PREFACE

This Faculty Handbook sets forth certain policies and procedures of the University that are particularly important to faculty. Of course, these policies and procedures are occasionally changed. In case of discrepancies, current actions of the faculty or information in the Faculty Constitution and By-Laws shall take precedence. In no event shall the policies and procedures described in this Handbook be construed as contractual obligations or commitments on the part of the University.
GENERAL INFORMATION

STATEMENT OF PURPOSE

In its third century, Transylvania University is committed to excellence in undergraduate education in the liberal arts and sciences. For over half of its distinguished history, the College has been affiliated with the Christian Church (Disciples of Christ), whose ideals of tolerance and freedom of inquiry the university shares.

The nature and purpose of Transylvania are expressed in the following mission statement adopted by the faculty and Board of Trustees:

Through an engagement with the liberal arts, Transylvania University prepares its students for a humane and fulfilling personal and public life by cultivating independent thinking, open-mindedness, creative expression, and commitment to lifelong learning and social responsibility in a diverse world.

The College believes that all students, no matter what career or vocation they choose, benefit from liberal education; and so the college encourages the free search for knowledge and understanding drawn from the natural and social sciences, the humanities, and the arts. By doing so, the college strives to empower students to develop life-long habits of learning and intelligent, respectful discussion.

To support this mission, the College community fosters a community which values thoughtfulness and curiosity, as well as social, emotional, spiritual and physical well-being. By encouraging students to participate and collaborate in learning, community service and governance, the College seeks to prepare students for the responsibility of fostering a healthy society in a world shared by many different people, cultures, and nations.

Specifically, the College’s goals are:

- To develop students’ intellectual and creative abilities;
- To stimulate the search for knowledge;
- To promote open and fair-minded examination and discussion of values in all forms of endeavor;
- To encourage inquiry and conversation across the traditional academic disciplines;
- To stimulate in students an understanding of themselves and their relation to others in a diverse, ever-changing world;
- To promote opportunity for students to develop as independent thinkers and leaders;
- To foster a campus community characterized by compassion, respect, ethical concern, tolerance, and social responsibility; and
- To establish a foundation for graduate and professional study and a variety of satisfying careers.

These goals, taken together, enable the College to provide its students with the basis for continued intellectual development and for purposeful, responsible, and fulfilling lives.

A BRIEF HISTORY OF TRANSYLVANIA

Transylvania University had its beginning in 1780 as Transylvania Seminary. In May of that year, the Virginia Legislature set up a governing board for a public school in the County of Kentucky. The general turmoil from the effects of the Revolution, as well as from Indian attacks, delayed further developments until 1783, when a second act was passed in the Virginia Assembly. The Board of Trustees met for the first time in that year, but the opening session of the new seminary was not held until February 1, 1785, near Danville, Kentucky.

Lexington, because of its size and commercial importance, soon was judged by the Board to be a more suitable place for the institution, and the school began its first session in its new Lexington home on June 1, 1789.

A few years later, Transylvania Seminary joined Kentucky Academy to become Transylvania University. The new university opened its doors to students on the first day of January 1799. Included among the departments of the new university were those of law, medicine, and arts. It is interesting to note that the Medical Department alone had registered 6,406 students and graduated 1,854 by the time it was discontinued in 1859.

Transylvania University, under different presidents, with periods of quasi-control by various Protestant denominations, had periods of brilliance and periods of lethargy until it joined with Kentucky University in 1865.

Kentucky University had its beginning in 1836 as Bacon College, the earliest literary institution of post-high school level among the Disciples of Christ. Bacon College, established at Georgetown, Kentucky, moved to Harrodsburg in 1839 but suspended operation in 1850 due to lack of funds. Five years later a successor to Bacon College was established in Harrodsburg; funds were raised, and a new and larger institution known as Kentucky University opened in 1859. When the main college building was destroyed by fire in 1864, Kentucky University
consolidated with Transylvania University. The combined institutions took the name of Kentucky University but were located on the campus of Transylvania.

The first session of the combined universities began in Lexington on October 2, 1865. To its College of Liberal Arts and the Academy, which were moved from Harrodsburg, a College of the Bible and a College of Law were added. In this same year, the Agricultural and Mechanical College of Kentucky was organized and affiliated with the University.

In 1877, a separate College of the Bible, under its own charter, was established, and the corresponding College of Kentucky University suspended operations the next year. In 1878 the A and M College separated from Kentucky University and eventually became the University of Kentucky (1916).

By act of the Kentucky Legislature on March 20, 1908, the charter of the University was so amended as to confer upon the Curators of Kentucky University all the rights and privileges of the Trustees of old Transylvania University, and the name of the institution, Kentucky University, was changed back to Transylvania University.

In June 1912 the College of Law was suspended, and in 1914 the Preparatory Department was abolished. Due to the closing of the professional schools, the Board of Curators, in June 1915, unanimously decided to designate the College of Liberal Arts, the only remaining unit of the University, as Transylvania College. In 1969, the name "Transylvania University" was readopted.

**ADMINISTRATIVE STRUCTURE**

The President is the chief administrative and executive officer of the university. Reporting to the President are the Vice President and Dean of the College, the Vice President for Advancement, the Vice President for Finance and Business, the Vice President for Student Affairs and Dean of Students, the Vice President for Enrollment and Dean of Admissions, and the Vice President for Information Technology.

The names and primary responsibilities of the principal administrative officers are as follows:

President: Seamus Carey, Morrison 200; 233-8111

Interim Vice President and Dean of the University: Chief academic officer, exercising general executive responsibility for the educational programs of the institution.

   Michael J. Bell, Morrison 214; 233-8121

Vice President for Student Affairs and Dean of Students: Chief student affairs officer, exercising general executive responsibility for all student life programs.

   Barbara LoMonaco, Young Campus Center; 233-8215

Vice President for Advancement: Develops, plans, coordinates and implements all programs concerned with fund raising.

   Kirk Purdom, 415 Bldg; 233-8551

Vice President for Business and Finance: Chief fiscal officer, exercising general executive responsibility for business and office services.

   Marc A. Mathews, Morrison 108; 233-8100

Vice President for Enrollment and Dean of Admissions: Coordinator of all recruiting efforts and admissions processes.

   Brad Goan, Morrison 313; 233-8242

Vice President for Information Technology

   Jason Whitaker, Cowgill 09; 233-8289

Vice President for Marketing and Communications

   Michele Sparks, Morrison

The office addresses and phone numbers of persons responsible for other administrative functions are listed
Transylvania University

in the online campus telephone directory.

**Board of Trustees**

The current members of the Board of Trustees are listed in the Appendix.

**ACADEMIC STRUCTURE**

**Division Organization**

The academic organization for the University consists of an administrative structure composed of four divisions: Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences. Each is administered by a division chair. The individual programs within each division are administered by a program director. The primary administrative unit is the division. The primary curricular unit is the program.

By "program" is meant a group of related courses and activities that usually, but not necessarily, support a major interest pattern in the curriculum. Status as a program depends on several factors: the number of courses and activities, enrollment and participation in courses and activities, coherence among the courses and activities, and the relative independence of courses and activities from those of other programs.

**Responsibilities of Division Chairs and Program Directors**

Division chairs report directly to the Vice President and Dean of the College. They have primary responsibility for monitoring budgets within the division, for coordinating course schedules, for implementing faculty personnel policies and procedures, for developing and evaluating programs within the division, and for working with other division chairs, officers and staff of the university in matters of general institutional concern. They work with program directors in the development of budget proposals, in curriculum and course development, and in the development of recommendations with respect to faculty appointment, promotion, retention, and tenure. After consultation with members of the division, the division chair shall hold informal annual discussions with each non-tenured member of the division in order to provide constructive evaluation.

Program directors have primary responsibility for the on-going conduct of individual academic programs. They are responsible for developing course schedules, initiating new courses and course changes, supervising the advising of students in the program, expending program support budgets, and identifying needs for maintaining and improving the quality of individual academic programs.

**Terms of Office and Procedures for Appointment**

Division chairs serve a three-year term. The faculty recommends that chairs succeed themselves only after serving their initial three-year term, and that, although individuals may be reappointed chair after a lapse of service, they should not succeed themselves following this three-year period. An exception may be made for any division that has only one tenured faculty member. Program directors are not appointed for determinate terms.

Division chairs are appointed by Vice-President and Dean of the College, who solicits written recommendations from all continuing members of the faculty within the division. Continuing faculty are those tenured and non-tenured members of the faculty who are appointed with the expectation of serving more than one year and who teach at least a two-thirds course load during the regular academic year. The Vice President and Dean of the College may also solicit recommendations from other faculty, students, and others at his/her discretion. The faculty recommends that the appointments be made on a rotating basis.

The Vice President and Dean of the College will appoint program directors upon the recommendation of the appropriate division chair. The division chair will solicit the recommendations of continuing faculty within the program and will summarize their recommendations to the Vice President and Dean of the College. The division chair may also solicit the recommendations of other faculty, students, and others at his/her discretion. The faculty recommends that appointments be made on a rotating basis.

**DEFINITION OF THE VOTING FACULTY**
The voting membership of the faculty consists of the teaching faculty, defined as all persons holding at least half-time teaching contracts for the academic year and appointed through procedures established by the faculty, as well as the President, the Dean of the College, the Library Director, the Registrar, and such other persons as may be determined by a majority of the faculty.

**FACULTY MEETINGS**

The first regular faculty meeting of each academic year takes place before the start of classes in the fall. Thereafter, meetings are held during the year according to a schedule developed by the presiding officer and approved by the faculty. Special meetings may be called by the presiding officer or the president. The presiding officer shall call a special faculty meeting on the written request of ten percent of the voting faculty. At least one week's written notice of all meetings shall be given to the faculty and shall include the agenda for the meeting. All voting faculty members are required to attend all faculty meetings. Non-voting administrative personnel and part-time faculty are invited to attend.

**STANDING COMMITTEES OF THE FACULTY**

The standing committees of the faculty are:
- Faculty Concerns Committee
- Personnel Committee
- Committee on Program and Curriculum
- Committee on Admissions and Academic Standards
- Grants Allocation Committee

The responsibilities of these committees are outlined in the *Faculty Constitution and By-Laws*. Current members are listed in the appendix to this handbook.

