PRESENT:

ABSENT:

PENDING BUSINESS:
At the November 5, 2008 Faculty Senate meeting, Michael Ruse, Faculty Manual Revision Committee Chair, requested that a Special meeting of the Senate be approved for November 19, 2008 meeting. The request for the Special meeting was approved for the purpose of reviewing changes to the VI, Appointments, Promotion, and Tenure section of the Faculty Manual.

At the December meeting Senate may be able to deal with the faculty rights and responsibilities, benefits and privileges and have the manual on schedule and finished at the end of this year. Look for posting on the faculty senate site hopefully next Thursday. This will be after we meet and finish the whole section for you to look at.

NEW BUSINESS:

VI. APPOINTMENTS, PROMOTION, AND TENURE

A. Terms of Employment

The regular period of employment for the members of the Faculty is a nine month academic year. Variations to the normal term of employment must be established in writing and approved by the President. In the event full time Faculty employment consists of a single semester (except summer semester) the faculty salary will be one-half (50%) of the nine-month salary.

In circumstances when a faculty member begins or ends employment within a semester, the daily rate of compensation will be calculated in accordance with the Coastal Carolina University Policies and Procedures Manual (policy # 1256.050301).

All members of the faculty will be available for work seven calendar days prior to the first day of classes through the Monday after Spring commencement. The terms and conditions of each faculty member’s teaching, research and service will be recommended by the Dean/Executive Director and Provost and will be outlined in a letter of appointment issued by the President.

Continuing full-time members of the Faculty (i.e. full-time appointments not made for a specific time period) may teach during summer sessions depending on the size of enrollment, class availability, and the availability of funds.
Faculty members may not receive compensation for tutoring students in any course for which they have the authority to grant the student credit or grades. This provision will not be interpreted as prohibiting any faculty member from tutoring for remuneration in subjects over which they have no authority to grant student credit or grades.

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 Coastal Carolina University Policies and Procedures Manual (policy # 1256.0505).

Faculty members who feel that action with regard to their salaries is inadequate may request further review of their records by submitting documentation as they believe is appropriate to the President for consideration. Only after following the procedure described in this section may the faculty member initiate a grievance according to the Faculty Grievance Procedure (see section V. C. above).

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 must 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 written and spoken English proficiency.

As part of the interview process, the Dean/Executive Director of the College/Library 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 certify, as part of the committee's recommendation, that the successful candidate possesses adequate written and spoken English skills.

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/Executive Director of the College/Library. After consultation with faculty in the appropriate discipline, the Dean/Executive Director will establish a search committee that will consist of at least two Faculty members from the same or related discipline (as per College/Library policies). The Dean/Executive Director 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 and Dean's/Executive Director’s recommendations to the Provost; and
g. once agreement with the Provost is reached regarding the selection of a candidate, contact the selected candidate to complete the hiring procedures.

The role of the Department Chair/Supervisor will be determined by College/Library policies and procedures.

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: a copy of the advertisement, curriculum vitae, official transcripts and reference letters as per College/Library and University policies and procedures. Candidates will also be required to submit to and to have passed a background check as required by University policies and/or by law.

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 faculty or staff member, nor any unmarried member of the faculty member’s household 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. In such situations, an exception must 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, policy # 1213.)
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. A faculty member who unsuccessfully seeks promotion to the rank of Professor or Librarian must wait two full years from the time of application before applying for promotion again.

When applying for promotion, the candidate should refer to the description of that rank in the Faculty Manual and use the tenure criteria of intellectual contributions and professional activities as a guideline in preparing her/his file. For the purposes of this manual, the term “intellectual contributions” will include research, creativity, or performance in the arts as per College/Library and Departmental guidelines.

The University recognizes the following unclassified academic ranks and titles listed below.

