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I. INTRODUCTION

A. Purpose of the Faculty Manual

The faculty and administration of Coastal Carolina University are dedicated to the cooperative achievement of the mission of Coastal Carolina University, to the betterment of the institution, our students, and community. To this end, the university has established the Coastal Carolina University Faculty Manual which

- Is the campus-wide source of definitions, policies and procedures relevant to faculty roles, rights, responsibilities, and expectations in achieving the academic mission of the university
- Serves as a set of guidelines providing direction and broadly defining processes of faculty and university administrators for the effective conduct of academic roles and responsibilities within the University. It is not an employment contract.
- Defines the academic, legislative, and consultative roles and processes of faculty within the university in the change or modification of academic practices and policies.
- Is a source of information to direct faculty and administrators to more specific policies and procedures on campus regarding specific subjects, issues or questions.
- Does not supplant current or future policies that may be enacted by Federal or State law, legal interpretations of courts, or actions by the Board of Trustees of Coastal Carolina University; the contents of the Faculty Manual being superseded by changes from these legal bodies.

B. Mission Statement (2008 revision approved by CHE)

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world.

This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000 – 12,000 students by building baccalaureate and selective master's programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services.

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

The Coastal Educational Foundation is a charitable organization that is incorporated under the South Carolina Nonprofit Corporation Act and chartered by the Secretary of State of South Carolina. While the primary purpose of the Foundation is to promote and provide financial support to Coastal Carolina University, the Foundation has no designated powers that would allow it to intervene in University policies and procedures. Conversely, the University has no authority, statutory or otherwise, to become involved in the business of the Foundation.

III. FACULTY ORGANIZATION

A. Membership

1. Faculty

Members of the Faculty, including administrators with faculty rank, have the right to present motions and vote in general faculty meetings. A person will be considered a member of the Faculty who has a full-time appointment at the academic ranks of:

Professor
Librarian
Associate Professor
Associate Librarian
Assistant Professor
Assistant Librarian
Senior Instructor
Instructor
Senior Teaching Lecturer

Joint Appointments: A faculty member may hold only one probationary or permanent tenure appointment at a professorial rank at a time. This appointment may be held in a single department or by joint appointment in an additional department where a fixed tenure rank may apply. The initial appointment will designate the unit/department of base

appointment where responsibility for processing personnel actions that affect the appointment will be made.

2. Associated Faculty

This Faculty Manual pertains to this group as it relates to academic freedom and grievance procedures only, as authorized in Section V.B.1 and Section V.C. respectively.

A person will be considered a member of the Associated Faculty who has the title of:

Teaching Lecturer
Teaching Associate
Adjunct Assistant Professor
Adjunct Associate Professor
Adjunct Professor
Visiting Assistant Professor
Visiting Associate Professor
Visiting Professor
Research Assistant Professor
Research Associate Professor
Research Professor
Post-Doctoral Fellow
Research Associate
Graduate Assistant

3. Faculty Titles Conferred at Retirement or On Leave

- a. Distinguished Professor/Librarian: A title that will be awarded in the final year of service at the University to tenured members of the faculty who have earned the rank of tenured full Professor/Librarian. Upon retirement this title will change to Distinguished Professor Emeritus or Distinguished Librarian Emeritus.
- b. Distinguished Professor/Librarian Emeritus: A title conferred on tenured faculty who at the time of their retirement hold the rank of Professor/Librarian. Recognition of the recipient is presented at the Spring Commencement.
- c. Emeritus Professor/Librarian: A title that is normally conferred on any tenured member of the Faculty who at the time of retirement holds the title of Assistant or Associate Professor/Librarian. Recognition of the recipient is presented at the Spring Commencement.

4. University/Center Affiliates

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

B. Functions of the Faculty

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 faculty.

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 offices of President, Provost, and other senior 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.

In the event that faculty participation in a full search committee is not possible, the President will inform the Chair of Faculty Senate, who in consultation with the President and the Executive Committee will arrange an appropriate time for the Senate or the Faculty to meet with the President.

C. Meetings

The Provost will call two general faculty meetings annually, one each regular 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 may call 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 ten percent (10%) of the Faculty and submitted to the Provost.

D. Faculty Senate Bylaws

The powers of decision and recommendation are vested in the Faculty of Coastal Carolina University by the Board of Trustees and manifested through the actions of the Faculty at its meetings. These powers are vested in the Faculty Senate for their routine execution of these powers. The Faculty Senate will have legislative authority on all matters set forth in Section IV. B. (Faculty Organization Functions), except for changes in promotion and tenure regulations which must be made by a vote of the Faculty in a general session and by subsequent approval of the Board of Trustees.

Amendments to these Faculty Senate Bylaws will be operative upon approval by three-fourths (3/4ths) vote of the membership of the Faculty Senate.

1. Membership, Representation and Terms

Each College and the Library will elect from their Faculty a number of Faculty senators equal to twenty percent (20%) of their Faculty. The College/Library will count administrators with faculty rank in the determination of Senate representation. Regardless of its size, each College and the Library is entitled to at least two senators. The non-academic administration will be represented by one senator who need not hold faculty rank and will be appointed by the President.

The number of Faculty in each College/Library will be assessed by the Executive Committee of the Faculty Senate at the start of each semester to verify the number of senators representing each College/Library. Should a new College be formed, it should elect its senators to serve in staggered terms. If a College/Library is entitled to fewer than three senators, then its senators 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/Library with the shortest term remaining to be served will stand down.

In assessing College/Library representation, the Executive Committee of the Senate and the Dean of the College/Library should disregard fractions less than 0.5 and carry fractions 0.5 or higher to the next whole number (round up).