**COMMITTEES OF THE BOARD OF TRUSTEES**

The Board of Trustees committee on which there is faculty representation are:
- Academic Affairs
- Development Committee
- Enrollment Management Committee
- Liaison to Finance (Budget) Committee
- Strategic Planning Committee
- Student Life Committee
- Technology Committee
- Building and Grounds Committee

**OTHER COMMITTEES, RESPONSIBILITIES AND POSITIONS**

- Presiding Officer
- Presiding Officer Elect
- Judicial Council
- Faculty Marshals
- Parliamentarian
- Honorary Degrees Committee
- Commencement Committee
- Teacher Education Advisory Board

The individuals currently involved are listed in the appendix to this handbook.
RESPONSIBILITIES, POLICIES, AND PROCEDURES

ABSENCE FROM CAMPUS

Faculty members who are absent from campus for any reason on a day when they would normally be available are obliged, as a minimum, to notify their division chair. When a faculty member knows in advance that he/she will be absent, the dean should also be notified, using this form http://homepages.transy.edu/~dean/offcampus_activity.doc. The form should be filed whether or not reimbursement of expenses is requested, since it provides information needed by the dean.

ACADEMIC ADVISING

Every regular faculty member serves as an academic advisor and all faculty members advise first-year (FY) students every other year, beginning with the second or third year on the faculty at Transylvania, depending on experience. Each entering student is assigned an academic advisor, initially the August term instructor for FY students and another experienced faculty member for transfer students. In most cases with FY advisement, a second faculty member will collaborate with the August term instructor on advising and will assume primary advising and mentoring responsibilities for roughly half of the August term instructor’s cohort of students at the beginning of the fall term. These initial academic advisors and the August term faculty will continue as the official advisors throughout the first year.

Typically, first-year advisors will meet with their advisees six times during the fall term, four of which may be group sessions, and three times in the winter term, two of which may be group sessions. However, students should feel free to consult with their advisors throughout the year for assistance on any academic matters.

After the first year, students will have one of three options for advising going forward: (1) if they are ready to declare a major, they may choose an academic advisor within their major; (2) they may select as an advisor a member of the faculty they worked with in the first year and keep that advisor until they declare a major in the sophomore year; or (3) they may continue with the first year advisor until they declare a major in the sophomore year. The role of the first year advisor is certainly to assist the student in making appropriate course selections, but also to help the student adjust to the more rigorous expectations of college work, establish short and long term goals, become aware of the many resources available on campus, as well as provide a model of the liberal arts approach to education and lifelong learning.

When a major is formally declared a new academic advisor who will work with upper level student development is selected. Usually the new academic advisor will be someone in the division that includes the major. A normal advising load for faculty is between 12 and 20 students, but may exceed that number in some disciplines. Academic advisors are responsible for seeing that their advisees are wisely counseled and advised in such a way that they fulfill all general education requirements for the degree and all requirements for the chosen major in a timely fashion. Academic advisors also mentor their advisees in a way that allows them to take full advantage of all the resources offered by the university during their undergraduate years. Such mentoring helps prepare students for life after college as Transylvania alumni, an important responsibility of academic advisors. An Advising Manual which serves as a reference for all academic advisors is updated annually and available online to use in helping students plan their overall course of study at the college. The advisor’s role is advisory, thus he/she should emphasize that students are to assume responsibility for their own decisions as well as their program and degree completions.

Faculty should keep notes of advising sessions and recommendations made to advisees. If a student fails to follow advice and this choice has a negative impact on completion of degree or major requirements, it should be documented in the advisor’s notes. Academic advising is coordinated through the registrar’s office under the general supervision of the Dean of the College and the Associate Dean for First-Year Academic Programs and Advising.

In the event that students fail to meet minimum academic expectations of the college, they are placed on academic probation. After being placed on academic probation, students returning for a new semester are required to meet with their academic advisors and with the Associate Dean or Dean of the College to develop and present a plan for academic improvement. These meetings should occur within the first two or three weeks of the semester. The nature and content of this plan will be tailored for each individual student in a manner that is at the sole discretion of the advisor, after discussions with the student. This plan may require more frequent scheduled meetings with the advisor, study sessions, counseling services, etc. If the student does not satisfactorily complete the plan, the advisor may recommend to the Dean that the student continue on academic probation, even if grades are raised sufficiently.
All students on academic probation are required to enroll in and successfully complete the Master Student class during the probationary term in order to be removed from probation the following term.

When appropriate, the Dean of the College should be informed about students with special academic challenges, including disabilities. In particular, see the Americans with Disabilities Act (ADA) compliance policy in this document. However faculty should be aware that it is the student’s responsibility to communicate the need for special accommodations and to initiate discussion with the disabilities services coordinator in Student Affairs.

Every faculty member will be aware that some students’ academic difficulties are traceable to social or personal problems, but it is not the function of the faculty advisor to deal professionally with these problems. The faculty advisor should routinely refer problems that are not primarily academic to the Dean of Students, the counseling staff or medical staff, the learning skills coordinator, the career development center, or other student support services.

When a student fails to improve during the term on academic probation, the student may be suspended for poor scholarship. In such cases, the advisor is notified of the action by the Dean. When the student subsequently applies for readmission, academic advisors are urged, if they have any opinion to express about readmission, to respond promptly and in writing. Faculty input proves vital in making these decisions and the academic administration values them highly.

Faculty members are encouraged to become acquainted with their advisees outside of class and regular advising sessions. This is frequently done in nontraditional advisory sessions, in an informal way at the home of the faculty member, at other locations off campus or through informal campus contact.

ACADEMIC INTEGRITY

Honesty, trust, and personal responsibility are fundamental attributes of the University community. Academic dishonesty by a student will not be tolerated as it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation and to equitably assign evaluations of scholastic and creative performance, Transylvania University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

All members of the university community have a responsibility to ensure that the highest standards of integrity in scholarly and creative work are understood and practiced.

Guidelines:

1. Faculty are expected to support the positive virtue of honesty by word and deed.
2. Faculty should strive to make cheating as difficult as possible by use of appropriate protective devices such as seating arrangements, type of test, etc.
3. Faculty should add to their syllabi guidelines for what exactly constitutes cheating in that course as well as the specific consequences of cheating. The specific consequences include mandatory reporting of infractions to the Dean and the student’s adviser.
4. Disciplinary penalties for a student found guilty of cheating may be determined by the instructor or the Dean of the College. Such penalties may include but are not limited to the following: (a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading or (b) a grade of F on the paper or examination, as above, but with no option to submit additional work, (c) a grade of F in the course.
5. A more serious infraction or repeat offence (not necessarily in the same course) may be grounds for disciplinary action by the Dean of the College and may include but is not limited to: (a) suspension for one semester or longer, or (b) dismissal from the university.
6. Each instance of violation of academic integrity must be reported in writing to both the student’s faculty adviser and the Dean of the College.
7. In every instance, emphasis will be placed on counseling between the student, the instructor, the adviser, and other appropriate persons.

This policy applies to all forms of academic work submitted for credit or honors at the University, including class work, laboratory work, studio work, internships, practica, service learning, and other forms of experiential learning.
Academic dishonesty is defined as gaining academic credit or advantage using fraudulent or unauthorized means. Such means include:

1. Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as
   a. Possessing, referring to, or employing open textbooks or notes in either physical or electronic form or other devices not authorized by the faculty member;
   b. Copying from another person’s paper;
   c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
   d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
   e. Taking a quiz or examination or similar evaluation in the place of another person;
   f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
   g. Changing material on a graded examination and then requesting a regrading of the examination.

2. Plagiarism or violations of procedures prescribed to protect the integrity of an academic exercise, such as
   a. Submitting an assignment purporting to be the student’s original work which has been wholly or partly created by another person (including materials obtained from the internet);
   b. Presenting as one’s own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. This includes (but is not limited to) using another’s work without acknowledgement, copying material without quotation marks, paraphrasing too closely the exact words of the originating author, or providing a fabricated reference to a source.
   c. Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained.
   d. Knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work.

3. Collaborating or cooperating with another person on an academic exercise without the explicit permission of the faculty member.

4. Consulting prior students’ exams, home work, lab reports, or papers unless the permission of the instructor has been obtained.

5. Knowingly destroying or altering another student’s work whether in written form, computer files, art work, or another format.

6. Intentionally destroying or altering or otherwise making unsuitable or unavailable for use by other students materials provided for reference or common use, such as (but not limited to) material placed on course reserve at the library.

7. Knowingly providing false or inaccurate information to avoid or delay an academic exercise, or falsely reporting the amount of time spent fulfilling the requirements of an internship, practicum, service learning experience, or another form of experiential learning.

8. Falsifying or fabricating data.

9. Cooperating with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker.

10. Aiding, abetting, or attempting to commit an act or action that would constitute academic dishonesty.

Disciplinary penalties for a student found guilty of cheating may be determined by the instructor or the Dean of the College. Such penalties may include but are not limited to the following: (a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading or (b) a grade of F on the paper or examination, as above, but with no option to submit additional work, (c) a grade of F in
the course. In addition, a more serious infraction or repeat offence (not necessarily in the same course) may be grounds for disciplinary action by the Dean of the College and may include but is not limited to: (a) suspension for one semester or longer, or (b) dismissal from the university.


**ACADEMIC REGALIA**

The Dean of the College will reimburse half the cost of academic regalia for faculty members who want to purchase robes, hoods, and hats from their doctoral alma mater.

**AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY**

Transylvania University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), which require that colleges and universities must be free from discrimination in their recruitment, admissions, and treatment of students and that reasonable accommodations in the academic program must be made by the educational institution to assure equal and non-discriminatory access to educational programs and activities by all students with disabilities. Disabled students requesting services are expected to make contact, in a timely manner, in advance of the need for reasonable accommodation, with the Office of the Dean of Students.

Any medical or other documents relating to a student’s disability will be kept confidential by the ADA Coordinator, the Dean of Students, and the Dean of the College. A student may initiate an appeal of any decision relating to disability services, or request a formal hearing of a complaint, by filing a written appeal with the Dean of Students. The ADA Appeals Committee consists of the Dean of the College, the Dean of Students, the chair of the Committee on Admissions and Academic Standards, the student’s faculty adviser, the relevant division chair, and other individuals as warranted in specific instances. The decisions of this committee will be based on a majority vote and will be considered the final position of the college.

**ATTENDANCE AT NON-CURRICULAR EVENTS**

Attendance of faculty and staff members at athletic, dramatic, musical, and other campus events is appreciated both by the students involved in these activities and by the faculty member in charge.

