester hours at Coastal Carolina University while serving as Dean or Assistant Vice President. The maximum probationary period for these

administrators will be two calendar years following the year in which 18 semester hours have been taught.

Deans and Assistant Vice Presidents appointed without tenure who hold the rank of Assistant Professor will be eligible to apply for tenure after 36 semester hours of teaching at Coastal Carolina University while serving as Dean or Assistant Vice President. The maximum probationary period for these administrators will be two calendar years following the year in which 36 semester hours have been taught.

If any of the above administrators were appointed without tenure and fail to acquire tenure within the maximum probationary period, that administrator's employment with Coastal Carolina University will end when that administrator no longer has an administrative position. If any of these administrators are reassigned to full-time teaching prior to applying for tenure, they will be subject to the same probationary period as new faculty appointed at their rank. This probationary period will begin on the effective date of reassignment and will include prior years of full-time teaching at Coastal Carolina University.

- n. Tenure may be forfeited in two ways only. First, a faculty member may resign his/her tenure by informing the President of the University in writing, explicitly releasing the University of its obligation to afford that faculty member the rights associated with tenure. Second, the University reserves the right to terminate a tenured faculty appointment for cause by following the procedures outlined below. The University understands and affirms that tenure is an acquired property right that cannot be taken without due process of law. Accordingly, these procedures are intended to satisfy the high standards of fundamental fairness that are traditionally anticipated and required by the state and federal judiciary. Adequate cause for

termination will include one or more of the following:

- (1) Failure to perform the duties required for the position due to mental or physical incapacity; even with accommodations;
- (2) Bona fide reduction in staff; provided that such reduction is performed pursuant to Section V.B.10 of this Manual;
- (3) Curtailment or discontinuance of a department or program;
- (4) Gross misconduct detrimental to the mission of the University;
- (5) Habitual neglect of duty, as demonstrated by the failure to achieve a favorable rating one year after receiving an unfavorable rating in the post-tenure review process as outlined in Section VI. F of this Manual;
- (6) Conviction of a serious felony or conviction of a serious misdemeanor involving moral turpitude since the commencement of employment at the University or the willful concealment of such a crime in making application for employment at the University;
- (7) Repeated endangerment of the welfare or unethical exploitation of students, employees, or volunteer workers of the University;
- (8) Fraudulent misrepresentation of professional preparation, accomplishments, or experience in connection with initial hiring or in the submission of materials for publication or for professional presentations or for evaluation for promotion, tenure, post-tenure review or annual reviews.

After it becomes evident to the President that termination may be desirable, there must be discussions between the faculty member and the President with the intent of arriving at a mutually agreed upon resolution.

The President may assign the faculty member to new duties if continuance in normal duties threatens immediate harm to the faculty member or to others.

If the President and the faculty member are unable to reach a resolution, the President will inform the Faculty Welfare and Development Committee of his/her desire to terminate a tenured member of the faculty. The President will give this Committee a statement of charges, framed with reasonable particularity, and the factual basis for these charges, also stated with reasonable particularity. The function of the Committee will be to determine whether the allegations, if true, would establish the charge and whether the charge is of such a nature as to warrant termination. The discussions, records, and recommendations of the Committee remain confidential.

The Committee will inform in writing both the President and the faculty member of its recommendations and its reasons. Should the President then wish to pursue termination proceedings he/she will, by letter, inform the faculty member of his/her intention to terminate, including a precise statement of specific charges. The letter will also inform the faculty member of the right to request a hearing before the Promotion and Tenure Committee.

If the faculty member desires a hearing before the Promotion and Tenure Committee, the Committee and the President must be informed in writing within ten working days of receipt of notification by the President of the proposed termination.

If the faculty member takes no action within ten working days of receipt of notification by the President, the President, without recourse to further proceedings, may send a written letter of termination.