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

For special elections to replace a senator who is leaving the Senate before the end of her/his term, the new senator's term will begin the first meeting after the election is held and the former senator resigns her/his term. 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 are elected plus two years. These terms will begin at the first meeting of the senate in the subsequent academic year.

2. Executive Committee of the Senate: Membership, Elections, and Duties

The Chair, the Vice Chair, and the Secretary of the Faculty Senate are the officers who make up the Executive Committee. Officers are nominated from among the tenured Senate membership for two-year terms and are elected by the entire Senate membership. Administrators, except for Department Chairs/Supervisors, may not be elected to or serve on the Executive Committee. No officer may serve more than two consecutive terms in the same office. Nominees will make a brief presentation before the Senate regarding their qualifications and interest. The Parliamentarian and the Recorder of the Faculty Senate provide services to and work with the Executive Committee but are not part of the Executive Committee membership.

The Executive Committee prepares the agenda for each meeting, determines the time and place of each meeting, verifies the Colleges'/Library's representation on the Senate, makes specific committee appointments to ad hoc committees and in the membership of regular (standing) faculty committees, and oversees the annual administrator evaluation process. Senate Executive Committee members will not serve as Chairs of regular (standing) Senate Committees. The Executive Committee is responsible for implementing any changes to the membership of the Senate and its committees that result from changes to Faculty Senate Bylaws.

a. Duties of the Chair

1. Presides over the meetings of the Faculty Senate,
2. Monitors and coordinates Senator Committee progress and reporting (See #7 Committee Reports in this Section),
3. Forwards Senate recommendations and resolutions to the appropriate administrative office and notifies Senators of all administrative actions taken on Senate recommendations and resolutions,
4. Represents the Faculty, and as such may not serve on any standing faculty senate committees or college promotion and tenure committees,
5. Serves as an honorary, non-voting member of the Board of Trustees.

b. Duties of the Vice Chair

1. Manages the updating and contents of Faculty Senate WebPages,
2. Presides over meeting of the Senate in the absence of the Chair,
3. Succeeds the Chair and completes the term if the Chair for any reason is unable to complete the term of office. In such a 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. Beginning with the third absence, reports multiple absences of senators to the Executive Committee,
3. Approves the transcribed minutes of Senate meetings for distribution to all senators, Deans, and the Provost within fourteen (14) calendar days after the meeting,

4. Distributes notice of special meetings (as specified below under 3.b. Special Meetings).

The Parliamentarian is appointed by the Chair of the Faculty Senate and has the following duties:

1. Familiarity with Robert's Rules of Order and the Faculty Manual,
2. Assists the Chair in insuring that parliamentary procedure is followed at Senate meetings,
3. Meets with the Executive Committee.

The Recorder is appointed by the Provost and has the following duties:

1. Tapes and transcribes the minutes of the Senate meetings and the general faculty meetings for the Secretary's approvals,
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 Friday 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 (simple majority) 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 may be called by the Chair of the Senate in consultation with the Executive Committee of the Senate, or by the Chair of the Senate upon written request of ten percent (10%) of the members of the Senate, or by the Chair of the Senate upon written request of ten percent (10%) of the Faculty.

The Chair will direct the Secretary to give notice of a special meeting via electronic means and/or mail to all senators two full business 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 the meeting.

If it becomes urgent to take action on a subject for which no notice was given, that action can only become effective if it is ratified by the Senate at a regular meeting. If the matter is of such urgency that immediate ratification is deemed necessary, then a motion to adjourn and reconvene another special meeting immediately after adjournment can be passed by a two-thirds majority of the senators present at the meeting.

4. Amendments

Amendments to these bylaws will be operative upon approval by three-fourths (3/4) vote of the membership of the Faculty Senate.

5. Attendance

Senators who cannot attend are responsible for arranging for a substitute from the College/Library which they represent, who will have the rights and privileges of the Senator they are representing. Senators who fail to attend in person for fifty percent (50%) or more Senate meetings in an academic year without good cause will forfeit their seats on Senate. Good cause is determined by the Executive Committee of the Senate to whom appeals are made.

6. Agenda

The Faculty will be solicited each month for agenda items. Members of the Associated Faculty may submit items through a Senator or a member of the Faculty. Agenda items must be submitted no later than two weeks prior to a Senate meeting. The Senate agenda will be distributed to all Senators, Faculty, and Associated Faculty at least seven (7) calendar days prior to the next Senate meeting.

7. Executive and Other Committee Reports

After approval of the minutes, the Chair will present an Executive Committee report that will include an announcement of any Administrative Actions passed or returned to the Senate with stipulations. The synopsis of the Senate Action that led to the Administrative Action will be outlined in that report.

Other Committee reports that require no Senate action will be in written form and submitted as part of the agenda. Committee reports that require oral presentation in addition to the written submission will be limited to five (5) minutes excluding questions and feedback from the floor. If a presentation will require more than five minutes, then the representative of the committee must seek special permission when the request to add the agenda item is submitted to the Executive Committee.

Progress reports from each regular (standing) faculty committee may be brought to the Senate by the committee Chair or designee as requested by the Senate Chair. Annual reports from each regular faculty committee must be submitted to the Senate Chair by the May Senate meeting and must include the committee's past accomplishments, unfinished business, and recommendations for future business. All Senate agendas, minutes with attachments, including committee annual and progress reports, and Senate audio recordings will be housed in Kimbel Library.

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

8. Protocol

Senate meetings will be conducted according to parliamentary procedure as set forth in Robert's Rules of Order. While the Parliamentarian advises the Chair on proper procedures, it is the Chair who has final judgment on application of all rulings.