**BINGHAM PROGRAM**

The Bingham Program has two components both of which are designed to develop at Transylvania a teaching faculty of exceptional quality. The Bingham Program for Excellence in Teaching was established in 1987 as a result of the vision and generosity of the late Mary and Barry Bingham, Sr. and the late William T. Young. This program fosters and rewards excellence in teaching primarily through substantial salary supplements for carefully selected faculty members. In addition, since 1990 the Program has offered support for continuing professional growth and improvement through The David and Betty Jones Faculty Development Fund, made possible by the gifts of Mr. and Mrs. David Jones and the late Mr. William T. Young.

The Bingham Program and its restricted endowment are administered by a separate Bingham Board of Trust. The responsibilities of the Board of Trust include the development of policies regarding the various awards, and the establishment of the maximum number of awards to be granted in a given year and the amounts of the awards. For 2014-2015 the members of the Bingham Board of Trust are Mr. James G. Kenan, III, Vice Chairman of the Board of Transylvania University; Mr. David Jones, Chairman of the Board, Humana, Inc.; Dr. John Maguire, President Emeritus, Claremont Graduate University; Dr. Robert A. Rosenbaum, Professor of Mathematics and the Sciences Emeritus, Wesleyan University; Dr. John K. Roth, Edward J. Sexton Professor Emeritus of Philosophy; Dr. Jonathan Berkey, James B. Duke Professor of International Studies & Professor of History, Davidson College; Dr. Sarah Stanbury, Monsignor Murray Professor of Arts and Humanities, College of the Holy Cross; Mr. William T. Young, Jr., Chairman of the Board of Transylvania University (ex officio); and Dr. Seamus Carey (ex officio), President, Transylvania University.

**Bingham Teaching Awards**
There are four types of Bingham Teaching Awards: Bingham Awards, Bingham Fellowship Grants, Bingham "Start-up Grants", and Bingham-Young Awards. To hold a Bingham Teaching Award, an awardee must be a member of the teaching faculty and a full-time employee of Transylvania University.

1. **Bingham Awards**

Five-year Bingham Awards are given to associate and full professors who have demonstrated teaching excellence. Holders of the award are termed Bingham Professors.

A distinctive feature of the Program is the way in which recipients of the awards are chosen. An external Selection Committee, comprised of distinguished faculty members from top tier liberal arts colleges across the nation, is named by the Board of Trust for this central responsibility. The selection involves extensive visits of the committee to the Transylvania campus, for direct classroom observations and interviews. The committee considers scholarship in the application process as well as teaching in all semesters, including May Term. "Scholarship" is broadly defined to include various manners of professional engagement, as evidenced by (though not restricted to) publications, conference participation, artistic programming, scientific projects, and other academic activities. Eligible members of the Transylvania faculty are notified in the summer and invited to apply for a Bingham Award.

The members of the Bingham Selection Committee for 2014-15 are: Dr. YouYoung Kang, Scripps College; Dr. Brock Blomberg (chair), Claremont McKenna College; Dr. Andrea Tilden, Colby College; Dr. Thomas F. Burke, Wellesley College; and Dr. Lynn Staley, Colgate University. Committee members are appointed for five-year, staggered terms.

2. **Bingham Fellowship Grants**

At the expiration of the initial award period, and at five-year intervals thereafter, Bingham professors are reviewed by the Award Extension Committee. The review process includes an extensive application and interview but not classroom observation. Holders of renewal grants will be termed Bingham Fellows. Fellowship Grants may be renewed for five-year periods, or until the Fellow no longer meets the employment eligibility requirements.

The members of the Award Extension Committee for 2014-15 are Dr. Jonathan Berkey, Davidson College (chair); Dr. Susan Jaret McKinstry, Carleton College; and Dr. John K. Roth, Claremont McKenna College.

3. **Bingham "Start-up Grants"**

Smaller non-renewable awards, known as Bingham "Start-up Grants," are given to incoming faculty with recent Ph.D.s. (For 2013-14, the stipend is $8,000 paid in two equal installments in September 2013 and September 2014.) Faculty eligible for start-up grants are nominated by the administration and are approved by the selection committee.

4. **Bingham-Young Awards**

In order to enhance excellence in teaching, which is the mission of the Bingham Program, the Bingham Board of Trust instituted a new award in 1996 to be known as the Bingham-Young Award. The Bingham Selection Committee may, from time to time, recommend to the Board of Trust an outstanding teacher, chosen from the group of Bingham fellows, for a Bingham-Young Award. In consultation with the Dean of the College and the President, the Bingham-Young Professor would design, develop, and implement a program of curricular enrichment and/or enhancement of the art of teaching at Transylvania. Typically the program would involve a number of members of the Transylvania faculty in its development and implementation, would encourage wide participation by the Transylvania community in the program, and would incorporate two- to three-day visits by distinguished individuals from academe, government, business, and industry. The term of appointment would be one or two years. The Bingham-Young Fellow would receive a stipend and course-release time.

Applicants for the award submit a comprehensive proposal, developed in consultation with the Dean of the College and the President, to the Bingham Selection Committee.

**The David and Betty Jones Faculty Development Program**

This faculty development program provides "Jones Grants" to both members of the faculty as well as
Transylvania University 13 Faculty Handbook

students who are working on projects supervised by the faculty. The selection process involves the faculty Grants Allocation Committee and the Dean of the College. Details of this program are found in the section of this handbook titled Jones Faculty Development Program.

CLASS ABSENCES

1. Class attendance is expected of all students at all times, since classroom participation is an integral and indispensable part of the educational experience at Transylvania.

2. Each faculty member shall maintain a complete record of the dates of all student absences from his/her classes for the current and last preceding academic years, and shall furnish information on absences to the dean, the registrar, the student's adviser, or any other legitimately interested person, on request.

3. Each faculty member shall routinely report to the dean whenever a student has:
   a. missed three consecutive class meetings, or
   b. developed a habit of excessive absence from class.

4. Assessment of grade or other penalties for absences shall be at the discretion of the individual instructor, subject to the approval of the program director and, in the case of dispute, of the dean. Instructors shall announce to their classes their policies in this matter.

5. Instructors shall not be obliged to allow students to make up work missed due to absences unless the student furnishes satisfactory evidence of illness or other cogent reason for the absence.

6. Written excuse forms from the Student Health Service will be given only when a patient is confined to bed rest by the college nurse or physician.

CLASS SCHEDULE

Transylvania uses a modified semester calendar called a "3-3-1 system". There are two terms of fourteen weeks (Fall and Winter) and a one-month term in late April and May (May Term). Courses are scheduled during the Fall and Winter terms on Monday, Wednesday, and Friday or on Tuesday and Thursday, according to the following plan.

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Faculty members are expected to meet and dismiss their classes on time. Keeping to a proper schedule is a courtesy to both students and faculty. If, because of an emergency, a faculty member is delayed in arriving at the classroom, students cannot be expected to wait more than ten minutes after time for the class to begin. Any classes that will meet routinely at times other than the college’s regular class schedule must be approved by the Dean of the College in advance of registration.

COMPENSATION

1. Salaries
Transylvania University's program of faculty compensation includes annual reviews of all salaries based on the same criteria that are used in the institution's assessment of a faculty member's qualifications for tenure and/or promotion as published annually and fully delineated in the By-Laws to the Faculty Constitution, namely, effectiveness in teaching, continued intellectual growth and active contribution to one’s professional field, and service to the college and its larger community. Based on these criteria, divisional chairs make recommendations in general categories to the dean, and the dean makes specific salary recommendations to the president, who has final authority for determining faculty salaries. In addition to salaries, Transylvania's program of faculty compensation includes a very competitive package of fringe benefits. Transylvania's program of compensation is compared annually with faculty salaries and total compensation at a range of similar institutions that have been identified as benchmarks for such purposes. These comparisons are available to the faculty through the Faculty Concerns Committee.

Salaries of full-time faculty members are paid in twelve equal installments beginning in September. New faculty must complete I-9 and W-4 forms and return them to the payroll office within the first three days of employment for a payroll check to be processed. Those who qualify should complete application forms for benefits at the time W-4 forms are completed.

Part-time faculty will be paid on a per course basis at the same rate as regular faculty who are paid for a full-course overload.

Checks are usually deposited on the last working day of the month. Taxes and other deductions made from the salary are itemized on a pay statement available at portal.adp.com.

2. Compensation for Division Chairs and Program Directors

Division Chairs and the Director of August Term will receive an administrative supplement of $7,500. These individuals may also have a reduced load of one course for one term during the year.

The director of August Term receives an administrative supplement of $7,500 plus one course release. The director of the First Year Seminar receives an administrative supplement of $7,500 plus two course releases.

Program Directors carry a full load of classes each term and are compensated for their extra duties as the resources of the University budget allow. For example, in the 2014-15 academic year, each Program Director received an administrative stipend of $1,350.

CONVOCATIONS

Convocations may be called at various times during the academic year. Faculty are expected to set a good example by attending.

COMMITMENT TO DIVERSITY

One major goal of Transylvania’s institutional mission is to “stimulate in students an understanding of themselves and their relation to others in a diverse and ever changing world.” Furthermore, we aim to “foster a campus community characterized by compassion, respect, ethical concern, and social responsibility.” Given these two objectives and an enduring commitment to diversity, we affirm the following expectations:

To face the challenges and opportunities of the 21st century, Transylvania continually seeks to foster diversity within the campus community. All members of the university community should develop an inclusive attitude that is grounded in acceptance of and respect for the dignity of all peoples. This affirmation recognizes that each person has unique gifts and talents that are to be embraced and celebrated, thereby strengthening and enriching our community. We also acknowledge and strive to understand prevailing societal structures that may influence the status of minority groups. In our Transylvania community we value the richness that comes from a range of individual differences, including dimensions of age, culture, education, ethnicity, exceptionalities, gender, geographic origin, language, politics, race, religion, sexual orientation, and socioeconomic status. In order to create an optimal campus learning environment, Transylvania University expects all students, faculty, staff, and visitors to honor these values.

DRUG AND ALCOHOL POLICY

**EMERITUS STATUS POLICY**

Emeritus status may be granted by the Board of Trustees upon the recommendation of the President and the Dean of the College to professors, without respect to rank, who retire after long and distinguished service as members of the faculty of Transylvania University.

In formulating the recommendation, careful attention should be given to a candidate’s breadth of service, depth of involvement, and strength of devotion to our college.

The President and the Dean may choose to seek the advice and counsel of the Personnel Committee regarding particular cases.

Library privileges, parking, and other resources may be made available to emeritus faculty members.