Upon receipt of a written request for a hearing, the Chair of the Promotion and Tenure Committee will schedule a hearing no sooner than 20 calendar days and no later than 60 calendar days from the date of receipt. All parties must be given written notice as to time, date,

and place. At this stage, members of the Committee may disqualify themselves for bias or interest and the parties involved may raise the question of disqualification. The Chair of the Promotion and Tenure Committee makes the determination if the bias is significant enough to warrant disqualification. If the Chair cannot make such a determination, for any reason, or if the Chair has been asked to disqualify himself/herself for any reason, then the eligible members of the Committee will elect an Acting Chair to make such a determination. Committee members who also served on the Faculty Welfare and Development Committee during their deliberations will be disqualified. The alternate Promotion and Tenure Committee member from that college will replace the disqualified member for the duration of the proceedings, Section IV-3-18.

After scheduling the hearing, the Committee may hold joint pre-hearings with the full committee, Faculty Member, President, and Counsel or just with the Chair of the Committee and the other parties. The purpose of pre-hearings is to simplify issues, effect stipulations of fact, ensure equitable procedures, and resolve issues concerning the disqualification of Committee Members from the proceedings.

- (1) All hearings will be conducted in accordance with the Freedom of Information Act.
- (2) A verbatim record of the hearing or hearings will be taken and a copy made available to the faculty member, without cost.
- (3) The burden of proof that adequate cause exists rests with the President and will be satisfied only by clear and convincing evidence in the record, as established at the hearing, considered as a whole.
- (4) The faculty member will be permitted to have an academic advisor and/or counsel of choice present during the proceedings.
- (5) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The President will cooperate with the Committee in securing

witnesses and making available documentary and other evidence.

- (6) The Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- (7) The faculty member and their advisor or counsel and the President or his/her representative will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose statements, and, if possible, provide for interrogatories.
- (8) The Committee will not be bound by the strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- (9) The findings of fact and the decision of the Committee will be based solely on the hearing record.

If the Committee concludes that adequate cause for termination has been established, it will so inform the President and the faculty member in writing.

If the Committee concludes that action short of termination would be more appropriate, it will inform the President and the faculty member, in writing together with supporting reasons, and the termination hearing proceedings will stop at this point.

If the Committee concludes that adequate cause for termination has not been established, it will inform the President and the faculty member, in writing together with supporting reasons, and the termination hearing proceedings shall stop at this point.

Within 10 business days of receipt of the Committee's report, the President will inform in writing the faculty member and the Committee of the final decision together with supporting reasons. The President will inform the faculty member of the right to appeal an

adverse decision to the Academic Affairs Committee of the Board of Trustees. If the faculty member takes no action within 10 business days of receipt of notification by the President, the President may send a letter of termination.

The decision by the Academic Affairs Committee is final within the University. If the Committee's decision is to support the intention of the President, the President may then send formal notification of termination.

## 2. Tenure Criteria

Application for tenure must precede promotion to associate professor or associate librarian, or it may be simultaneous with application for promotion.

a. A faculty member applying for tenure shall be evaluated according to the following categories and their relative weights:

(1) Teaching Effectiveness (60 Percent)

(a) Academic advisement

(b) Experience

(c) Instructional techniques

(d) Knowledge of materials

(2) Scholarship and Professional Activities (40 Percent)

(a) Accomplishments in the arts, where applicable

(b) Active participation in professional organizations

(c) University committee service

(d) Presentations at professional meetings

(e) Professional contributions to the community

(f) Scholarly publications

(g) Support of student activities

(h) Other professional pursuits

b. A professional librarian applying for promotion and/or tenure will be evaluated according to the following categories and their relative weights:

(1) Professional Competence (60 Percent)

- (a) Ability to perform at a high level in areas that contribute to the educational mission of the Institution, such as reference service and collection development
  - (b) Ability to handle increasing responsibility
  - (c) Assistance to faculty members and students in their scholarly pursuits
  - (d) Demonstrated ability and capacity for administration in analyzing and solving library problems
  - (e) Demonstrated quality of performance as measured by competence in the application of professional knowledge and the principles of librarianship
  - (f) Effectiveness in translating the educational goals of the college into library programs and priorities
  - (g) Supervision of library personnel
  - (h) Teaching or instructional effectiveness on an individual and/or group basis
- (2) Scholarship and Professional Activities (40 Percent)
- (a) Active participation in professional organizations
  - (b) Bibliographic research performed by a librarian in support of the research activities of others
  - (c) University committee service
  - (d) Preparation of high-level internal studies and reports
  - (e) Presentation of papers at group sessions
  - (f) Professional contributions to the community
  - (g) Publication of books, articles, reviews and reports of a scholarly nature
  - (h) Service as a member of a task force, review committee or similar body
  - (1) Other professional pursuits

#### E. Promotion and Tenure Procedures

1. No change will be made in the promotion and tenure regulations described herein except by vote of the full voting membership of the faculty of the

University and by subsequent approval by the Board of Trustees. In no event will any changes in promotion and tenure regulations be applied retroactively if disadvantageous to the faculty member.