E. Regular Faculty Committees

1. Academic Affairs

Membership: Nine Faculty (two elected from each College, one of whom must be a tenured faculty member, and one elected from the Library); two students (non-voting); Ex-Officio: Provost's Designee, Vice-President of Enrollment Management, and 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 additions, deletions or changes in undergraduate courses or programs of the University. The committee also considers and notifies the Senate of minor changes in courses, such as course titles, descriptions, or credit hours. These minor 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 evaluate educational policies, admission standards and new programs of instruction.

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: Ten elected faculty (two elected from each College and two at large members elected by the Faculty), six administrative staff or faculty members (appointed by the President), and twelve students (appointed by the President of the SGA so that each College is represented by at least two members). The student members must be in good standing, have completed a minimum of 60 semester hours,

and must be carrying a minimum of twelve hours. A student will be considered to be not in good standing if she/he is currently suspended, on disciplinary probation, has non-completed sanctions, or a cumulative GPA of less than 2.5.

The Chair of the Campus Judicial Board will be a faculty member, elected by members of the board. The membership will comprise a pool from which two students, and four faculty members will be the “sitting” Campus Judicial Board for a particular case.

Elected faculty members will serve three year staggered terms. Appointed members will serve a one year term. SGA student members will be appointed for a one year term. When a campus judicial board member resigns, vacancies will be filled as follows: the Faculty Senate Executive Committee will appoint or elect faculty for elected faculty vacancies; the University President will make a new appointment for appointed vacancies; and the SGA President will make a new appointment for student representative vacancies.

Purpose: The duties of this committee are to conduct hearings for students alleged to have committed nonacademic infractions of the Code of Student Conduct according to the procedures listed in the Code.

5. Core Curriculum

Membership: Nine faculty (two elected from each College, one of whom must be tenured, and one elected from the Library). Ex Officio: Provost, Ex-Officio, non-voting: University Academic Center Director and Director of General Education.

Purpose: This committee oversees and makes recommendations regarding all aspects of the core curriculum, including implementation, modification and assessment. The committee’s recommendations regarding modifications to core curriculum requirements are forwarded to the Academic Affairs Committee for approval prior to requesting Senate action. Each individual College is responsible for Core Curriculum student petitions. The college from which a student is requesting a course waiver hears the petition. Appeals to Core Curriculum petition decisions are heard by the Core Curriculum Committee. The Director of General Education is responsible, in conjunction with the Office of Institutional Research and the Core Curriculum Committee, for ensuring effective ongoing development, implementation and assessment of the Core Curriculum. The Director of General Education will report this data and Core Curriculum recommendations to the University-wide Assessment Committee.

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 3 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 leave applications and the awarding of faculty development grants are forwarded to the Provost. The committee will elect a Chair, Vice Chair and Secretary. The duties of the Chair are outlined in section VI. F. 6. below. The Vice Chair will be responsible for processing the Professional Enhancement Grant applications and, in the case of absence, will act as Chair of the committee. The Secretary is responsible for compiling all committee meeting minutes.

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; 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/Supervisors 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 review for validation all applications that are submitted based on the Dean and/or College Peer Review Committee recommendation for the Exceptional rating in post-tenure review, and to forward recommendations regarding such to the administration. The primary responsibility for decisions related to tenure and promotion and for exceptional ratings in post-tenure review belongs, first, with the Department (Chair/Supervisor and Peer Review), and second, with the College (Dean and Peer Review). The University Promotion and Tenure Committee members will independently consider each file, but the UPTC deliberation will be most investigative in cases where there is either disagreement at the Department and/or College level, or apparent or perceived irregularities in due process or procedure. 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. 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.

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/Supervisors 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.

IV. FACULTY RESPONSIBILITIES AND RIGHTS (Passed Faculty Senate 4/01/2009)

A. Faculty Responsibilities

1. Classroom Procedures

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

- a. Write and distribute a syllabus for each course taught. All syllabi must include instructional objectives, student learning outcomes, 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 not returned to the student must be retained by the instructor of record for at least one calendar year and be made available to the student for inspection upon request.
- e. Conduct classes according to the published schedule. In the event that a class must be canceled, the faculty member must notify the Department Chair/Supervisor or the Office of 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 Dean of the College.
- g. Be available for student advisement during registration periods and to keep current with curriculum changes that influence the advising process. In addition, faculty members are expected to maintain accurate files for each advisee.
- h. Promote a work and educational environment free from harassment.
- i. Assist in providing program accessibility to self-identified qualified students with disabilities by making reasonable accommodations for the disability.

2. Examination and Grading Policy

During exam week, faculty members are expected to give final examinations or the equivalent 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 is reported to the Provost. This provision applies to all examinations except laboratory examinations. Laboratory examinations may be held the last week of class.

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 examinations may be given the last week of class. Faculty members are expected to follow current grading and grade change procedures as published in the University Catalog.

3. Work Responsibilities

In addition to the regular meeting of classes, the University expects faculty to use time afforded them during normal business hours to engage in University-related activities including committee assignments, meetings and scholarly pursuits. To permit these activities to be undertaken in a reasonable manner, the Department Chair/Supervisor with the approval of the Dean will 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. Adjustments of teaching loads can be made by the Dean of the College in consultation with the Chair/Supervisor of the Department and the approval of the Provost.