**FACULTY COMMITMENTS**

The following statement expresses some of the principal responsibilities associated with acceptance of a faculty appointment at Transylvania. It was adopted by the faculty at its meeting on May 26, 1983.

In accepting a full-time faculty appointment at Transylvania, an individual makes his or her primary professional commitment of time, effort and energy to the university during the academic year. The major components of that commitment are:

1. Teaching - Seven courses per year, or the equivalent, including keeping up with one's discipline, preparing for classes, preparing and grading assignments and examinations, and confering with students;
2. Service on Committees - No more than one standing committee and a reasonable number of subcommittees and ad hoc committees;
3. Advising - Of both majors and "undecided" students, divided appropriately among program and divisional colleagues;
4. Office Hours - At least eight per week;
5. University Life - Occasional participation in some university activities, such as sponsorship of student cocurricular activities, student recruitment, alumni events, sports and social affairs, dramatic and musical presentations, art exhibits, films, and lectures;
6. Professional Activities - Each faculty member is expected to contribute to his or her discipline in one or more of the ways specified in the section of the by-laws on Appointment, Promotion and Tenure.

Commitments beyond those listed above (such as consulting) should normally be limited to one day per week. The faculty member must consult with the dean and the division chair only in the following cases of potential conflict of interest:

1. Service to any organization doing business with Transylvania.
2. Teaching at another institution.
3. Assuming executive responsibilities for an outside organization that might create conflicts of commitment or loyalty.
4. Devoting any significant amount of time or creative energy to non-university activities, to a degree which might compromise effective performance at Transylvania.

**FACULTY LEAVES**

Leaves are of two categories: leaves of absence and sabbatical leaves.

1. LEAVES OF ABSENCE for faculty members are negotiated with the Dean of the College. They are not normally granted to non-tenured faculty members, or for periods longer than one year, and are normally unpaid.
The university complies with provisions of the Family and Medical Leave Act; the full text of the policy can be found here http://homepages.transy.edu/~HR/FMLA_notice_of_rights.pdf.

2. SABBATICAL LEAVES for faculty members are granted by the president on the recommendation of the dean, who acts with the advice of the Personnel Committee. A sabbatical leave is neither an automatic right nor a delayed compensation for past service, but rather a means of helping the individual faculty member realize his/her potential as a scholar and teacher and thus benefit both himself/herself and the institution. The number of sabbatical leaves granted in any one academic year will be contingent upon available resources.

For more information, please refer to the Faculty Constitution and By-Laws.

FACULTY PERSONNEL FILES

Faculty personnel files are maintained in the office of the Dean of the College. According to the Faculty Constitution, "All materials contained in a faculty file for the purpose of evaluation will span only the most recent ten-year period. These files will be updated annually." In a faculty member's file are also materials that are not "for the purpose of evaluation," such as letters of appointment, tenure, promotion, and salary, as well as copies of diplomas, transcripts, and a current vita, all of which remain in an individual's file for purposes of historical accuracy and reporting to accrediting bodies.

Additional materials in a faculty member's file include teaching evaluations by students, classroom visitation reports, the faculty member's annual reports, correspondence between the dean and the faculty member, copies of other internal correspondence that designates a copy to the dean, whatever the individual has sent the dean about his or her work (copies of publications, announcements of artistic shows, etc.), and letters of reference from external sources. Letters of reference from external sources are usually written with an expectation of confidentiality; therefore, they are the only materials which an individual may not see in his or her own file. Personnel files may be viewed in but not removed from the dean's office.

When standing for consideration for promotion or tenure, faculty members construct special files for the Personnel Committee, the dean, and the president to review. The Personnel Committee also collects signed evaluations from all faculty members on candidates for tenure and promotion, which are read by the Personnel Committee, the dean, and the president. When tenure and promotion decisions have been announced, the special review files are deconstructed, with any materials that would not ordinarily remain in the faculty member's file being returned to the individual. The faculty evaluations are kept for one year, in case of appeals, and then destroyed.

FACULTY-STUDENT RELATIONSHIPS

Transylvania University prohibits amorous or sexual relationships between faculty and students. All disciplinary actions taken pursuant to this policy shall be in accordance with current AAUP policies and procedures.

FACULTY TRAVEL

Travel funds are available for attendance at professional meetings and other professional purposes. A request must be made separately for each trip, using the Request for Approval of Off-Campus Activity http://homepages.transy.edu/~dean/offcampus_activity.doc Upon return, an expense report must be submitted to the dean Expense Report - 2014. Each trip by any faculty member must be approved by the relevant division chair and the dean. Normally, one trip per faculty member each year will be subsidized by the college, and the maximum award will be $1,000 per year. Reimbursement will be made for travel, lodging, and registration expenses, not for meals or entertainment.

If the purpose of the trip is to present a paper at a national, regional, or state professional meeting:

1. Transylvania will pay costs up to a maximum of $800, and
2. Transylvania will pay 50 percent of costs over $800.

If the purpose of the trip is to participate in a professional meeting as a session chairperson or discussant:

1. Transylvania will pay costs up to $600, and
2. Transylvania will pay 50 percent of costs over $600.

If the purpose of the trip is to attend a professional meeting or conference:

1. Transylvania will pay costs up to $400, and
2. Transylvania will pay 50 percent of costs over $400.

Application must be made on the official request form. All funding is subject to budgetary limitations.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is the Federal law which requires educational institutions to establish a written policy with regard to the privacy rights of students. Transylvania University shall maintain the confidentiality of education records in accordance with the provisions of FERPA, and shall accord all the rights under the law to all students who are or have been in attendance at the university.

Grades are confidential and must not be revealed to anyone other than the student unless the student gives authorization to do so. All students have the opportunity to authorize the release of their information (including grades) through TNet. Faculty can view the Student’s Profile through TNet to verify that the student has authorized the release of their information to a third party. The individual’s name must be listed on the FERPA Authorization on the Student’s Profile and he/she must also be able to provide the student’s 4-digit PIN number. Keep in mind that students can authorize individuals, remove previously authorized individuals, or change their PIN number at any time so you should check the Student Profile each time a third party requests confidential information about the student.

**GRADES**

Transylvania faculty members are expected to prepare, read, and grade their own examinations and assignments. Careful grading of all student work is a major duty of each faculty member. The grading should be done in a way that can easily be justified and explained to the student, since nothing destroys a student's confidence in an instructor more rapidly than seemingly capricious or careless evaluation.

There are two check points at which student progress is monitored prior to the awarding of final grades, the Early Alert and Midterm Progress Report. The Early Alert is during the second week of each full semester and prior to the last date to drop a full term class when instructors report the names of any students on their rosters who are not attending class regularly. For Midterm Progress Reports, in the sixth week of each full term, faculty assign all students either “S” (satisfactory) or “U” (unsatisfactory) in each class. This progress report allows advisers to follow up on those with a single U while retention committee deans follow up with any students who received multiple Us. This progress report date falls at least two weeks before the final date to withdraw from a full term course.

Final grades are due in the registrar's office at the time specified for each term. It is important that the deadline be carefully observed. In May Term, grades for graduating seniors will be due on the Wednesday before Commencement.

Faculty members are reminded that the grade of I (incomplete) should be given only in case of illness or personal emergency, such as death in the family. Unless the work is completed by the middle of the next term the grade automatically is changed to F. The grade of W is given when a student withdraws from a course. The grade of WU is given when a student officially withdraws from the University.

All final grades are given to the student through the Office of the Registrar and not by faculty members. Once a final grade has been reported to the registrar, it can be changed only in one of two ways:

1. Prior to mid-term of the next regular term, the instructor may request that the registrar change the grade. Changes may be made only because of instructor error in computing or recording a grade.
2. Beyond mid-term of the next regular term, the instructor may make requests to the Committee on Admissions and Academic Standards (CAAS), with the understanding that only exceptional cases will be considered.
Grades are confidential and must not be revealed to anyone other than the student, except when the student gives authorization. All students have the opportunity to authorize the release of grades through TNet.

The proper procedure for handling student complaints about grades is as follows: If a student believes he/she has been graded unfairly, the complaint should first be expressed to the instructor. If not satisfied at this level, the next recourse is the program director or division chair, NOT the dean. The division chair should make every effort to determine fairly and responsibly the facts and substance of the complaint from the viewpoint of the student involved, but should make it clear that no one can or will order an instructor to change a grade. The faculty member should be apprised by the chair of the complaint and seek to reconcile any misunderstandings of the differences in facts and substance. The chair should then communicate the position of the faculty member to the student. If the student still maintains that the grade received is not proper, the student should be advised that he/she may take the complaint to the dean, with the clear understanding that no one except the instructor can change the grade. The dean should be given the chair’s statement regarding facts and the substance of the complaint. The dean should make every effort to elicit and consider the differing views of the student and faculty member. The student should then be advised by the dean as to his/her impressions of the situation, making sure that the student understands that no one except the instructor can change the grade. Complaints of this sort are not common, but it is essential that they be treated fairly and responsibly. Faculty members are advised that grading should be a matter of demonstration and not argumentation.

GRANTS FROM EXTERNAL AGENCIES

All applications by faculty members for support from external agencies and foundations are to be reviewed by and are subject to approval by the Dean of the College prior to submission. Sufficient time must be allowed for other offices of the college to be involved as relevant to the particular proposal.

HONORARY DEGREES POLICY

An honorary degree is the highest recognition the college can bestow. This high honor shall be bestowed upon those persons who have rendered extraordinary service to Transylvania University and/or society.

The Honorary Degree Committee consists of the President and three members of the faculty. The members of the faculty are elected by the faculty, for staggered three-year terms. The committee both solicits possible candidates and reviews candidates for selection. Those selected would be brought to the faculty for approval. Those approved by the faculty would be brought to the Executive Committee of the Board of Trustees for final approval (analogous to regular B.A. degrees). To allow for flexibility, the president on consultation with the faculty on the committee would have the prerogative to occasionally offer an honorary degree in an invitation to a commencement speaker or special guest (Kenan lectures, etc.) before approval by the general faculty and the Board. In general, honorary degrees would be reserved for people who have exhibited high achievement.

HUMAN DIGNITY

Transylvania University is committed to dignified human treatment and respect of others. Behavioral, oral, and written actions that are intellectually, ethically, and socially inappropriate regarding gender, sexual orientation, race, religion, or ethnicity constitute serious affronts to human dignity and are interpreted as violations of the basic rights of members of the Transylvania community.