Faculty:

I. Tenured and Tenure Track Appointments with Academic Rank: A full-time appointment of a person whose faculty responsibilities and rights are outlined in the Faculty Manual. Continuation in these ranks is subject to the Post-Tenure Review process (See Section VI. G. below)

a. Professor: To be eligible for the rank of Professor, a faculty member must have a sustained record of outstanding performance involving teaching, intellectual contributions, professional contributions in the discipline, and University service. 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.

b. Librarian: To be eligible for the rank of Librarian, the individual must have a sustained record of outstanding performance including intellectual contributions, other recognized professional contributions in the discipline, and University service. 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.

c. 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 usually involving teaching, intellectual contributions, other recognized professional contributions in the discipline, and University service. 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.

d. Associate Librarian: To be eligible for the rank of Associate Librarian, the individual must have a record of effective performance, including recognized professional contributions in the discipline, and University service. 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 appropriate terminal degree.

e. 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.

f. 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 appropriate terminal degree.

II. Non-tenure Track Appointments with Academic Rank or Titles: Rights and privileges applicable to non-tenure track appointments are outlined in the Faculty Manual (See section V. B. above). These appointments may be renewable and are not eligible for tenure. Continuation of these appointments does not constitute de facto tenure.

a. Senior Instructor: To be eligible for the rank of Senior Instructor, the faculty member must have a record of excellent teaching and service to the University, and 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.

b. Instructor: To be eligible for the rank of Instructor, it is expected that the faculty member hold the master's degree plus 18 credit hours in the discipline and possess a strong potential for excellence in teaching. The University no longer hires at this rank effective August 16, 2008.

c. Senior Teaching Lecturer: To be eligible for the rank of Senior Teaching Lecturer, the individual must have an outstanding record of teaching and hold a full-time appointment at the rank of Teaching Lecturer at the University for a minimum of six years. Appointment to this rank must be by promotion from Teaching Lecturer. Individuals holding this rank have Faculty governance rights and responsibilities, except for issues regarding promotion and tenure.

Associated Faculty:

I. Temporary Appointments with Academic Titles: These are temporary appointments of persons hired to teach on a semester-to-semester or academic year basis, depending on the needs of the University. Associated Faculty are not eligible for tenure and employment is not governed by the Faculty Manual except for issues pertaining to academic freedom and grievance procedures.
a. Teaching Lecturer: To be eligible for the title of Teaching Lecturer, the individual must have 18 graduate hours in the relevant discipline, hold at least a master's degree, and have strong potential for excellence in teaching. This is an annual teaching appointment that may be renewed based on enrollment needs. Not eligible for tenure. This title may be expanded as appropriate to include artist-in-residence, writer-in-residence, or executive-in-residence. Individuals holding this title do not have Faculty governance responsibility.

b. Teaching Associate: Teaching assignments for this title are arranged on a per course basis according to enrollment demands each semester. Not eligible for tenure.

c. Visiting Assistant, Associate or Professor: A person who is eligible for comparable academic rank elsewhere and may be on leave of absence from a home institution.

d. Adjunct Assistant, Associate or Professor: Individuals who are of substantial professional caliber appointed for a specified period of time. Adjunct faculty members are usually experts in a particular field and may be involved in supervision and instruction of students either inside and/or outside the classroom setting, or in other activities which contribute to the mission of the University.

II. Temporary Appointments with Research Titles: These are temporary appointments of persons hired on a semester-to-semester or academic year basis, depending on the needs of the University. These appointments are not eligible for tenure and employment is not governed by the Faculty Manual.

a. Research Assistant, Associate or Professor: Individuals of substantial professional caliber who are engaged primarily in research. The research professor usually possesses the earned doctor's degree and considerable experience in the research field. (This title can be expanded to a visiting appointment.)

b. Post-Doctoral Fellow: A temporary appointment of a person who has recently completed requirements for the doctorate and is engaged in further study through research projects and activities. Involvement in the classroom is strongly encouraged.

c. Research Associate: A temporary staff position, usually funded with non-appropriated funds, held by an individual who possesses a master's degree or substantial work beyond the bachelor's degree. The research associate plans and conducts research.

d. Graduate Assistant: A fully admitted graduate student performing services in support of University operations.

III. University/Center Affiliates

This title is normally conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves.