As a University devoted to shared governance, Coastal Carolina University expects that each member of the faculty will engage in University service and comply with the administrative needs of the University in accordance with the terms of employment delineated in the hire letters and/or letter of expectations, and outlined therein. This includes committee service on the Department, College and/or University levels, responsible and timely reporting of all data concerning grades, student nonattendance, and supplying assessment data as deemed necessary to the continuing operation and accreditation of the Department, College and the University. Each College and the Library will explicitly delimit the level of University service required for continued employment, acquisition of tenure, and promotion to a higher rank in the performance expectations elaboration documents duly ratified by the College/Library and accepted by the Provost holding office at the time of ratification. Failure to comply with the responsibilities delimited in these elaborations may result in dismissal as per the procedures outlined in this manual in sections VI. D. h. and k. below. The establishment of and changes to these expectations will be ratified by the College/Library and approved by the Provost. Such changes cannot be applied retroactively if they are disadvantageous to the faculty member. Each time a faculty member achieves tenure, promotion, or successfully undergoes post-tenure review, the criteria in place in the year of successful promotion/tenure/review will apply in the next review period.

4. Code of Faculty Conduct and Academic Responsibility

Faculty members are expected to maintain the highest standards of academic/creative honesty and professional ethics. Violations of these standards include, but are not limited to, assigning grades based on considerations other than the academic, creative, or performance criteria outlined in the course syllabus, claiming intellectual achievements which are not of one's creation, misrepresenting the nature of publications or creative works by claiming that published or creative works are blind refereed or juried when they are not, claiming to serve as an officer or board member of a professional society or association when one is not, or including another's

intellectual/creative contributions in one's works without assigning proper credit, knowingly falsifying or altering university records/documents. These and other such misrepresentations are grounds for denial of tenure and/or promotion, and may also constitute grounds for the forfeiture of tenure (see section VI. h. below).

5. Code of Student Conduct and Academic Responsibility

Reporting Procedures: It is the responsibility of faculty to report infractions of an academic or non-academic nature in accordance with the procedures contained in the

Code of Student Conduct and the Student Handbook of Coastal Carolina University. Academic infractions should be reported in writing to the Instructor of Record of the class, the Department Chair/Supervisor, or to the College Dean. Reports of academic violations should be delivered within fourteen (14) calendar days of receiving knowledge of the potential violation, and must include the name of the accused student, the specific violation and the name(s) of any witness(es). When reported by the Instructor of Record of the class, copies of the written notification to the student should be sent to the Department Chair/Supervisor (see procedures below). Non-academic infractions should be reported to the Office of Judicial Affairs. For the definition of academic and non-academic infractions, the procedures involved in reporting them, and the appeals process, refer to the Code of Student Conduct or the Student Handbook.

When the Instructor of Record is accusing a student of an academic infraction, these procedures are to be followed:

1. The student will be informed in writing of the infraction committed, all evidence thereof, and the penalty to be assessed. In the notification letter, students will be informed of their right to a conference with the instructor. At that conference the student can appeal two issues: that the infraction occurred, and/or that the penalty is too severe. A copy of the notification letter will be forwarded to the Department Chair/Supervisor.
2. If the student requests a conference, it should be held as early as possible. If the student does not respond to the notification, the conference will be waived. The Instructor of Record will make a final determination and forward it in writing to the student and the Chair/Supervisor. In that notification letter the student will be informed of the right to appeal the decision to the Chair/Supervisor.
3. The Instructor of Record also has an obligation to participate in later appeals made by the student as outlined in the Code of Student Conduct and the Student Handbook. After the Student-Instructor of Record conference, academic infractions may be reported to the Associate Vice President for Student Affairs and Dean of Students only after consultation with and approval by the Chair/Supervisor and the College Dean.

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 dissemination. 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.

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 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 right of others to hold their opinions, 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 members 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 may manage state-wide campaigns or seek political positions which pay salary only with notification and approval of the President. Prior to announcement for public office, the President must confirm 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 (see section VII. A. 6 below)

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 of a Professional Nature

A member of the faculty may be permitted to do professional work of an expert character outside the University for compensation during normal business hours 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 Dean. 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 (sabbatical)

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 submit another scholarly reassignment application within three years of the completion of a 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 to the Department Chair/Supervisor by the first business day in July for reassignment beginning the following Spring, or by the first business day in January for reassignment beginning the following Fall. The application will contain a detailed statement of the purpose for which the leave is requested and the expected outcomes of the leave.
- c. The Chair/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/Supervisor applies for scholarly reassignment leave, a suitable replacement will be appointed by the Dean prior to the application deadline. In the event that a Dean applies for scholarly reassignment, a suitable replacement will be appointed in consultation with the Provost.
- d. The Chair of the Faculty Welfare and Development Committee will forward a copy of the application materials to each Dean and the Provost. If any library faculty members apply for scholarly reassignment, then the Dean of the Library will also receive a copy of all applications and will join the Deans Committee for the deliberations. 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 her/his respective College/Library. 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 or the applies for scholarly reassignment, a suitable replacement will be appointed in consultation with the Provost prior to the submission of the Chairs'/Supervisors' 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 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 her/his 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.

6. Professional Growth and Research

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

7. Faculty Performance Review

Each member of the faculty will receive an annual written evaluation of her/his as per College/Library policies and procedures. The review will cover the period from the date of filing the annual report for the previous year until the date of filing the annual report for the current year. The review will be based on the criteria for promotion and tenure outlined in this manual, and the College/Library and/or Departmental performance expectations elaborations documents. The annual review will become part of the faculty member's permanent record that is used in making decisions regarding annual merit raises, promotion, tenure, and post-tenure review.