As a matter of University policy, the public display on campus of symbols of domination or oppression of whatever sort hinders the University’s effort to foster an inclusive and diverse campus life and educational environment and would constitute a breach of responsibility for which a member of the university community or group as a whole may be held accountable.

INTELLECTUAL PROPERTY POLICY

Intellectual Property is defined as any original idea or data subject to competing claims and legal protection. It includes patents, copyrights, trademarks, and trade secrets. All members of the University including faculty, staff, and students shall be subject to the provisions of this policy. This policy will activate when an
individual’s income from intellectual property exceeds 25% of the average University faculty salary for that year. Members of the University shall retain the right and responsibility to develop intellectual property, and in every case complete freedom of publication by the creator in both time and scope shall be maintained, unless agreements with outside sponsors provide otherwise. A committee consisting of the University’s Chief Financial Officer, the Dean of the College, the Chair of the Faculty Concerns Committee, the Chair of the Personnel Committee, and the Chair of the particular faculty member’s division (or their surrogates if necessary), hereto named the Intellectual Property Committee (IPC), will be responsible for policy decisions regarding intellectual property. Three separate relationships between the creator and the University are recognized. In cases where property Class status is uncertain, the IPC will adjudicate.

Class I Active Support
If intellectual property is developed with active University support (i.e. time, personnel, money, materials, and/or facilities beyond the normal expectations of contractual duties—see Policy Statement on Faculty Commitments in the Faculty Handbook), said intellectual property is the property of the University and the creator is responsible for disclosing in full to the IPC the nature of the invention and for providing documentation as to those who participated in its development. If the author of a manuscript believes that it contains legally protectable material and wishes University assistance in marketing it, a copy of the manuscript should be submitted to the IPC prior to its submission for publication. The IPC may advise deferral of publication to protect intellectual property rights of both the creator and the University, but no prior submission of any manuscript nor any delay of publication shall be imposed by the University.

Class II Passive Support
If intellectual property is developed with passive University support (i.e. time, personnel, monies, material, and/or facilities normally associated with contractual duties—see Policy Statement on Faculty Commitments in the Faculty Handbook), the University shall have the right to elect whether or not it will retain intellectual property rights for any such invention. Where the University retains intellectual property rights, the exercise of those rights will be carried out in accordance with other provisions stated herein.

Class III No Support
If intellectual property is developed without University support or where the University has waived or forfeited its rights to Class I or II intellectual property, all rights belong to the creator. Such intellectual property may be voluntarily submitted for consideration, but the creator is under no obligation to do so.

Class I and II Creator Rights
The University may exercise its right to undertake the registering, patenting, development, and marketing of the intellectual property and shall bear all related costs. The creator shall receive, on an annual basis, 33 1/3% (66 2/3% for Class II) of any royalties or other payments derived directly from the marketing of the intellectual property received by the University after expenses related to the registering, development, patenting, and marketing have been paid. The remainder of the income shall be allocated to the Dean of the College for support and development of research and creative work.

Class III Creator Rights
A creator who personally obtains legal protection for his or her intellectual property may nevertheless submit his or her creation to the Committee for consideration of its commercial potential. The Committee and the creator may enter into an agreement whereby the University assists in the marketing of the intellectual property in consideration of the sharing of royalties or such other payments to the University as may be appropriate.

The University shall not enter into any agreement with any outside party which fails to safeguard the rights of the University community members as outlined in this policy.

In situations where the invention is the product of joint creative effort, the IPC shall, upon consultation with the creator, determine an equitable division of any creator’s share payable under this policy.

Procedures
After disclosure to the IPC of the nature of a creation, the Committee shall, within forty-five (45) business days, advise the creator whether it wishes to take initial steps to register, develop, patent, and market the creation. If
the creator agrees, the IPC may choose only to register, develop, and market but not patent intellectual property. Within ninety (90) business days thereafter, the IPC shall inform the creator of its decision whether or not to register, develop, patent, market, and otherwise commercially exploit the intellectual property. If the IPC decides not to register, develop, patent, market, and otherwise commercially exploit the intellectual property, or if it fails to meet the deadlines outlined here, all intellectual property rights to the intellectual property, save the right of the University to a non-exclusive use of Class I and II intellectual property, shall pass to the creator.

The University will promptly make every reasonable effort to promote commercially intellectual property to which the University has acquired rights. To this end the University may employ the services of a qualified intellectual property management organization or other business organization experienced and competent in the field of the intellectual property involved with the objective of making available to the public the related processes and products at reasonable prices and of appropriate quality. The University shall be responsible for providing adequate funding, shall provide for the promotional work, and is empowered to enter into negotiations with outside agencies to accomplish this work. If after three years the creator is dissatisfied with or questions the development efforts of the University, he or she may review such dissatisfaction with the IPC. In such cases the Committee shall respond within 90 business days by finding the complaints to be unwarranted, by assuring the creator that corrective steps will be taken or by returning all intellectual property rights to the creator. If the Committee does not meet this deadline, legal rights to the intellectual property, save a non-exclusive use for the University, shall pass to the creator automatically.

Conditions

If intellectual property is developed under an agreement with an outside sponsor, the rights with respect to intellectual property created in the course of such work shall be governed by the provisions of that agreement only to the extent the provisions do not conflict with this policy.

Notwithstanding any language contained herein to the contrary, the copyright (and revenue therefrom) of all textbooks and scholarly works, including those of art and music, shall be the property of the creator(s). Works specifically commissioned by or through the University, however, will be deemed a work made for hire as defined in 17 U.S.C. §101.

In cases where the creator's relationship with the University has been terminated for any reason, or the creator has retired, this policy will remain binding unless other negotiations have concluded to the satisfaction of all concerned parties. In the event of the creator's death, this policy will be governed by current laws regarding inheritance.

Notwithstanding any language to the contrary, the time deadlines set forth above may be expanded by the President for the good of the University.

JONES FACULTY DEVELOPMENT PROGRAM

Within the Bingham Program, and in keeping with its broad goals, a fund has been established for the support of faculty development. Made possible by generous gifts from Mr. and Mrs. David A. Jones and the late Mr. William T. Young, this faculty development program fosters continuing professional growth and improvement of the Transylvania faculty, both individually and collectively. It thus serves as a uniquely important complement to the Bingham Program's awards for excellence in teaching.

Support for projects that promise to enhance faculty development usually take the form of grants to individual faculty or small groups of faculty, especially during the summer months. Also eligible for support are initiatives planned to affect all or a considerable segment of the faculty (e.g., focused training programs in innovative approaches to teaching). Occasionally, a portion of the funds available may be set aside by the President for allocation to special needs in faculty development, as he/she deems advisable. The size of the grants varies, depending on the nature and scope of the project, but grants to individuals seldom exceed $4,000.

Applications for awards should be submitted to the Grants Allocation Committee by the announced deadline. The Committee reviews them and makes recommendations (including a priority rank) to the Dean of the College. Applications must include a clear statement of objectives, along with a description of what is to be done and of procedures to be used (if applicable). Also required is a statement about the significance of the project and how it will enhance the professional development of the applicant as a teacher or contribute to faculty development in some broader way. Applications should be brief, free of jargon, and understandable by readers who are not specialists. If previous work has been done on the project, this should be described. A proposed budget must be
part of the application.

Grants may be used in a variety of ways, as long as the use facilitates the progress of the project. Equipment purchase, secretarial assistance, travel expense, purchase of supplies, and personal salary are examples of possible uses. Equipment and materials purchased through the Jones Faculty Development Program are the property of Transylvania University. Faculty members who plan to seek publication of scholarly work by the University Press of Kentucky should apply for a Jones Grant to pay possible subvention fees; no more than one such application will be funded per year.

Proposals will be judged on the extent to which the project is likely to promote individual professional development or, more broadly, the development of the faculty and its programs.

A written report on progress and outcomes must be submitted to the Grants Allocation Committee within one month of the close of the project period, with copies to the Dean of the College. The president will report annually to the Bingham Board of Trust on the projects supported by the Jones Faculty Development Program. In some instances, a report of the results of the project to an assemblage of faculty colleagues may be appropriate. Publications resulting from projects should include acknowledgement of support from the David and Betty Jones Faculty Development Program.

KENAN FUND FOR FACULTY AND STUDENT ENRICHMENT

A $1 million challenge grant from the William R. Kenan, Jr. Charitable Trust was matched by an additional $2 million from other sources creating a $3 million total endowment for this comprehensive program. The income from the endowment supports faculty research and professional growth, joint student-faculty research and the appointment of a distinguished visiting professor.

The Kenan Fund for Faculty and Student Enrichment allows Transylvania to ensure the University’s standing as one of the best small liberal arts colleges in the nation. The endowment enables Transylvania to facilitate the continued professional growth and development of our dedicated teachers, which in turn expands and enriches the learning opportunities for our outstanding students. The Kenan Fund for Faculty and Student Enrichment at Transylvania University is designed to provide a comprehensive network of support for faculty and student research in the liberal arts environment. Taken together, the four components of the program are aimed at fostering excellence in classroom teaching and learning through the development and renewal of knowledge and skills.

The Kenan Faculty Research Grants enables faculty members to pursue independent research and professional activities during the summer that will further their knowledge and skills, and enrich their classroom teaching.

The Kenan Student Summer Research Program supports students’ summer research under the guidance and direction of Transylvania faculty members.

The Kenan Sabbatical Support Fund supports projects and research faculty members undertake during sabbatical leaves. Up to $50,000 in grants will be awarded annually to reimburse faculty members for travel, equipment, materials, copying and other costs related to the scholarly project that is the basis of their sabbatical, with maximum individual awards of $10,000.

The Kenan Distinguished Visiting Professorship will bring to campus nationally recognized teacher-scholars with fresh points of view that will invigorate current faculty and provide students access to a learning experience they would not have under other circumstances. The only disadvantage of having a teacher on sabbatical – the loss of that voice from the classroom – will be solved to the benefit of both teachers and students. The visiting professorship will be filled based on need and availability of funds. Selection guidelines will include rotation among the university’s academic programs and planning several years in advance, in conjunction with sabbaticals, to recruit outstanding visiting professors.

The Kenan Fund for Faculty and Student Enrichment helps Transylvania set the standard for integrating meaningful research and professional development into the liberal arts environment. The result is a true merging of teaching and scholarship that brings positive, meaningful growth to the landscape of higher education.