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, our 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. No later than the first Friday in April prior to 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/Librarian is satisfactory service at 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. The decision of the President will be ratified 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. The probationary period can be extended or suspended by action of the Provost in consultation with the Dean/Executive Director and the President.

e. The maximum probationary period for full-time faculty hired at the rank of Assistant Professor/Librarian is seven years of continuous service with the University at that rank. Credit toward tenure may be awarded to an Assistant Professor/Librarian at the point of hire and must be reflected in the appointment letter issued to the faculty member at the time of appointment. The letter will stipulate the semester and year that the faculty member must apply for tenure. Credit toward tenure should not exceed two years. The probationary period can be extended or suspended by action of the Provost in consultation with the Dean/Executive Director and the President.

f. The Provost will notify, in writing, tenure-eligible faculty members to prepare tenure application files two years prior to the end of the probationary period. The decision
of the President will be ratified by the Board of Trustees in the summer preceding the final year of the probationary period. If tenure is not awarded, the last year of the probationary period will be the final year of employment. In extraordinary cases, a faculty member may apply for early tenure with the written permission of the Chair or equivalent and the Dean/Executive Director. If tenure is not awarded, the following year will be the final year of employment.

g. 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.

h. Instructors, Senior Instructors, Teaching Lecturers and Senior Teaching Lecturers are not eligible for tenure, and notification of non-reappointment will be given by May 15. Instructors, Senior Instructors, Teaching Lecturers and Senior Teaching Lecturers administratively reappointed to the rank of Assistant Professor may not apply previous years' service towards the probationary period for tenure.

i. Armed forces personnel performing teaching assignments, Teaching Associates, part-time faculty members and individuals otherwise employed by the University are not eligible for tenure. If Associated Faculty are administratively reappointed to the rank of Assistant Professor, previous years' service may not be applied towards the probationary period for tenure.

j. A period of time during which a faculty member is on leave without pay in excess of one semester may not be counted as part of the probationary period for tenure. Leave without pay does not affect tenure already acquired.

k. 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 the first business day of March (or the first business day of July 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 the second Friday of December (or the second Friday of April 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.

l. Administrators cannot acquire tenure by virtue of 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 or who has resigned from an administrative position will not be adversely affected by such relief.

m. Untenured faculty who are appointed to the position of Department Chair, Assistant/Associate Dean, or Assistant/Associate Director of the Library will be
eligible for tenure under the guidelines for their faculty rank. (See section VI. D. l. e.
above).

n. Senior administrators hired with faculty rank must meet the eligibility requirements
for tenure and the rank at which they are appointed.

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 will be evaluated primarily based on teaching
effectiveness. In addition to teaching effectiveness, faculty members applying for
tenure will be evaluated based on intellectual contributions, and professional
activities/university service. The specific criteria for tenure and promotion are
determined by College and Departmental guidelines and performance expectation
elaborations.

b. A professional Librarian applying for promotion and/or tenure will be evaluated
primarily according to professional competence and also according to intellectual
contributions and professional activities/university service as defined by Library
guidelines and performance expectation elaborations.

E. Promotion and Tenure Procedures

1. No change will be made to the promotion and tenure regulations described herein
except by vote of the full voting membership of the Faculty of the University, by
recommendation of the President, and final approval by the Board of Trustees. The
Faculty member will be subject to the Promotion, Tenure, and Post-Tenure criteria
in place at the time of her/his hiring, last Promotion, or last Post-Tenure review.

2. The Provost, in consultation with the Chair of the University Promotion and Tenure
Committee, will establish and publish a calendar of dates relevant to promotion
and tenure for the upcoming academic year and distribute it to the Faculty no later
than the first Friday in April of each year. The deadline for submission of the files
from the candidates to the Dean/Executive Director will be no later than the
second Friday in September for consideration for the respective academic year.