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

- a. Each College and the Library will develop Faculty Performance Expectation Evaluation Elaborations and Procedures. Criteria for teaching faculty which include:
 - (1) teaching assignments;
 - (2) advising;
 - (3) other assigned duties and responsibilities;
 - (4) scholarly or artistic pursuits in the discipline; and
 - (5) relevant University, professional, and/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/Library. Criteria and procedures must be recommended by a majority vote of the College/Library faculty, approved by the Dean, and the Provost.

- b. During the year, faculty members will complete Faculty Performance Evaluation Forms as per College/Library policies and procedures.

- c. The reviewer must prepare a written evaluation of the faculty member.
- 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. A copy will be retained by the faculty member.
- e. If the reviewer is the Department Chair/Supervisor, the report and supporting documents will be forwarded to the appropriate Dean for review.
- f. If the faculty member believes that the evaluation is unfair, a letter can be filed with the Dean requesting a written review of the annual report. The Dean will then add her/his own written comments and interpretation of the faculty member's performance, citing supporting evidence if her/his evaluation differs from that of the Department Chair/Supervisor.
- g. The Dean will meet individually with all tenure-track faculty to discuss 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/Library.

When a faculty member holds a joint administrative/teaching position in different departments/offices/units, the hiring agreement will stipulate which Chair/Supervisor will perform the annual evaluation. That Chair/Supervisor will be supplied with the performance criteria associated with the other position being held by the faculty member and the percentage of time that is to be dedicated to that other position.

8. Administrator Evaluations

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

9. Faculty Reduction-in-Force Policy

If the President determines that there is a financial crisis that threatens the survival of the University he will declare so and request the formation of a Faculty Reduction-in-Force Committee to consider reductions in force of the Faculty.

The President and a Faculty Reduction-in-Force Committee jointly bear the responsibility for determining the need to make decisions regarding Faculty reductions in force. This committee will be composed of one non-administrative faculty member from each College/Library who has been elected by faculty from within the College/Library who are not administrators above the level of Chair/Supervisor.

The 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) attrition,
 - (2) reorganization, including use of tenured administrators as teachers,
 - (3) freezes, furloughs, or reductions in salary,
 - (4) other reasonable alternatives;
- 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 in a fair and consistent manner,
 - (4) that the plan be approved by a majority vote of The Faculty,
 - (5) that the Provost and President approve the plan,
 - (6) that the Board of Trustees approve the plan.

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 (see section V. C. below)

If an eliminated faculty position is reinstated within three years, and the former faculty member has maintained the proper credentials to fill that position, that faculty member will be given the right of first refusal.

C. Faculty Grievance Procedure

It is the intent of the University to extend to each member of The Faculty and selected Associated Faculty the right to a fair review of any appropriate request or serious complaint arising in the course of employment (see section VI, C Associated Faculty I, a-d).

A formal grievance may be filed by any employee holding faculty rank. In this section the term “grievant” refers to Adjunct Assistant, Associate, Professor/Librarian; Visiting Assistant, Associate, Professor/Librarian; Teaching Associate; Teaching Lecturer; Senior Teaching Lecturer; Instructor; Senior Instructor; Assistant, Associate, Professor/Librarian; Professor; Librarian; and academic administrators who hold faculty rank.

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

Promotion, Tenure, and Post Tenure Review are proper subjects for consideration only as they relate to 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.G. below).

All complaints pertaining to discrimination based on race, color, gender, age, creed or national origin are to be referred to the EEO officer as per University Policies and Procedures Manual policy #1207.

The time limits indicated in this policy must be adhered to strictly. Failure of the administration to comply with the time limits entitles the grievant to carry the appeal to the next step in the process. Failure of the grievant to comply with the time limits will result in forfeiture of the right to continue the grievance. Grievances will be considered filed according to the recorded date of receipt. The appropriate parties are responsible for obtaining a signed, dated proof of receipt for all official communications at each step of the process.

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 (see steps 2-4 below).

PROCEDURE

Appointment of Designees: At any step in the process, the person hearing the grievance may need to appoint an appropriate designee to hear the grievance in order to meet the time limits or when it is in the interest of fairness to the grievant. The grievant will be notified of the name of the designee and the reason for appointing the designee in writing at least three (3) calendar days prior to the hearing. If the grievant believes that the designee is directly involved in the matter being grieved or is unable to maintain neutrality in the matter, the grievant may request to forego that step of the process as per the Recusals paragraph immediately below.

Recusals: The grievant may seek to forego steps in this process when the person hearing the grievance is directly involved in the matter being grieved (Chair/Supervisor, Dean, Provost, and/or President). In such cases, the grievant will notify in writing, the person hearing the grievance at the step beyond the step(s) being foregone. This letter will state the reasons for the request to forego the previous step(s). Based on the reasons stated in the letter, the person hearing the grievance will determine whether the grievant should return to the previous step or to proceed with the hearing of the grievance at that point in the process.

STEP 1:

- a. **Informal Conciliation:** Prior to filing a formal grievance, a faculty member must seek redress by filing a written Notice of Intent to File a Grievance to the Chair/Supervisor. This written intent to file a grievance notification will outline the nature of the matter being grieved and name the parties involved. If an attorney will be present during this Step of the process, the person hearing the potential grievance during the conciliation phase must be informed in the Notice of Intent to File a Grievance or the Request for a Dean Hearing letter. Within fourteen (14) calendar days of receiving the formal intent to file a grievance notification, the Chair/Supervisor or a designee must hold a meeting with the grievant. It is the responsibility of both the grievant and the Chair/Supervisor or the designee to review the matter and its specific issues in *good faith*. The goal of the conciliation phase is to arrive at a mutually agreed upon, prompt resolution to the matter

grieved. The Chair/Supervisor or the designee will supply the grievant with a written letter of resolution outlining the results of the conciliation meeting within (5) five calendar days of the meeting. If the Chair/Supervisor or the designee is directly involved in the matter being grieved, then the informal conciliation may be forgone if approved by the Dean or a designee (see Recusals above).