2. The Provost, in consultation with the Chair of the University Promotion and Tenure Committee, will establish and publish a calendar of dates relative to promotion and tenure. This calendar will be forwarded to all faculty members no later than September 30 of each year.
3. The Dean of each College and the Library will, each year, provide their faculty with a written summary of that College/Library's promotion and tenure process and deadlines and a copy of the College/Library's promotion and tenure guidelines. Department Chairs or equivalents will, each year, provide their faculty with any additional promotion and tenure guidelines unique to that department or area.
4. Candidates for promotion/tenure will be considered according to the guidelines in the Faculty Manual (time, performance, etc.).
5. Candidates for promotion/tenure will prepare a file that contains:
  - (a) the Coastal Carolina University cover sheet for Promotion and/or Tenure file.
  - (b) a letter of intent, addressed to the Dean (copy sent to department chair or equivalent)
  - (c) updated curriculum vita
  - (d) annual faculty reports
  - (e) copies of all teaching evaluations (student and/or peer and/or administrative)
  - (f) evidence of scholarly activity
  - (g) other relevant materials
  - (h) Department and/or College promotion and tenure guidelines and/or Performance Expectations.

Candidates will forward their files to the Dean of the College/Library who, before sending the full file to the College/Library committee adds:

- (i) copies of all annual evaluations, if not included in 5d.
- (j) Department chair or equivalent's evaluation letter (where applicable)

Library faculty will not have item 5e included in their file. Candidates shall include all annual evaluations and teaching evaluations reflective of their probationary period when applying for tenure or the rank of Associate Professor. When applying for the rank of Professor, they shall include all annual evaluations and teaching evaluations since achieving the rank of Associate Professor.

- 6. Faculty members have the responsibility to initiate their own candidacies for promotion and/or tenure by submitting their file to their College Dean by the published deadline for that academic year. No files will be accepted after the published deadline. Candidates should announce to their Dean and Department Chair or equivalent as early as possible their intent to apply for promotion and/or tenure.
- 7. Dean of the College will convene the College Committee to review the candidates' files. The Dean of the Library will convene the Library Committee. Members of the Library or College Committee may not write letters of recommendation on behalf of candidates from their College/Library for promotion and/or tenure.
- 8. Each College will have a college-wide promotion and tenure committee. The College committee shall consist of tenured faculty representing each department, area or discipline in the College. Each College will determine the proportional representation for its departments, areas, and disciplines. The College Committee must have a minimum of three members. Members are to be elected by their academic unit. In the event that a unit does not have an eligible faculty member to serve, it will elect a full time tenured colleague from another department within the College. The composition of the college-wide committee will be

determined by a vote of the full-time tenured and tenure track faculty of the College. Sitting Department Chairs, Assistant Deans and Associate Deans are not eligible to serve on College committees.

After convening the College Committee, the Dean will forward the candidate's file to the committee. The College Committee will review and evaluate each candidate's file and prepare a letter of recommendation based on both the Department's and College's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. The letter will indicate the recommendation of the committee and its numerical vote. A favorable decision from the College Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's evaluation of the candidate's file. Members who are not in agreement with the majority opinion may present a dissenting opinion that will accompany the majority report. The Dean and the Department Chair do not participate in this review process or in the formulation of the letter of recommendation: however, the College Committee has the right to clarify any information in the candidate's file by contacting the Department Chair, the Dean, or the candidate.