3. No later than the first Friday in April of each year, the Dean of each College and the
Executive Director of the Library will provide their Faculty with a written summary
of the College/Library Promotion and Tenure criteria, the internal College/Library
deadlines, and a copy of the College/Library Promotion and Tenure guidelines. The
Department Chair or equivalent will provide faculty members with any additional
promotion and tenure guidelines unique to that department or area by the first
Friday of April.
4. Candidates for Promotion/Tenure will prepare a file. It is the candidate’s responsibility to ensure that all required materials are in the file. These should include in the following order:

   a. A completed Coastal Carolina University cover sheet for Promotion and/or Tenure file. (This form is available at www.coastal.edu/forms),
   b. Department and/or College/Library Promotion and Tenure guidelines and/or Performance Expectations in effect at the time of last hiring, Promotion, or Post-Tenure review,
   c. A cover letter addressed to the Dean of the College/Executive Director of Library,
   d. An updated curriculum vitae,
   e. All annual reports, evaluations (including Chair’s or equivalent’s evaluation), and supporting documents as per College/Library policies,
   f. Copies of all teaching evaluations: student and/or peer and/or administrative, (When applying for the rank of Professor, the file will include all annual evaluations and teaching evaluations since achieving the rank of Associate Professor. Library Faculty will not have teaching evaluations in the file.),
   g. Evidence of intellectual contributions as per College/Library policies,
   h. Evidence of University and professional service as per College/Library policies,
   i. Materials relevant to Promotion and Tenure guidelines not enumerated above.

5. Candidates for Promotion will be evaluated on their record since their last appointment or promotion. Candidates for Tenure will be evaluated primarily on their record since their hire at Coastal Carolina University.

6. Each college will have a college-wide promotion and tenure committee consisting of tenured faculty representing each department. The College Promotion and Tenure Committee must have a minimum of three members. Members are to be elected by the full-time tenured and tenure track faculty of their departments. In the event a department does not have an eligible faculty member to serve, it will elect a full-time tenured colleague from another department within the College. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, Department Chairs or equivalent, Assistant Deans, Associate Deans and the Chair of the Faculty Senate are not eligible to serve on college promotion and tenure committees.

7. The Library will have a Library Promotion and Tenure Committee consisting of at least three full-time tenured members from the Library. If there are not three library faculty members eligible to serve on this committee, then membership will be drawn from full-time tenured colleagues from any of the academic Colleges. Members are elected by a vote of the full-time tenured and tenure track faculty of the Library. Candidates for Promotion and/or Tenure, candidates undergoing Post-
Tenure review, Assistant Directors, or Associate Directors and the Faculty Senate Chair are not eligible to serve on the Library Promotion and Tenure committee.

8. The Dean/Executive Director of the Library will confirm that the file is complete and confirm any credit towards tenure by signing the completed Coastal Carolina University cover sheet for Promotion and/or Tenure. The Dean/Executive Director will add any external letters of reference to the file at this time. The Dean/Executive Director will then convene the College/Library Committee to review the candidates’ files. Members of the College/Library Promotion and Tenure Committee may not write letters of recommendation on behalf of candidates from their College/Library for Promotion and/or Tenure.

9. After convening the College/Library Promotion and Tenure Committee, the Dean/Executive Director will forward the candidate’s file to the committee. The College/Library Promotion and Tenure Committee will meet, review, and evaluate each candidate's file, and prepare a letter of recommendation based on the College/Library promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. The letter will indicate the recommendation of the committee. A favorable decision from the College/Library Promotion and Tenure Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's recommendation. Members who are not in agreement with the majority opinion may present an anonymous dissenting opinion that will accompany the promotion and tenure letter for inclusion in the file. The committee shall send a separate letter to the Dean/Executive Director stating the numerical vote of the committee. This letter will accompany the file throughout the process but will not be included in the file. The Dean/Executive Director and the Department Chair or equivalent do not participate in this review process or in the formulation of the letter of recommendation; however, the College/Library Promotion and Tenure Committee may clarify any information in the candidate's file by contacting the Dean/Executive Director, Department Chair or equivalent, or the candidate.