- b. **Post Conciliation:** In the event that the issue is not resolved within fourteen (14) calendar days of filing the notice of intent, or the grievant wishes to appeal the decision of the Chair/Supervisor or the designee, the grievant may file a written Request for a Dean Hearing letter to the Dean of the faculty member's academic area. This request must be made within five (5) calendar days of the end of the fourteen (14) day period or receipt of the written resolution letter written by the grievant's Chair/Supervisor or the designee. The written request for a hearing need not follow any particular format but should include a report of the conciliation effort to resolve the matter and the relevant facts at issue. In cases where the Dean or the designee is directly involved in the matter being grieved, the Dean Hearing may be foregone if approved by the Provost or the Provost's designee (see Recusals above).
- c. **Dean Hearing:** The Dean or the designee will conduct a hearing and prepare a response within ten (10) calendar days following the receipt of the post conciliation request. The Dean or the designee will consider all documentation presented by the grievant and the Chair/Supervisor or designee, and may interview other individuals who are directly involved in the matter. In the event the Dean or the designee fails to respond within nine (9) calendar days of receipt, the Dean Hearing is waived and the grievance proceeds to Step 2. In the event that the grievant is not satisfied with the Dean's or the designee's decision, then the grievant may proceed to file a formal grievance in accordance with Step 2. In cases where the Provost or the Provost's designee is directly involved in the matter being grieved, the formal grievance filing to the Provost may be foregone if approved by the President or the President's designee (see Recusals above).

STEP 2:

- a. **Formal Grievance Filing to Provost:** To be considered formally, a grievance must be filed in writing with the Provost within five (5) calendar days following receipt of the written decision of the Dean or the designee if such a hearing was held. The grievant must submit the following materials in the formal grievance notification letter:
 - (1) a description of the issues involved in the grievance;
 - (2) a copy of the materials presented to the Dean or the designee (if any);
 - (3) the Dean's or designee's written decision (if any);
 - (4) evidence of specific conciliation efforts made in Step 1 (if any).
- b. **Provost Action:** The Provost/designee, will conduct a fact-finding review including separate consultations with the parties involved, an independent investigation, and take any other appropriate action in order to reach a resolution. The Provost/designee must complete this process and render a written decision to the grievant within seven (7) calendar days after receipt of the grievance by the Provost. In special cases, the Provost/designee can extend this period of time with written permission of the grievant.

- c. The grievant, if not satisfied with the Provost's/designee's decision as received, may petition the President within five (5) calendar days of receipt of the Provost's/designee's decision. In cases where the President or the President's designee is directly involved in the matter being grieved, the petition will be filed with the Chair of the Grievance Committee within five (5) calendar days of receipt of the Provost's/designee's decision. The Chair of that committee will then convene to Grievance Committee as per step 3 below.

STEP 3:

- a. **Petition to the President:** If a petition is filed with the President, the President will convene the Grievance Committee to conduct a review and investigation of the grievance (see section IV.E.6. above). The Chair of the Grievance Committee will take prompt, reasonable and necessary actions to insure an equitable, orderly, and expeditious decision. The Provost or the Provost's designee will serve in any capacity deemed appropriate by the Chair of the Committee, but is not to be directly involved in the grievance proceedings. The review will commence within nine (9) calendar days from the date the grievant files the petition to the President/designee or Chair of the Grievance Committee.
- b. **Grievance Committee Hearing Process and Conflict of Interest Policy:** 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 Grievance Committee will determine if the bias raised is significant enough to warrant disqualification. As a basis for making disqualification decisions, the Chair will be mindful of the need for committee members to avoid conflicts of interest or the appearance of conflicts of interest.

If the Chair cannot make such a determination, or if the Chair has been asked to disqualify herself/himself, then the eligible members of the Committee will elect an Acting Chair to make such determinations. An alternate committee member from that College/Library will replace any disqualified member(s) for the duration of the proceedings. The alternate(s) will be appointed by the Chair of Faculty Senate, or by the Faculty Welfare and Development Committee if the Chair of Faculty Senate is deemed to have a conflict of interest by the Grievance Committee.

The grievant, the Dean or the designee, and any person whose alleged conduct was the cause of the grievance will appear separately before the Committee. Each party has the right to call and cross examine witnesses, and to produce whatever relevant evidence they wish. Cross examination may also be conducted by members of the Grievance Committee. The committee has the authority to call for files, records and documents pertinent to the investigation, to determine the order of the appearance of witnesses, to call additional witnesses, and to take any other action deemed necessary to determine the facts of the case.

- c. **Grievance Committee Decision:** The Grievance Committee will deliver a written finding and make its specific recommendation, together with the committee's vote, to the President/designee and the grievant within four (4) calendar days following the conclusion of the hearing. In cases where the President is directly involved in the matter being grieved, the grievant may appeal the decision of the committee directly to the Chair of the Academic Affairs Committee of the Board of Trustees (see Recusals above).

- d. **President's Decision:** The President/designee may accept the recommendation of the Grievance Committee or conduct a further review and hold additional discussion of the case with the parties either together or separately. The grievant, the Provost and appropriate committee Chairs will be notified of the President's/designee's decision within seven (7) calendar days after the receipt of the committee's decision.