9. The Library will have a library promotion and tenure committee consisting of at least three members. The Library Committee shall consist of tenured faculty from the library. However, tenured faculty from other Colleges may serve on the Library Committee when necessary. If there are more than three library faculty eligible to serve on the committee, the membership will be drawn from that pool of faculty by a vote of the full-time tenured and tenure track faculty of the library. When there are insufficient numbers of eligible library faculty to convene the committee, all eligible library faculty will serve on the committee,

and outside faculty will be elected in the same manner outline above.

The Library Committee will receive the candidates' file from the Dean. The Library committee will meet, review, and evaluate each candidate's file, and prepare a letter of recommendation based on the Library's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. The letter will indicate the recommendation of the committee and its numerical vote. A favorable decision from the Library Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's evaluation of the candidate's file. Members who are not in agreement with the majority opinion may present a dissenting opinion that will accompany the majority report. The Dean and the department chair or immediate supervisor do not participate in this review process or in the formulation of the letter of recommendation: however, the Library Committee has the right to clarify any information in the candidate's file by contacting the Department Chair or supervisor, the Dean, or the candidate.

10. The College/Library Committee letters are addressed and forwarded, along with the candidates' files, to the Dean. The Dean will review each file and write a letter of recommendation based on both the College's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. This letter is placed in the candidate's file. The decision to recommend or not is communicated to the College Committee. The Dean will meet with the candidate to discuss the College P & T Committee's recommendations, the department chairperson's recommendation, where applicable, and the recommendation of the Dean. The candidate may have copies of these letters. If the Dean disagrees with the College/Library Committee's recommendations, the Dean will meet with the College/Library Committee. At the

conclusion of the meeting, the Dean and the College/Library Committee will issue a single letter that describes the results of the meeting. The candidate may withdraw from the promotion and/or tenure process at this point in which case the file and all letters will be returned to the candidate. If the candidate continues on, the Dean will submit the full file, containing the items listed in section five, to the Provost's office.

11. Vice Presidents, Deans, and Assistant Vice Presidents being considered for promotion and/or tenure will be evaluated according to the criteria listed under Section V. parts C and D, of the Faculty Manual. Vice Presidents and Assistant Vice Presidents will initiate their candidacies for promotion and/or tenure to the appropriate College Dean. Deans will initiate their candidacies for promotion and/or tenure by submitting their files to the Provost. Administrators who apply for promotion and/or tenure will follow the procedures outlined in Section V, part E. In the case of Deans applying for promotion and/or tenure, the Provost will serve in the role of the Dean for the Deans' promotion and/or tenure process.
12. The complete files will be sent by the Deans to the Provost's Office, which will house them and make them available to the University Promotion and Tenure Committee. No files will be accepted after the published deadline. Once the file has been received in the Provost's office, the candidate may not withdraw from the promotion and tenure process, and no material can be added to or removed from the file. The University Promotion and Tenure Committee and the Provost, acting independently, will review the candidate's file and reach a decision based on both the Department's and the College's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual.

13. The Provost and the Chair of the University Promotion and Tenure Committee will meet to exchange recommendations on each candidate.
  - (a) If the University Promotion and Tenure Committee and the Provost agree positively, then the Provost prepares a letter of recommendation to the President which summarizes the findings of each step of the process. This letter becomes part of the candidate's file and all files are forwarded to the President for review.
  - (b) If the University Promotion and Tenure Committee and the Provost agree negatively, the file is not forwarded to the President. Candidates who receive a negative decision will be notified in writing by the Provost and will be invited to meet with the Provost to discuss that decision.
  - (c) If the University Promotion and Tenure Committee and the Provost reach different decisions on a candidate, the Committee and the Provost shall meet to discuss the differences. If there is still a difference following this meeting, the Provost will forward the complete file to the President along with a letter that summarizes the findings and recommendations at each step of the process.
14. A favorable decision from the University Promotion and Tenure Committee regarding a candidate's status requires a minimum of six affirmative votes (two-thirds majority).
15. Prior to the final meeting of the Board of Trustees for the academic year, the President will send a letter to the candidate indicating the President's decision concerning the candidate's promotion & tenure application.
16. A faculty member can appeal any decision through the faculty grievance procedures (see IV, C.)

17. Generally, all decisions shall be concluded in a time frame such that final action may be considered by the Board of Trustees at its final meeting of the academic year.
18. After a decision has been rendered by the Board of Trustees, candidates will be notified to pick up their files.