10. The College/Library Promotion and Tenure Committee letters are addressed and forwarded, along with the candidates’ files, to the Dean/Executive Director. After reviewing each file, the Dean/Executive Director will write a letter of recommendation based on both the College/Library Promotion and Tenure criteria 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 to recommend is communicated to the College/Library Promotion and Tenure Committee. The Dean/Executive Director will meet with the candidate to discuss the College/Library Promotion and Tenure Committee recommendation, the recommendation of the Department Chair or equivalent, and the recommendation of the Dean/Executive Director. At that meeting, the candidate will be given copies of these letters.

Should the candidate wish to address the assessments and recommendations noted in any of these letters, she/he may write a letter responding to these specific issues and provide it to the Dean/Executive Director for inclusion in the file. The letter
must be submitted to the Dean/Executive Director within seven (7) calendar days beginning on the day of the meeting with the Dean/Executive Director.

Should the Dean/Executive Director disagree with the College/Library Promotion and Tenure Committee’s recommendations, then there will be a meeting of the College/Library Promotion and Tenure Committee and the Dean/Executive Director. At that meeting the Dean/Executive Director will share with the College/Library Promotion and Tenure Committee any letter from the candidate responding to the evaluation. At the conclusion of the meeting, the Dean/Executive Director and the College/Library Promotion and Tenure Committee will issue a single letter that describes the results of that meeting. The candidate may withdraw from the process at this point in which case the file will be returned to the candidate.

11. If the candidate elects to continue in the process, the complete file is forwarded to and is thereafter housed in the Provost’s Office. 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 materials can be added to or removed from the file.

Files which received positive recommendations from both the Dean/Executive Director and the College/Library Promotion and Tenure Committee are routed directly to the Provost who reviews them and makes her/his own recommendation. If the Provost’s recommendation is positive, such files are not required to undergo review by the University Promotion and Tenure Committee and are forwarded to the President.

If the Provost determines that a file receiving two positive ratings needs further review, then that file will be made available to the University Promotion and Tenure Committee for review.

If the Provost determines that a file receiving two positive ratings needs further review, then that file will be made available to the University Promotion and Tenure Committee for review.

12. When a University Promotion and Tenure Committee review is required, the Committee and the Provost each will review the candidate's file independently and reach a decision based on both the Department's and the College's/Library's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. The University Promotion and Tenure Committee may clarify information in the candidate's file. For this purpose contact by the Committee is limited to the candidate, Department Chair or equivalent, Dean/Executive Director and/or the College/Library Promotion and Tenure Committee. A positive recommendation from the University Promotion and Tenure Committee regarding a candidate's status requires a two-thirds majority vote.

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 will meet to discuss the differences. If there is still a difference following this meeting, the Provost will compose a letter that summarizes the findings and recommendations at each step of the process and reflects her/his recommendation. The Chair of the University Promotion and Tenure Committee will also compose a letter reflecting the recommendation of the committee. The letters from each will state the reasoning for the recommendations and standards applied. Both letters are added to the candidate’s file and the complete file will be forwarded to the President who will make her/his decision regarding the file.

13. The President will send a letter to the candidate indicating the final decision and will forward all files with positive recommendations to the Board of Trustees prior to their final meeting of the academic year. The Board of Trustees will vote to ratify the decision of the President.

14. After the Board of Trustees meets, candidates will be notified by the Provost to retrieve their files from the Provost’s Office.

15. A faculty member may appeal a decision through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, or failure of notice of opportunity to be heard (see section V. C. above). Cases of alleged violation of anti-discrimination laws pertaining to federally protected categories will be referred to the EEO Officer as per Human Resources policy #1207.

F. Promotion to Senior Instructor and Senior Teaching Lecturer

1. No change will be made to the promotion regulations described herein except by vote of the full voting membership of the Faculty of the University, by recommendation of the President, and final approval by the Board of Trustees.