LIBRARIANS

Transylvania University acknowledges the unique and important contribution which its library staff, especially the librarians, make to the educational program. The library staff bears responsibility for leading
information literacy efforts to our students and for providing information resources and services for the academic community. To meet this responsibility, librarians work with the faculty and students to assure that students develop information literacy; they encourage the effective utilization of information resources; and they acquire and organize materials appropriate to the instructional and intellectual needs of the academic community. Although these responsibilities do not require librarians to function essentially as part of the faculty (whose responsibilities are delineated in the Constitution of the Faculty), librarians affect the quality of the entire educational program more directly than do any other non-faculty personnel. Without competent librarians, the education program would markedly deteriorate.

The position of an academic librarian is a professional one requiring special training and involving professional orientation toward one's responsibilities, toward one's institution, and toward one's colleagues. The field of librarianship is governed by professional associations. The competent performance of the role of librarian is a product of considerable formal education at the graduate level. Transylvania University is committed to extending to its librarians the rights and privileges which are commensurate with their professional status and their contributions to the academic enterprise.

The following are guidelines for extending the rights and privileges of academic status to our librarians.

A. Appointments

Academic librarians should be distinguished by rank and should be consulted in the recruitment, hiring and promotion of the library staff. An ALA accredited master's degree in Library Science, recognized as the terminal degree, is required for all librarian appointments.

1. The rank of Assistant Librarian shall be made by the Dean and President upon recommendation of the Library Director (after consultation with the ranked librarians).

2. The rank of Associate Librarian shall be made by the Dean and President upon the recommendation of the Library Director (after consultation with the ranked librarians) and the relevant faculty committee charged with responsibility for library affairs. To be promoted to Associate Librarian the candidate must present evidence of excellence in librarianship, involvement in service to the profession and/or professional development, and service to Transylvania.

3. The rank of Full Librarian shall be made by the Dean and President upon the recommendation of the Library Director (after consultation with the ranked librarians) and the relevant faculty committee charged with responsibility for library affairs. To be promoted to Full Librarian the candidate must present evidence of meritorious performance in librarianship, continued significant involvement in service to the profession and/or professional development, and a record of service to Transylvania.

4. Titles
Librarian positions should be designated by area of administrative responsibility (e.g. "Associate Librarian for Public Services", "Assistant Librarian for Special Collections", etc.), and librarians should be listed in the Transylvania University Catalog and Manual.

B. Promotion

Criteria for evaluation should be made explicit and should be consistent with the responsibilities of librarians, as articulated in the Statement of Library Mission. Normally, librarians at the rank of Assistant Librarian and above will not be considered for promotion until they have served for at least five (5) years at their current rank. They shall be considered for promotion to higher rank upon nomination by the Library Director. Promotion to a higher rank will normally be accompanied by an appropriate increase in salary.

The criteria for evaluation of candidates for promotion are as follows:

1. The candidate has demonstrated excellence in librarianship and in assistance to library users which includes, but is not limited to, demonstrating mastery of, and
effectiveness in the areas of responsibility delineated in the job description; promoting students’ effective use of information resources through one-on-one assistance and group instruction; exhibiting a willingness to establish and work with goals, objectives and priorities; displaying good judgment, effective communication skills, and the ability to respond flexibly to changes in the profession or institution; providing good supervisory skills; and displaying intellectual curiosity.

2. The candidate has demonstrated service to the profession and/or professional development which includes, but is not limited to, participating in professional and scholarly organizations; completing course work and seminars designed to update and extend professional knowledge or job expertise; publishing articles, books, or reviews; participating on a panel or presenting a paper at a professional meeting; lecturing; and applying for grants.

3. The candidate has demonstrated a commitment to Transylvania University which includes, but is not limited to, participation in library or University committees; special assignments outside normal job requirements; and sponsorship or participation in student organizations and activities.

C. Terms of Employment

Academic librarians should be treated as professionals in regard to method and terms of employment. As academic colleagues they should be given opportunities for professional development.

1. Library staff at the rank of Assistant Librarian and above are appointed for 12 months, and will annually receive letters, specifying salary and benefits.

2. Librarians at the rank of Assistant Librarian and above may request reduced work loads or release time with or without pay (as distinguished from the standard "Leave of Absence" policy described in the Transylvania University Employee Handbook) in order to engage in professional development activities. Ordinarily such leaves will not be granted until at least six years of professional service have occurred. Librarians at the rank of Assistant Librarian will be eligible for up to two months leave; those at the rank of Associate Librarian will be eligible for up to four months leave; and those at the rank of Full Librarian will be eligible for up to six months leave. Leaves will be granted by the Dean and President upon the recommendation of the Library Director in consultation with the ranked librarians.

3. Library staff at the rank of Assistant Librarian and above, although not eligible for tenure, shall be extended the privileges of academic freedom and due process in the performance of their responsibilities.

4. Library staff at the rank of Assistant Librarian and above are granted 20 vacation days per year.

D. Participation in University Governance

Academic librarians should participate actively in the determination of library policies and in university governance.

1. The Library Director serves ex officio as a voting member of the Committee on Program and Curriculum.

2. According to the Constitution and By-Laws of the faculty, only individuals with appointments in divisions may be members of standing committees. No such constraint exists for ad hoc committees or for subcommittees. Faculty members are encouraged to consult librarians and to invite them to attend and participate in standing committee meetings. Faculty members are also encouraged to appoint librarians to membership on ad hoc committees or on subcommittees.
LIBRARY BOOK ORDERS

Each division and program has money set aside for faculty to order books for the collection. The library keeps track of what has been spent by each division or program. The deadline for spending your allocation is April 1. Please speak with your division chair and program chair to discover if there are any processes unique to your division and program. If there are none, you can send your requests directly to Ann Long in the library. Please be sure that you include author, title, publisher, ISBN, and edition (if pertinent).

In addition to the money allocated to each division and program, faculty may request grant money from the discretionary fund. Requests should be made by February 15. Your request should include a list of specific titles, including author/editor, prices and ISBN and a justification for purchasing this material from outside the divisional allocation. The following criteria are used in awarding grants from the discretionary fund:

- Materials are to be used by a new instructor.
- Materials are in an area which has been neglected for some time.
- Materials are cross-divisional in subject matter or in prospective use.
- Special circumstances, as when the division allocation formula clearly works to the disadvantage of certain programs which are unable to meet instructional obligations; or when materials presently held in the library are dated because of current developments in the field.
- Materials that are very expensive (such as a series of volumes), whose purchase would unduly require funds from the divisional allocation to the detriment of other funding requirements.

Additional information is available here - http://inside.transy.edu/library/faculty_staff/orderingbooks.htm

MAINTENANCE/REPAIRS REQUESTS

All requests for services from the maintenance staff of the University should be submitted using this form http://inside.transy.edu/ppd/.

MOVING POLICY

Transylvania University assists with the arrangements and expenses connected with the moving of new faculty or administrative staff members to this community in accordance with the provisions and limitations outlined below.

Employees may choose one of the following options for reimbursement of relocation expenses. The amount of reimbursement allowed, up to $4,000, is to be stated in the appointment letter. A copy of the appointment letter should be attached to each and every payment request.

1. Cash Payment Option—A cash payment, up to $4,000, may be issued to the employee, processed through the University’s payroll system, subject to applicable income and employment taxes. The payment will be reported as taxable wages on the employee’s annual W-2 Form. This option does not require the individual to provide documentation of expenses to the University. Documentation for tax purposes is the personal responsibility of the employee.

2. Direct Bill Payment—The relocating employee may request that the University make a payment of up to $4,000 directly to a commercial moving company on behalf of the employee. The employee shall submit an invoice requesting payment for qualified moving expenses.

3. Reimbursement—Reimbursement of actual qualified expenses, up to $4,000, may be issued to the individual with appropriate documentation. Employees may claim reimbursement for qualified moving expenses by filing an Expense Report with original receipts and a copy of the appointment letter indicating the authorized maximum reimbursement. Payments for expenses that are not adequately documented will be processed according to the cash payment option above and all documentation will be returned to the employee for their individual tax filing.

Qualified moving expenses, either directly billed or reimbursed, can generally be excluded from an employee’s wages; however, payments of these amounts will be included as an informational item on the employee’s W-2 Form for tax reporting purposes as required by the IRS.
Moving expenses may be considered taxable income and should be reported appropriately to the Internal Revenue Service.

**NONDISCRIMINATION**

The policy of Transylvania University shall be to provide equal opportunity for all persons including, but not limited to, officers, employees, applicants, and students and to prohibit discrimination because of age, race, color, ethnicity, religion, gender, sexual orientation, disability, veteran status, or national origin. Moreover, affirmative action will be taken to recruit faculty from disadvantaged groups.

**OFF CAMPUS EMPLOYMENT**

Some faculty members are gainfully employed part time in off-campus work. While there is no specific university regulation against this, it is expected that the usefulness of the faculty member will not be impaired by off-campus employment. Please refer to the policy statement on faculty commitments.

Faculty members teaching full-time and attending graduate school should not plan to take more than one course per quarter or semester. Faculty members may not tutor Transylvania students for pay.

**OFFICE HOURS**

All regular, full-time faculty are expected to keep office hours for a minimum of eight hours per week, well distributed through the week. All faculty members should be available to students by appointment as well as during stated office hours.

All part-time faculty members are expected to keep at least one office hour per week per course unit taught. Such office hours should be posted in the divisional office in a manner that specifies the part-time faculty member's class schedule and office location. Part-time faculty members should make an effort to be available to students by appointment as well as during stated office hours.

**OPEN HOURS**

The "open hours" on Tuesdays and Thursdays, 12:15 - 1:30, are dedicated to programs of interest to the community as a whole, such as the "Academic Affairs" presentations by faculty and students on Thursdays. Academic events to be held during open hours should be scheduled through the office of the Dean of the College. In keeping with the purpose of these periods, regular committee meetings should not be scheduled during open hours.

**PROFESSIONAL ACTIVITIES**

Faculty members are asked each January to submit a report on their professional activities during the previous calendar year.

**PROFESSIONAL ETHICS**

This statement on professional ethics comes from the AAUP Policy Document and Reports, 1990 edition. Approval of this statement does not imply the adoption of the other AAUP statements listed in the footnote.

The statement which follows, a revision of a statement originally adopted in 1966, was approved by Committee B on Professional Ethics, adopted by the Council, and endorsed by the Seventy-third Annual Meeting in June 1987.

**Introduction**

From its inception, the American Association of University Professors has recognized that membership in the academic profession carried with it special responsibilities. The Association has consistently affirmed these
responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.\(^1\) The \textit{Statement on Professional Ethics} that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 \textit{Statement of Principles on Academic Freedom and Tenure}, the 1958 \textit{Statement on Procedural Standards in Faculty Dismissal Proceedings}, or the applicable provisions of the Association's \textit{Recommended Institutional Regulations on Academic Freedom and Tenure}.