#### F. Post-Tenure Review

All tenured faculty assigned a minimum of six credit hours per semester and all tenured librarians except the Dean of Library Services will be subject to post-tenure review. The post-tenure review will take place each sixth year after receiving tenure, after promotion in rank, or after the most recent post-tenure review. If, in the year the post tenure review is scheduled, a faculty member applies for promotion as specified in the Faculty Manual, the regular promotion process supersedes post-tenure review. At no time will any part of the post tenure review impinge on the traditional purpose of tenure: the scholar's right to research, write, and create freely and to disseminate, without restraint, the results to students, the scholarly community, and the public. The post tenure review for librarians will be based on the promotion and tenure criteria in the Faculty Manual.

During the period of transition to the new review system, faculty who have had tenure for six or more years and faculty promoted in the last six years may elect to undergo review anytime within the first six years of the operation of the post-tenure review process. If the number who elect to be reviewed in the first two years is so great as to be unmanageable, the Provost may designate, by the number of years tenured, the order in which those faculty are to be reviewed.

##### 1. The Evaluation Process

The process of post-tenure review begins with the submission of a cover letter, a current vita, and, at a minimum, five of the previous six annual performance evaluations to the department chair. The department chair will prepare a letter of evaluation and rating for

each candidate and submit all materials to the dean. The dean, in turn, will convene the college's peer review committee and supply the committee with the department chair's letter and the candidate's file. The deadline for such submission shall be established by the provost. The college's peer review committee evaluates the post-tenure review file and prepares an individual letter for each candidate recommending one of the following ratings:

- a. **Exceptional:** Indicates outstanding, sustained contributions to the discipline through research/scholarship/creative activity. Evidence of strong, effective, dedicated teaching is also required, as is proof of substantial service. The evaluation will be based on past performance since the most recent promotion or post-tenure review, as well as on compelling evidence of future development and potential contributions at the same high level. Since tenured faculty below the rank of professor who believe they are exceptional should apply for promotion to a higher rank, the rating of exceptional applies only to full professors.
- b. **Favorable:** The evaluation will be based on satisfactory performance in all three areas of teaching, research/scholarship/creativity activity, and service. Such past performance should show some evidence of scholarly/creative production, quality teaching, and average service activity; it should also indicate reasonable expectations of continued development and contributions.
- c. **Conditional:** This rating indicates below average performance through the lack of evidence of scholarly/creative activity and/or evidence of substandard teaching.
- d. **Unfavorable:** This rating indicates failure to make reasonable progress in achieving stated professional goals after a conditional rating.

The Dean of the College reviews the file, the department chair's letter, and the peer review committee's recommendation and assigns one of the ratings described above. The Dean then meets with the candidate in order to share the Dean's letter stating that evaluation, the

department chair's letter, and the letter of the peer review committee. After this meeting with the candidate is concluded, the file and a copy of the Dean's letter is forwarded to the Provost who will add the letter to the faculty member's personnel file. At the conclusion of the process, candidates will be notified to pick up their files.

## 2. Appeals

Any faculty member who does not agree with the results of the post-tenure review and/or the resulting recommendations or requirements may invoke and initiate the faculty grievance procedures as described in the Faculty Manual.

## 3. Consequences of the Evaluation

- a. Unfavorable: When a tenured faculty member's performance is unfavorably rated, the department chair and the Dean, with the faculty member, initiate a mentoring/monitoring plan with the goal of encouraging the faculty member to redirect his or her energies in the appropriate academic and professional activities. The developmental plan will state the goals to be achieved and the means by which success can be measured. It may include, but not be limited to, such elements as peer review of classroom performance, the opportunity to collaborate on research/creative projects, and attendance at off-campus faculty development seminars and professional meetings. At the end of one year, if a rating below favorable has been earned, based on the lack of reasonable progress toward the performance goals, the faculty member will be subject to revocation of tenure for habitual neglect of duty.
- b. Conditional: A faculty member given a conditional rating must present a professional plan for improvement to the chair or coordinator and the Dean and must undergo another post-tenure review within one year. Two consecutive yearly reviews with a conditional rating will result in a rating of unfavorable.