2. Instructors are eligible to apply for Promotion to Senior Instructor after six years of employment at that rank.
3. A Teaching Lecturer may be identified as a candidate for Senior Teaching Lecturer by recommendation of the Department Chair and Dean after a minimum of two years of service at the rank of Teaching Lecturer. At the time of recommendation for candidacy, the Teaching Lecturer must specify in writing that she/he intends to seek Promotion within two calendar weeks beginning on the date of recommendation. Candidates who intend to seek Promotion will be provided with copies of the College and Departmental criteria and guidelines for Promotion. A letter of expectations including any changes in teaching load and service requirements will be drafted by the Dean and Department Chair and provided to the candidate. The voting rights of the candidate will be determined by Departmental and College policies. Candidates will not have voting rights at the University level. Candidates for Senior Teaching Lecturer are eligible for Promotion after at least six years at the rank of Teaching Lecturer.

4. The Provost, in consultation with the Deans, will establish and publish a calendar of dates relevant to promotion to Senior Instructor/Senior Teaching Lecturer for the academic year and distribute it to the eligible faculty members no later than the first Friday in September each year. The Department Chair and Dean of each College will provide their eligible faculty members with a written summary of the College/Departmental criteria, the internal College/Departmental deadlines, and a copy of the College/Departmental Promotion guidelines at that time. The deadline for submission of the files from the candidates will be no later than the second Friday in February for consideration for the respective academic year.

5. Candidates for Promotion will prepare a file. It is the candidate’s responsibility to ensure that all required materials are in the file. These should include in the following order:

   a. a completed Coastal Carolina University cover sheet for Promotion file. (This form is available at: www.coastal.edu/forms/);
   b. Department and/or College Promotion guidelines and/or Performance Expectations in effect at the time of initial hire at their current rank;
   c. a cover letter addressed to the Dean of the College;
   d. an updated curriculum vita;
   e. the six most recent annual reports, evaluations (including Chair’s or equivalent’s evaluation), and supporting documents as per College policies;
   f. copies of all teaching evaluations from the past three years: student and/or peer and/or administrative;
   g. evidence of University and professional service (if applicable) as per College policies;
   h. materials relevant to Promotion guidelines not enumerated above.

6. The Department Chair or equivalent will prepare a letter of evaluation and include it in the file as per College guidelines.

7. The file will be submitted to the Dean who will forward it to the College Promotion and Tenure Committee. The College Promotion and Tenure Committee will meet, review, and evaluate each candidate’s file, and prepare a letter of recommendation based on the College promotion guidelines and those stated in the Faculty Manual. A favorable decision
from the College Promotion and Tenure Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's recommendation. Members who are not in agreement with the majority may submit an anonymous dissenting opinion that will accompany the committee letter for inclusion in the file. The committee shall send a separate letter to the Dean stating the numerical vote of the committee. This letter will accompany the file throughout the process but will not be included in the file.

8. The College Promotion and Tenure Committee letters are addressed and forwarded, along with the candidates’ files, to the Dean. After reviewing each file, the Dean will write a letter of recommendation based on both the College Promotion criteria and those stated in the Faculty Manual. This letter is placed in the candidate’s file. The decision to recommend or not to recommend is communicated to the College Promotion and Tenure Committee. The Dean will meet with the candidate to discuss the College Promotion and Tenure Committee recommendation, the recommendation of the Department Chair or equivalent, and the recommendation of the Dean. At that meeting, the candidate will be given copies of these letters.

9. If both the committee and the Dean agree that Promotion should not be granted, the candidate can draft a letter and appeal the decision to the Provost. The letter must be submitted to the Provost within seven (7) calendar days beginning on the day of the meeting with the Dean. Upon receipt of that letter the Dean will include it in the file and forward the file to the Provost for review. If the Provost disagrees with the committee and the Dean, a letter reflecting the position of the Provost will be added to the file and the file will be forwarded to the President who will make the final decision.

10. If the Dean disagrees with the College Promotion and Tenure Committee’s recommendation, there will be a meeting of the College Promotion and Tenure Committee and the Dean. Prior to that meeting the candidate will have fourteen (14) calendar days to submit a letter responding to the negative evaluation for inclusion in the file beginning on the day of the meeting with the Dean cited in subsection eight (8) above. At the meeting of the College Promotion and Tenure Committee and the Dean, the Dean will share with the College Promotion and Tenure Committee any such letter from the candidate. At the conclusion of the meeting, the Dean and the College Promotion and Tenure Committee will issue a single letter that describes the results of that meeting and add it to the file. The file will be forwarded to the Provost who will make the final decision.