The Statement

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens.

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\(^1\)1961 \textit{Statement on Recruitment and Resignation of Faculty Members}  
1964 \textit{Committee A Statement on Extramural Utterances} (Clarification of sec.1c of the 1940 \textit{Statement of Principles on Academic Freedom and Tenure})  
1965 \textit{On Preventing Conflicts of Interest in Government-Sponsored Research at Universities}  
1966 \textit{Statement on Government of Colleges and Universities}  
1967 \textit{Joint Statement on Rights and Freedoms of Students}  
1970 \textit{Council Statement on Freedom and Responsibility}  
1976 \textit{On Discrimination}  
1984 \textit{Sexual Harassment: Suggested Policy and Procedures for Handling Complaints}
Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

RESEARCH

Institutional Review Board

Conducting research is a scholarly activity that is valued by Transylvania University. Faculty members have a responsibility to make students aware of ethical concerns in research. Those who engage in research or supervise research projects must ensure that their participants’ involvement in the project is voluntary and that the benefits for participating outweigh the risks. Researchers engaging in data collection such as surveys, interviews, or experimental work must protect their participants, themselves, and Transylvania University by obtaining approval for research projects from the Institutional Review Board (IRB). In addition, certain classroom exercises or projects may need to be approved by the IRB [http://inside.transy.edu/pages/irb/links.htm](http://inside.transy.edu/pages/irb/links.htm).

Institutional Animal Care and Use Committee

The use of animals for teaching is acceptable only if it significantly contributes to the understanding of fundamental scientific principles where other accepted methods of education are inadequate. Procedures involving prolonged pain or distress for an animal are never ever acceptable in teaching at Transylvania University.

Animal research carried out as part of a student’s independent study research project must undergo the same evaluation as any research project; a full protocol must be submitted to the IACUC to be considered by the committee. These projects must be supervised by an instructor with established competence in animal handling and relevant experimental procedures.

Projects done by students as a part of a course will be supervised by the instructor or the course. The instructor:
1) must be familiar with animal care and use guidelines as written in 9 CFR Chapter 1, Subchapter A (Animal Welfare) and the Guide for the Care and Use of Laboratory Animals. He/she should also be familiar with any relevant guidelines/permits for the use of wildlife.
2) should file a statement with the IACUC before the class begins giving an overview of the expected use of animals in the class and explaining the educational benefits. The instructor should also address what alternatives were considered and why use of animals has a superior educational value.
3) must ensure that all students handling animals have individual or small group instruction in the handling procedures relevant to their project.
4) should have students work in groups whenever possible to reduce the number of animals used. If that cannot be done, the instructor should indicate the reasons in his/her statement to the IACUC.
5) must, if the projects using animals are to be designed by the students, submit a list of the proposed projects including a brief summary of each that clarifies any potential pain or distress. This list, which can be submitted via email, will be reviewed by the chair of the IACUC or a designee and by the IACUC veterinarian. Those individuals will indicate any projects for which a full IACUC review is deemed necessary.

SEARCHES FOR NEW FACULTY MEMBERS

General responsibility for recruiting new members of the faculty rests with the Dean of the College, with particular responsibilities delegated to the relevant divisional and program chairs. Searches for new members of the regular, full-time faculty are national in scope and culminate in interviews on campus, in which candidates make a presentation for faculty and students, interview with the president and with the dean, and meet with students, whenever possible by teaching a class.

The Director of Human Resources is available to explain the EEOC Uniform Guidelines on selection procedures and other applicable federal and state employment laws. All selection committee members should
review the booklet “Interview Guide for Supervisors” prior to the evaluation of resumes. The Director of Human Resources also has other training aids available upon request to assist in the selection of the best qualified candidate.

If new faculty members are not citizens or permanent residents of the United States, all materials and files from the search are kept until permanent residence or citizenship is attained. All records relating to selection processes shall be retained for two years after selection is made.

While searches for part-time faculty members are of necessity less comprehensive in scope, they include the same elements, with the exception (at the discretion of the division chair, upon advice from the program director and with approval by the dean) of the candidate making a presentation for faculty and students. Given the specific requirements of each faculty position, every search has distinctive elements, necessitating careful planning by and communication between the divisional chair (in consultation with the program chair and faculty) and the dean. Nevertheless, in all searches, new colleagues are sought who can contribute to a given academic program in ways that enhance the intellectual life of the College as a whole.

The following resolution was adopted by the faculty at its February 8, 2006 meeting:

"As a faculty we are resolved to increase the number of minority faculty, in particular ethnic and racial minority faculty, at Transylvania University. Committed to the institutional vision represented in the 2002 Quality Enhancement Plan and our statement of institutional purpose, we support faculty and administrative efforts to identify, recruit, hire, and retain minority faculty.

In Recommendation #9 of the 2002 QEP, the institution committed to increasing diversity among faculty by adding two minority hires within five years (2007). In addition, a goal expressed in Transylvania’s statement of institutional purpose underscores the need for students to understand themselves and their relation to others 'in a diverse, ever-changing world.'

Multiple strategies by which this goal can be achieved might include, but are not limited to, full-time tenure-track hires, distinguished visiting faculty, community leaders with adjunct faculty status, special courses in May Term, an endowed minority lectureship series, and collaborations with other institutions of higher learning in the region, etc."

SEXUAL HARASSMENT/ABUSE POLICY

To serve all members of the Transylvania community, the university takes a proactive approach to addressing sexual harassment and abuse through strong educational efforts. Transylvania is committed to providing its students, faculty and staff with opportunities to increase awareness of the occurrence and degrees of sexual harassment and abuse, circumstances in which individuals may be vulnerable, and preventive measures that can be taken to protect both themselves and other members of the community.

Educational efforts focus on: 1) dispelling myths and misconceptions about sexual harassment and abuse; 2) teaching communication skills specific to dating relationships; 3) emphasizing ethical responsibilities of faculty, students, and staff; 4) collaborating with alcohol education efforts; and 5) informing the university community about the grievance procedures.

Policy and Procedures

It is the policy of Transylvania University to ensure that the institution is free of harassment for any discriminatory reason, such as race, sex, national origin, disability, age or religion prohibited by state and federal law. The University prohibits not only unlawful harassment, but also other unprofessional and discourteous actions which affect the professional and congenial work environment. For this reason, derogatory racial, ethnic, religious, ageist, sexual, or other inappropriate remarks, slurs, or jokes will not be tolerated. For full version of the sexual harassment policy as it relates to employees please go to the employee handbook found here http://inside.transy.edu/pages/hr/documents.htm.

Grievance Procedure

The procedures provided here are offered to the University community to assist in resolving the personal affront to human dignity that results from an incident of sexual assault, harassment or other misconduct. These procedures, however, are not intended to replace or substitute for the Rule of Law. The criminality of an act is not altered due to a choice to follow one of the grievance procedures outlined in this policy statement.
Transylvania University is not an arm or agent of the government, nor is it in any way a law enforcement agency; the laws of the Commonwealth treat crimes against the person in very specific terms. The grievance procedures neither imply nor offer immunity or waiver of prosecution for one whose activity is defined as criminal in nature.

The Standard of Conduct that addresses sexual misconduct by students is Standard 2.11: Sexual harassment, sexual misconduct, or sexual assault of another individual. Faculty cases of sexual harassment should be reported to the Dean of the College, and staff incidents should be reported to the Director of Human Resources.

The purpose of this policy is to reaffirm the University's commitment to respect the individual and to enhance the University's community level of consciousness regarding gender issues. This policy is not intended to limit claims of academic freedom. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in some class members. This policy is NOT intended to limit scholarly research, publication, or public speaking on gender-related topics.

This policy applies to all University-related activities, both on and off campus.

Pedagogical Commitment

To serve all members of the Transylvania community, the university takes a proactive approach to addressing sexual harassment and abuse through strong educational efforts. Transylvania is committed to providing its students, faculty and staff with opportunities to increase awareness of the occurrence and degrees of sexual harassment and abuse, circumstances in which individuals may be vulnerable, and preventive measures that can be taken to protect both themselves and other members of the community.

Educational efforts focus on: 1) dispelling myths and misconceptions about sexual harassment and abuse; 2) teaching communication skills specific to dating relationships; 3) emphasizing ethical responsibilities of faculty, students, and staff; 4) collaborating with alcohol education efforts; and 5) informing the university community about the grievance procedures.

STUDENT EVALUATION OF INSTRUCTION

Student evaluations on courses and instructors shall be regularly obtained, using procedures developed by the Personnel Committee and approved by the faculty. Results are given to the instructor, the program director, the division chair, and the dean of the college.

STUDENT RIGHTS AND RESPONSIBILITIES


SYLLABUS

Transylvania faculty members are required to prepare, distribute and follow a syllabus in every course. Program directors are responsible for maintaining a file of the syllabi for all courses. These files are kept in the divisional offices, and division chairs are responsible for ensuring that all such files are complete and current. Every syllabus should include at least the following information:

- exact title and number of the course
- the time and place of class meeting
- the instructor's name, office location, office hours, and campus telephone number
- a brief description of the course
- a list of books and other required materials
- an outline of all activities (lectures, discussions, labs, tests, etc.) with particular dates whenever possible
- a list of all course requirements, including the dates of the major tests and the due dates of major assignments, and the general expectations of students
- an indication of the basis for grading
• learning outcomes

The syllabus should be updated, and revised as necessary, every term the course is taught.

TEXTBOOK ORDERS

The campus book store is located at 132 W Third Street. In order for the store to function effectively in supplying textbooks, it is necessary for faculty members to anticipate their needs for textbooks and instructional supplies far enough in advance so that they may be on hand when each term begins. Faculty should place their textbook orders according to a schedule available from the book store. When no books are needed, this information should also be reported. Instructions on submitting orders are available from the bookstore manager.

TUTORING

Student requests for tutoring assistance should be discussed with the course instructor. Frequently it turns out that there are other and better solutions to a student's problems. If tutoring is indicated, the division concerned should recommend qualified upperclass students. When the requesting student is able to pay, student tutors should be paid for their time. The current minimum wage rate is recommended. Tutoring is also available in ACE-TU, Academic Center for Excellence at Transylvania, http://libguides.transy.edu/ACE.