- c. Favorable: Upon achieving a favorable rating, the post-tenure review for that individual is completed. A subsequent review will be conducted in six years. An award of \$1,000.00, applied to the base salary and in addition to any other raise, will be allocated for a favorable review.
  
- d. Exceptional: If either the college peer review committee or the Dean agree that a faculty member holding the rank of Professor/Librarian is exceptional, that individual may accept a favorable rating or submit a file to the Provost and the university promotion and tenure committee for validation of the exceptional rating. The faculty member may elect to submit the post-tenure review file or to prepare a more comprehensive file documenting teaching excellence, scholarly/creative activity, and service. The file should also show the promise of potential contributions. This file, containing letters from the department chair; the College's peer review committee, and the Dean, is submitted to the Provost and the university promotion and tenure committee for review. Upon deciding to seek an exceptional rating, the faculty member will meet with the Dean and the Provost to select referees external to the institution. The applicant may make as many as three suggestions for referees. One of these must be included in the final two selected by the Dean and Provost. The Provost will handle all communications with these external referees and will be responsible for the timely submission of their reports. The reports will be general assessments, in the same manner that professional scholars referee grant applications and manuscripts. The Provost and the promotion and tenure committee consider the applicant's file and the opinions of the referees and determine whether or not to validate the exceptional rating. Regardless of the outcome, whether positive, negative, or split, the result(s) from this stage of the process go to the President, who makes the final determination. If the application for exceptional is

rejected, the individual receives a favorable rating and the monetary reward attached to it. If the exceptional rating is approved, an award of \$5,000.00, applied to the base salary and in addition to any other raise, will be allocated. The applicant will receive copies, with the identities of the referees removed, of the external assessments.

#### G. Policy for Employment of Part-Time Faculty

It is expected that part-time or adjunct faculty will have qualifications of regular, full-time faculty with regard to academic preparation, experience, and performance. As a minimum qualification, all part-time faculty members must have completed at least 18 graduate semester hours in their teaching field and hold a master's degree. This applies to the employment of any faculty member teaching courses for credit. Exceptions to this policy may be allowed for those teaching developmental courses, physical education activities courses, or those who have distinguished experience in their field. Exceptions to this policy must be approved by the appropriate Dean and the Provost.

## **VII.BENEFITS AND PRIVILEGES**

### **A. Leave**

#### **1. Annual Leave**

Full-time permanent members of the academic staff on a twelve-month appointment accumulate annual leave at the rate of one and one-quarter days per month of continuous employment. After ten years of service, employees earn additional annual leave for each year in excess of ten years of service, up to a maximum accrual of thirty days per calendar year. Part-time permanent, classified employees earn annual leave on a pro-rata basis. (Refer to State and University regulations regarding annual leave for classified employees.) All time taken for vacation, personal business, and other annual leave must be reported and will be deducted from accrued leave.

Faculty members working on grants or contracts and earning annual leave may be required to use all accumulated annual leave prior to the termination of the grant or contract.

Faculty members who experience a basis change to other than a twelve-month basis may be required to use all accumulated annual leave prior to the basis change.

The maximum annual leave which may be used in a calendar year is thirty days. Upon separation from employment, employees are paid for a maximum of forty-five days of unused annual leave. Upon retirement, employees are paid up to a maximum of forty-five days unused annual leave.

Faculty members employed on less than a twelve-month basis do not earn annual leave.

For further information, see the annual leave policy in Coastal Carolina University Policies and Procedures Manual, 1238.

## 2. Sick Leave

Permanent faculty members who are scheduled to work at least one-half of the scheduled work week of the University are eligible to earn sick leave.

Sick leave is accrued at the rate of one and one-quarter work days per month of active employment. Part-time permanent faculty earn sick leave on a pro-rata basis. The maximum sick leave which may be accrued is 195 days; however, the maximum sick leave which may be carried over into a new calendar year is 180 days.

Sick leave should be deducted in work days or partial work days with the understanding that the work week is normally Monday through Friday. A faculty member should report sick leave even though not scheduled to teach a class on that particular day.

Sick leave shall accrue for a faculty member on leave-with-pay status.