STEP 4:

- a. **Appeal to the Board of Trustees of Coastal Carolina University:** Final authority for adjudication of grievances rests with the Board of Trustees of Coastal Carolina University. If the grievant wishes to appeal the President's/designee's decision, a written appeal must be sent to the Chair of the Academic Affairs Committee of the Board of Trustees within five (5) calendar days of receipt of the President's/designee's decision letter. In cases where the Presidential decision phase has been foregone, the grievant must file the written appeal within five (5) calendar days of receipt of the letter from the Chair of the Grievance Committee. If the Chair of the Academic Affairs Committee of the Board of Trustees cannot be reached, the appeal may be registered with the Chair of Faculty Senate or with the Provost's Office. The Academic Affairs Committee will review the record and may, at its discretion, conduct a new hearing. The Academic Affairs Committee will have twenty eight (28) calendar days in which to complete its review and communicate its decision to the President and the grievant. The number of days may be extended by mutual consent of the grievant and the Chair of the Board Academic Affairs Committee. The decision of the Academic Affairs Committee of the Board of Trustees is final and binding within the University.

V. 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 stipend.

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 until after commencement. The terms and conditions of each faculty member's teaching, research and service will be recommended by the Dean and Provost and will be outlined in a letter of appointment issued by the President.

Outside employment of a professional nature during normal working hours is permitted only when in compliance with the policies put forth in section V. B. 4 above.

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 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 of the College/Library. After consultation with faculty in the appropriate discipline, the Dean 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 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 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.

1. 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 V. F. 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 IV. 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 makes initial 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.

2. 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 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, 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 of the President 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 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 there under will not be applicable to 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/Supervisor 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 her/his 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 her/his 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 she/he will, by letter, inform the faculty member of her/his 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 her/his 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
 - (i) 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 for the upcoming academic year no later than the first Friday in May of each year. In no case will the deadline for submission of the files from the candidates be later than the second Friday in September for consideration for the respective academic year. This calendar will be forwarded

to all faculty members no later than the second Friday in May of each year to correspond to the tenure and promotion cycle of the upcoming year.

3. No later than the first Friday in September of each year, the Dean of each College and the Library will provide their faculty with a written summary of that College/Library's promotion and tenure process and internal College or Library deadlines and a copy of the College's Library's promotion and tenure guidelines. No later than the first Friday in September of each year, Department Chairs/Supervisors will 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/Supervisor)
 - (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/Supervisor '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. Candidates for promotion and/or tenure will be evaluated on their teaching effectiveness, scholarship, and professional activities including service achieved since their appointment to the tenure-track position or assistant professor or assistant librarian. Candidates for promotion to full professor or librarian will be evaluated on their teaching effectiveness, scholarship, and professional activities achieved since their appointment to Associate Professor or Associate Librarian.
7. 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/Supervisor as early as possible their intent to apply for promotion and/or tenure.

8. 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.
9. Each College will have a college-wide promotion and tenure peer review committee. The College Peer Review 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 Peer Review 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 peer review committee will be determined by a vote of the full-time tenured and tenure track faculty of the College. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, sitting Department Chairs/Supervisors, Assistant Deans and Associate Deans are not eligible to serve on College peer review 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/Supervisor 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/Supervisor, the Dean, or the candidate.

10. The Library will have a library peer review committee, consisting of at least three members. The Library peer review committee shall consist of tenured faculty from the library. However, tenured faculty from other Colleges may serve on the Library peer review committees when necessary. If there are more than three library faculty eligible to serve on this 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 faculty to convene the committee, all eligible library faculty will serve on the committee and outside faculty will be elected in the same manner noted above. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, Assistant Deans and Associate Deans are not eligible to serve on Library peer review committee.

The Library Peer Review Committee will receive the candidates' file from the Dean. The Library Peer Review 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 Peer Review 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/Supervisor or immediate supervisor do not participate in this review process or in the formulation of the letter of recommendation; however, the Library Peer Review Committee has the right to clarify any information in the candidate's file by contacting the Department Chair/Supervisor, the Dean, or the candidate.

11. The College/Library Peer Review 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 Peer Review Committee. The Dean will meet with the candidate to discuss the College Peer Review Committee's recommendations, the Department Chair's/Supervisors' recommendation, where applicable, and the recommendation of the Dean. The candidate may have copies of these letters. If the candidate wishes to address the recommendations and/or evaluation criteria noted in the letters of the College/Library Peer Review Committee, the Department Chair/Supervisor, and/or the College/Library Dean, the candidate may write a letter responding to these specific issues and provide it to the College Dean. If the Dean disagrees with the College/Library Peer Review Committee's recommendations or the candidate has written a letter responding to the reviews of the College/Library Peer Review Committee, Department Chair/Supervisor, and/or College/Library Dean, the Dean will meet with the College/Library Peer Review Committee, sharing with the College/Library Peer Review Committee any letter from the candidate responding to the evaluation. At the conclusion of the meeting, the Dean and the College/Library Peer Review 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 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 Part VI, Section E, Subsection 5, and all letters added to the file in Subsections 8 (or 9) and 10 of Part VI, Section E of the Faculty Manual to the Provost's office by the stated deadline.
12. 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.

13. 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/Library's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. In addition, the University Promotion and Tenure Committee has the right, as do the College/Library Peer Review Committees (under Section VI.E(8) and Section VI.E(9)), to clarify any information in the candidate's file by contacting the candidate, Department Chair/Supervisor, Dean, and/or the College/Library Peer Review Committee.
14. 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.
15. 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).
16. 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.
17. A faculty member can appeal any decision through the faculty grievance procedures (see IV, C.)
18. 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.
19. 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 deadline for such submission shall be established by the Provost, in consultation with the Chair of the University Promotion and Tenure Committee. The deadlines for the post-tenure review process for the upcoming academic year will be set no later than the first Friday in May of the previous academic year, with College/Library

Deans setting their internal college deadlines such that the completed files (including letters from the College/Library Peer Review Committee, Department

Chair/Supervisor, and College/Library Dean, are made available in the Provost's Office no later than the first Friday in February of each year.