11. If both the committee and the Dean agree that Promotion should be granted, the file will be forwarded to the Provost. If the Provost concurs, the candidate will be promoted in rank and no less than $1,500 will be added to the base salary effective August 16 of the following academic year. If the Provost disagrees, a meeting will be held between the Dean, the Chair of the College Promotion and Tenure Committee, and the Provost in order to reach a resolution.

   a. If a resolution is reached to grant Promotion, the candidate will be promoted in rank and no less than $1,500 will be added to the base salary effective August 16 of the following academic year.
b. If a resolution cannot be reached, the candidate will be allowed fourteen (14) calendar days beginning on the date of notification to draft a response to any negative evaluation that has yet to be responded to for inclusion in the file. The file then will be forwarded to the President who will make the final decision within fourteen (14) calendar days beginning on the date of receipt of the file.

c. If a resolution is reached to deny Promotion, a letter will be drafted reflecting the basis of that decision and added to the file. The candidate will be given a copy of that letter by the Office of Academic Affairs and allowed fourteen (14) calendar days beginning on the date of notification to draft an appeal to the President to be included in the file. The file then will be forwarded to the President who will make the final decision.

12. If Promotion is not granted to an Instructor or Teaching Lecturer, that candidate must perform two years of service before being allowed to apply for Promotion again.

13. A faculty member may appeal a decision through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, or failure of notice of opportunity to be heard (see section V. C. above). Cases of alleged violation of anti-discrimination laws pertaining to federally protected categories will be referred to the EEO Officer as per Human Resources policy #1207.

G. Post-Tenure Review (Section was passed by the Faculty pending approval by the Board of Trustees)

H. Forfeiture of Tenure

Tenure may be forfeited in two ways, only:

a. A faculty member may resign her/his tenure by informing the President of the University in writing, explicitly releasing the University of its obligation to continue the services of that faculty member with the rights associated with tenure.

b. The University reserves the right to terminate a tenured faculty appointment for cause by following the procedures outlined in this section.

The University understands and affirms that tenure is an acquired property right that cannot be taken away without due process of law. Accordingly, these procedures are established to satisfy the high standards of fundamental due process that are traditionally anticipated and required by the state and federal judiciary.

1. Adequate cause for termination will include one or more of the following:

   (i) failure to perform the duties required for the position due to mental or physical incapacity, even with accommodations;
(ii) bona fide reduction in staff; provided that such reduction is performed pursuant to Section V. B. 10 of this Manual;
(iii) curtailment or discontinuance of a Department or program;
(iv) gross misconduct detrimental to the mission of the University;
(v) habitual neglect of duty, including 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. G above;
(vi) conviction of a felony, or of a serious misdemeanor since the commencement of employment at the University, or the willful concealment of any conviction in making application for employment at the University;
(vii) repeated endangerment of the welfare or unethical exploitation of students, employees, visitors, or volunteer workers of the University;
(viii) 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.

2. Initial Notification to the President: After notification to the President that a violation may have occurred, the faculty member has a right to a meeting with the President before termination procedures commence.

3. Initial Meeting with the President: If the President and the faculty member are unable to reach a resolution, the President will inform the Faculty Welfare and Development Committee of the Faculty Senate of her/his desire to terminate a tenured member of the faculty. The President will give the Committee a statement of specific charges, together with the factual basis for each charge. The function of the Committee is to determine whether the allegations, if true, would substantiate the charge(s), and, whether the alleged charge(s) are of such a serious nature to warrant termination. The discussions, records, and recommendations of the Committee remain confidential, except as otherwise required by law.

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 the termination process she/he will send a letter via U. S. Postal certified mail informing the faculty member of her/his intention to terminate employment. Such letter will include a precise statement of specific charges. The letter will also inform the faculty member of the right to request a hearing before the University Promotion and Tenure Committee.