Employees may use up to eight days of sick leave during a calendar year to care for their immediate family. For the purpose of this policy only, immediate family is defined in the Sick Leave Act as spouse, children, mother, father, a spouse's mother and father, legal guardian, a spouse's legal guardian and grandchildren if the grandchild resides with the employee and the employee is the primary caretaker of the grandchild. In such cases, sick leave may be granted for the same reasons that employees are granted use of sick leave. For more detailed information, consult the Coastal Carolina University's Policy and Procedures Manual.

Family and Medical Leave Act: Pursuant to the Family and Medical Leave Act of 1993, up to 12 weeks of unpaid leave may be available to faculty who meet eligibility requirements. For more detailed information, consult the Office of Human Resources and Equal Opportunity.

### 3. Court Leave

A University employee summoned as a member of a jury or subpoenaed as a witness for other than personal litigation will be granted leave with pay. For more detailed information, consult Coastal Carolina University's Policy and Procedures Manual.

### 4. Military Leave

Permanent employees who are members of the United States Armed Forces Reserves, including the Coast Guard Reserves and the National Guard, shall be entitled to leave with pay for up to 15 regularly scheduled work days in any one year for training or other duties ordered by the Governor, the Department of Armed Forces, or any department or agency of the United States government having authority to issue lawful orders. Such duty or training should be arranged so as to be of least interference with regular duties whenever possible. Summer training and participation in the summer session of the University should be scheduled in separate terms when possible. University approval is required prior to the employee taking military leave.

An employee who is commissioned, enlists, or is selected for military service shall be granted leave without pay and shall be entitled to reinstatement as provided by law. The faculty member may return to active employment in a comparable position to that held at the time such leave was granted provided application for reemployment is made within ninety days after release from service. For more detailed information, consult Coastal Carolina University's Policy and Procedures Manual.

### 5. Death in Family

Regular faculty members are allowed up to three consecutive workdays of leave with pay for a death in the immediate family (as defined in Coastal Carolina University Policy).

## 6. Leave Without Pay

- a. Leave without pay for family and medical reasons is described in the Coastal Carolina University's Policies and Procedures Manual.
- b. Leave of absence without pay may be granted for good cause by the President under circumstances wherein the best interest of the University will be served. If a faculty member fails to return after the period for which leave is granted, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered under the following circumstances:
  - (1) extended absence in the interest of the University, such as advanced academic training, research, or experiences which lead to increased competence and promote the interest of the University as well as the faculty member. Leave without pay may be granted for a maximum continuous period of one year, unless special permission is granted by the President for an extension;
  - (2) leave without pay for personal reasons may be authorized by the President. An employee must obtain approval prior to going on authorized leave without pay. Failure to do so may result in the absence being charged as unauthorized leave.

Annual and sick leave do not accrue during periods of leave without pay, but accumulated totals are not forfeited. Before starting leave, faculty members should contact the Office of Human Resources and Equal Opportunity for information on the continuation of retirement credit, insurance plans, and other employee benefits during the period of leave.

## B. Benefits

Coastal Carolina University provides its eligible faculty with a comprehensive benefits package. For a full description of benefits programs, see the *University Policies and Procedures Manual* or contact the Office of Human Resources for relevant publications. University policies can also be found by going to “Workplace” at [www.coastal.edu/hero/](http://www.coastal.edu/hero/).

## C. Banking Services

The Carolina Collegiate Federal Credit Union provides faculty members the opportunity to save and borrow money by payroll deduction. Full banking services are available, including checking accounts, automatic teller machine (ATM) service, and other services. Details may be obtained from the Carolina Collegiate Federal Credit Union located on campus. Other local financial institutions offer special services to University employees. Contact the Office of Human Resources for details.

## D. Athletic Tickets

Admission to Coastal Carolina University athletic events is free to faculty and one guest, EXCEPT **football**, and men's and women's basketball which receive a reduced price. For additional information, incoming faculty members should contact the Athletic Department.

## E. Cultural Arts Tickets

Faculty/Staff are entitled to two (2) complimentary tickets to most regular season performances by presenting their valid Coastal Carolina University ID.

Some special events or performances may require a fee.