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/Supervisor. Candidates will be evaluated on their teaching effectiveness, scholarship, and professional activities achieved since their last promotion in rank, or since their most recent post-tenure review. The Department Chair/Supervisor 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/Supervisors' 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/Supervisors' 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/Supervisors' 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/Supervisor and the Dean, with the faculty member, initiate a mentoring/monitoring plan with the goal of encouraging the faculty member to redirect her/his 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/Supervisor 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 valuation of the exceptional rating. The faculty member may elect to submit a 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/Supervisor, the College's peer review committee, and the Dean, is submitted to the Provost and the University Promotion and Tenure Committee for review no later than two weeks after notification of the decision of the peer review committee, Dean, and Department Chair/Supervisor are communicated to the candidate. Upon submitting the file to the Provost and the University Promotion and Tenure Committee with the request for an exceptional rating, the faculty member will meet with the Dean and the Provost to select referees external to the institution. The applicant will provide contact information for as few as one or as many as three external referees from her/his discipline. 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.

VI. 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. 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 or retirement, employees are paid for a maximum of forty-five days of 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, section 1238.

2. Sick Leave

For the purposes of calculating sick leave and other issues pertaining to compensation, the normal work day of a full-time faculty member is considered to be seven and one-half (7 ½) hours per day. 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 (9.375 hours) of active employment (9 months for regular Faculty and 11 months for Faculty on 11 month contracts). 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 8:30am through 5:00pm. For instance, if a faculty member teaches a morning class and cancels class due to illness, the sick leave taken would amount to a full day (7.5 hours) if the faculty member does not report to work that afternoon, or as a half day (3.75 hours) if the faculty member reports to work by 1:30 that day. A faculty member unable to perform normal work responsibilities due to illness should report sick leave even if they are not scheduled to teach a class on that particular day (not taking sick leave when one is unable to perform normal work responsibilities due to illness may affect eligibility for disability).

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

Employees may use up to ten (10) 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, child, mother, father, a spouse's mother and father, legal guardian, a spouse's legal guardian and grandchild 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 section 1243.

Family and Medical Leave Act (FMLA): 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 Coastal Carolina University's Policy and Procedures Manual section 1243. In cases where a faculty member wishes to take a leave of absence for a FMLA-based situation, it is incumbent upon the faculty member to inform the Chair/Supervisor of the situation and to meet with the Department Chair/Supervisor and Dean as soon as possible in order to determine a course of action that is in accord with FMLA regulations. The Provost must approve of the course of action mutually agreed to by the parties involved. This may include but is not restricted to, course reductions, stopping the Tenure/Post-Tenure Review time periods, reassignment to other duties that do not require presence on campus, and re-structured teaching, service, or intellectual contribution requirements for Promotion, Tenure and/or Post-Tenure Review as per College/Library/Departmental elaborations documents.

3. Court Leave

As responsible citizens, faculty members are expected to fulfill their civic duties and engage in the normal political processes of society. 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 1242.06.

4. Military Leave

Short Term Military Training: All officers and employees of this State or a political subdivision of this State, who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve are entitled to leaves of absence from their respective duties without loss of pay, time, or efficiency rating, for one or more periods not exceeding an aggregate of 15 regularly scheduled average workdays in any one year during which they may be engaged in training or any other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. Saturdays, Sundays, and State holidays may not be included in the 15-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.

In the event any such person is called upon to serve during an emergency, she/he is entitled to such leave of absence for a period not exceeding 30 additional days. Any one year means either a calendar year or, in the case of members required to perform active duty for training or other duties within or on a fiscal year basis, the fiscal year of the National Guard or reserve component issuing the orders. (S.C. Code Ann. 8-7-90)

Long Term Military Leave of Absence: Every employee of the State or any political subdivision thereof who, on or after June 25, 1950, has been, or shall be commissioned, enlisted, or selected for service in the Armed Forces of the United States (excluding short term training) shall, so long as the requirements and regulations of the Armed Forces shall prevent her/his return to her/his civil employment for a period of 90 days thereafter, but in no event for a period longer than five years from the date of entry into the Armed Forces of the United States, be entitled to leave of absence from her/his duties as an employee of the State or any political subdivision thereof, without loss of seniority or efficiency or register ratings. The word "employee" as used herein shall not be construed to mean an officer or official elected or appointed to a term pursuant to a statute or the Constitution of this State.(S.C. Code Ann. 25-1-2250 and 8-7-20)

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 section 1242.07).

6. Leave Without Pay

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. The authorization of leave without pay is a matter of administrative discretion and may be considered under the following circumstances:

- (1) professional leave such as extended absence in the interest of the University, e.g. advanced academic training, research, or experiences which lead to increased competence and promote the interest of the University as well as the faculty member
- (2) personal/medical reasons; for eligibility requirements for leave without pay for personal/medical reasons see the University Policies and Procedures Manual section....

When applying for leave without pay for the above reasons the Chair/Supervisor will be notified as soon as possible. The Chair/Supervisor will forward a recommendation to the Dean who will forward a recommendation to the Provost. The Provost will forward a recommendation to the President who will make the final determination.

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.

If a faculty member fails to return after the period for which leave is granted, the appointment is terminated.

Leave without pay may be granted for a maximum continuous period of one calendar year, unless special permission is granted by the President for an extension;

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 www.coastal.edu/hreo/workplace.