4. Faculty Request for Hearing: If the faculty member desires a hearing before the University Promotion and Tenure Committee, the Committee and the President must be informed in writing within fourteen (14) calendar days of receipt of notification by the President of the proposed termination.

If the faculty member takes no action within fourteen (14) calendar days of receipt of notification by the President, then the faculty member will be presumed to have waived further process and the President, without recourse to further proceedings, will send a letter of termination via certified mail which is final and binding.
5. Hearing Procedures: Upon receipt of a written request for a hearing, the Chair of the University Promotion and Tenure Committee will schedule a hearing no sooner than twenty (20) calendar days and no later than thirty (30) calendar days from the date of receipt. All parties must be given written notice as to time, date, and place.

(a.) Committee Conflict of Interest Processes: At this stage, members of the Committee may disqualify themselves for bias or conflicts of interest and the parties involved may raise questions regarding disqualification of Committee members. The Chair of the Promotion and Tenure Committee will determine if the bias raised is significant enough to warrant disqualification. As a basis for making disqualification decisions, the Chair at all times will be mindful of the need for Committee members to avoid conflicts of interest or the appearances of conflict of interests.

If the Chair cannot make such a determination, for any reason, or if the Chair has been asked to disqualify herself/himself 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 University Promotion and Tenure Committee member from that College/Library will replace the disqualified member for the duration of the proceedings (See section IV. E. 12. above). If the alternate also has an apparent conflict of interest, another alternate will be appointed by the Dean/Executive Director in consultation with the Chair of Faculty Senate.

(b) Pre-hearing Conference: After scheduling the hearing, the Committee Chair will hold a conference with the faculty member, President or President’s designee, and Advisors/Counsel. The purpose of the conference is to ensure that equitable procedures are followed, and to resolve matters concerning the disqualification of Committee Members from the proceedings.

(c) Hearing Process Requirements:

(i) All hearings will be conducted in accordance with the Freedom of Information Act.
(ii) A verbatim recording of the hearing or hearings will be taken by electronic means, and a copy must be made available to the faculty member without cost.
(iii) The burden of proof that adequate cause exists rests with the University and will be satisfied only upon a showing, taking account as a whole, of clear and convincing evidence in the record.
(iv) The faculty member will be permitted to have an advisor and/or counsel of choice present during the proceedings.
(v) The faculty member will be afforded the opportunity to obtain necessary witnesses, cross examine witnesses and present relevant documentary or other evidence and the committee may grant a continuance in order to allow the faculty member to do so. The President will cooperate with the Committee in securing witnesses and making available documentary and other evidence.
(vi) The Committee may grant continuances to enable either party to investigate evidence as to which a valid claim of surprise is made.
(vii) The faculty member, any advisor or counsel, and the President or her/his designee 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 a statement, the Committee will identify the witnesses, disclose sworn statements, and, if possible, provide for interrogatories under oath.

(viii) 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.

(ix) The findings of fact and the decision of the Committee will be based solely on the hearing record.

6. Committee Decision and Recommendations: 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. The President cannot proceed with termination after this point.

7. Notification of Recommendation if Termination is recommended: Within fourteen (14) calendar days of receipt of the Committee's report, the President will inform the faculty member and the Committee in writing of the final decision together with supporting reasons.

8. Appeals: 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 fourteen (14) calendar days of receipt of notification by the President, the faculty member will be presumed to have waived their right to appeal and the President will send a letter of termination via certified mail. Such letter is final and binding.

9. Academic Affairs Committee Decision: The Academic Affairs Committee of the Board of Trustees will review the entire record de novo and any allegation of law, procedural or factual error. The Committee may at its option conduct any further fact finding they deem appropriate. The decision by the Academic Affairs Committee is final. If the Committee’s decision is to support the decision of the President, the President will then send formal notification of termination to the Faculty member.
ANNOUNCEMENTS:

GOOD OF THE ORDER:

ADJOURNMENT: Respectfully submitted,

Approved by Susan Slavik
Faculty Senate Secretary

Moe Murphy
Faculty Senate Recorder