Faculty members are prohibited from tutoring Transylvania students for pay.
UNIVERSITY SERVICES

AUDIO-VISUAL EQUIPMENT

The Library loans audio-visual equipment such as cameras, multimedia projectors, screens, and laptops. Faculty, staff and students wishing to borrow equipment should contact the Audio-Visual coordinator and reservations should be made 24 hours in advance to ensure availability. Many Divisions and departments also have audio-visual equipment available. Check on availability with Division Administrative Assistants.

CAMPUS SECURITY

The Department of Public Safety offers the following points concerning matters of security.

1. DPS officers generally will unlock exterior doors for faculty or staff. They will open other doors when requested on special occasions. However, some areas are restricted by policy or position of authority. There are no time restrictions for entry into a building for faculty members, although there are for students. Students are not allowed to enter any administrative building after 11:00 p.m. After classes, when the buildings are closed, students are allowed in classrooms only when they have written permission from an instructor. When permission is given, you must contact the Department of Public Safety (8118) and give the student's name. Please follow up with an email containing the same information for departmental records to gmuravchick@transy.edu.

2. When you enter a building after it is closed, please telephone Public Safety. Use either the red phone connected directly to the Department of Public Safety or your office phone. In this way the officer will know that you are in the building and be aware that you are not an intruder. Remember that not all officers will recognize you as being a faculty member.

3. DPS officers stop strangers on campus in the evening hours, so please be sure to advise DPS if you have off-campus guests.

4. If you have suspicions about someone or something that is happening, notify the Department of Public Safety; do not try to act alone; try to keep the person in sight without becoming involved; try to notify Public Safety of any change in location. Leave your name and phone number and a brief description of the person with the Officer or Dispatcher when you call.

5. When traveling across campus at night, travel with someone, if possible, or use the Department of Public Safety's escort service for your protection.

6. For your safety, each building on the academic side of campus has red phones which are connected directly to the Department of Public Safety. Six red phones are available in the Mitchell Fine Arts center itself, while two are located outside it: in the Rafskellar entrance area and in the parking lot. In addition, one is located in the parking lot at Graham Cottage, one in the 4th and Broadway parking lot, and one between the 331 North Broadway Building and Forrer Hall. Be familiar with the location of these phones in case you need to use one in an emergency. Each phone has a blue light above it for easy night location. Public Safety is in direct radio contact with the Fire Department, Rescue Units, and the Fayette Urban County Police Department.

7. Lock your office when you leave it, no matter how briefly. Unfortunately, things are sometimes stolen from offices, even during the day. Secure your personal belongings in an area that can be locked.

FACILITIES SCHEDULING

Except for regular classes, which are scheduled by the Registrar, all facilities scheduling is done as follows:
### Library Hours

When the University is in regular session, the library hours are:

- **Monday through Thursday**: 8:00 a.m. to midnight
- **Friday**: 8:00 a.m. to 6:00 p.m.
- **Saturday**: 10:00 a.m. to 6:00 p.m.
- **Sunday**: 1:00 p.m. to midnight

When the University is not in session, the library is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Details on hours for specific holidays can be found on the library’s website.

To aid students with their research, the librarians would love to consult with faculty on how to incorporate information literacy skills and knowledge of research resources into their syllabus. Librarians can instruct a class on researching or can work individually with students either at the reference desk or by appointment. Librarians are always interested in learning about assignments so that we are prepared to help students when they come to us. We may also be able to help tailor an assignment to help ensure it is successful.

The library has more than 120,000 volumes in its collections. Library books, with the exception of those designated as non-circulating or those placed on reserve, may be borrowed by a faculty member for four months from the date of checkout. Items may be renewed unless requested by another patron or needed for reserve. A Transylvania I.D. is required to check out books. In addition to the physical collection the library has an additional 110,000 ebooks.

Books and articles may be placed on reserve. Please fill out the Reserve Request Form which is available from the library website or by contacting us. Unless we are instructed to the contrary, items are removed from reserve at the end of each term.

The online catalog and the electronic databases licensed by the library may be accessed from the inside.transy home page. Over 50 databases are available to the campus community, and through them more than 16,000 journals are available online. The library also maintains approximately 500 subscriptions to individual journals. Approximately 450 of these are in paper, others are available electronically. To determine if we have access to a journal see the A-Z list of all Journals on the library website.

If you are placing materials in Moodle for your courses, the library recommends you link to articles and books in the licensed databases in order to stay within copyright regulations. Librarians can help you to identify stable links for these resources.

To support faculty research the library offers interlibrary loan services, working with libraries all over the

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### Library Resources

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<thead>
<tr>
<th>Location</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Mitchell Fine Arts</td>
<td>Devon Query, 8266</td>
</tr>
<tr>
<td>Faculty/Staff Lounge</td>
<td>Ann Cranfill, 8806</td>
</tr>
<tr>
<td>Library</td>
<td>Ann Long, 8225</td>
</tr>
<tr>
<td>Campus Center</td>
<td>Campus Center Office Manager, 8269</td>
</tr>
<tr>
<td>Presidents Room</td>
<td>Campus Center Office Manager, 8269</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>Director, Marriott Food Service, 8217</td>
</tr>
<tr>
<td>Brown Science Center</td>
<td>Charlotte Taraba, 8228</td>
</tr>
<tr>
<td>Strickland</td>
<td>Charlotte Taraba, 8228</td>
</tr>
<tr>
<td>BSC 110</td>
<td>Charlotte Taraba, 8228</td>
</tr>
<tr>
<td>Morrison</td>
<td>Rachel Millard, 8111</td>
</tr>
<tr>
<td>Board Room</td>
<td>Ann Cranfill, 8806</td>
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<tr>
<td>Chapel</td>
<td>Ann Cranfill, 8806</td>
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<tr>
<td>2nd floor conference</td>
<td>Ann Cranfill, 8806</td>
</tr>
<tr>
<td>Graham Cottage</td>
<td>Lu-Ann Farrar, 8738</td>
</tr>
<tr>
<td>Rosenthal Commons</td>
<td>Bob Brown, 8181</td>
</tr>
<tr>
<td>Cowgill 202, 206</td>
<td>Stephanie Coriale, 8104</td>
</tr>
<tr>
<td>Cowgill classrooms</td>
<td>Registrar’s office, 8116</td>
</tr>
<tr>
<td>HH computer lab</td>
<td>Becky Mills, 3594</td>
</tr>
<tr>
<td>HZ computer lab</td>
<td>Susan Hofmann, 8280</td>
</tr>
</tbody>
</table>

The Presidents Room and Graham Cottage are available for scheduling on occasions when a meal is to be served in a formal manner.
world to obtain materials. Many interlibrary loan articles are obtained rapidly with a user initiated request system called ILLiad. The shipping of books and articles within the state is facilitated by a courier service which serves all public and private colleges and universities, as well as the public libraries in the state. The average turn-around for an article request is two days, and five to ten days for books.

To assist in keeping up with new research, faculty may request a journal’s table of contents be sent to them. These will be sent automatically to the faculty member when the journal arrives. Most of the databases that we have access to will also send current table of contents for specific journals and we can help to set up an emailed table of contents for those journals.

The library collects faculty and staff publications and other memorabilia as part of its archival mission. Books, articles, poems, book reviews, stories, musical compositions, and other creative work should be sent to the Special Collections Librarian who will place it in the "Faculty" section of the University Archives. In the case of printed materials, an inscribed or autographed offprint is particularly appreciated. Both retrospective and current work is solicited. The library also maintains an online bibliography of faculty, staff and student publications on the library website. You can check there to see if we have your materials.

Retiring faculty should note that the library is interested in collecting university-related documents that can be added to the archives. These documents may be turned over to the Special Collections Librarian who will determine suitability and need. Retiring faculty will also want to make sure the archives has complete holdings of their publications or other creative works.

For help with anything regarding research or the library, contact your friendly, neighborhood librarian.

**PUBLICITY AND PRESS RELEASES**

The University maintains an office of Marketing and Communications through which information is released to the press. In order to avoid duplication of effort and to ensure prompt and accurate representation of the University to the public it is necessary that all publicity be cleared through this office. Faculty members are advised to confer with Communications regarding contact with the news media.
APPENDIX
Faculty Representatives to the Board of Trustees

Development Committee
Julia Poynter, 2013-15
Kim Jenkins, 2014-16

Enrollment Management Committee
Amy Maupin, 2013-15
Kremena Todorova, 2014-16

Liaison to Finance (Budget) Committee
Simonetta Cochis, 2013-15
Jeff Hopper, 2014-16

Strategic Planning Committee
Gregg Bocketti, 2013-15
Becky Fox, 2014-16

Student Affairs Committee
Jeremy Paden, 2013-15
Scott Whiddon, 2014-16

Technology Committee
Bobby England, 2013-15
Tim Polashek, 2014-16

Academic Affairs Committee
Ken Slepyan, 2013-15
Mike LeVan, 2013-16

Building and Grounds Committee
Ben Hawkins
James Wagner

Presiding Office, Presiding Officer Elect, Parliamentarian, and Judicial Council

Presiding Officer: Ben Hawkins
P.O. Elect: Mike Cairo
Parliamentarian: Kenny Moorman
Judicial Council: Sully White, 2012-14
Martha Ojeda, 2012-14
Standing Committees of the Faculty

Admissions and Academic Standards
Paul Duffin, 2014-16
Tim Polashek, 2014-16
Carole Barnsley, 2014-15
Chris Begley, 2013-15
Brad Goan, Director of Admissions, *ex officio*
Michelle Rawlings, Registrar, *ex officio*
Martha Billips, Associate Dean of the College, *ex officio*

Faculty Concerns
Kim Jenkins, 2013-15
Gregg Bocketti, 2014-16
Wei Lin, 2014-16
Veronica Dean-Thacker, 2014-16

Grants Allocation
Martha Ojeda, 2014-16
Mark Jackson, 2014-16
Kirk Abraham, 2013-15
Mike Sanders 2014-16

Personnel
Bob Rosenberg, 2013-15
Melissa McEuen, 2013-15
Kurt Gohde, 2013-15
Jack Furlong, 2014-16

At large members:
Amy Maupin (two-year term?)
1 to be elected at August 29 faculty meeting

Program and Curriculum
Nancy Wolsk, 2013-15
Iva Katzarksa-Miller, 2014-16
Kathleen Jagger, 2014-16
Simonetta Cochis, 2013-15
Michael Bell, Dean of the College, *ex officio*
Susan Brown, Director of the Library, *ex officio*

Appeals Committee
One representative from each academic division to be elected at the first division meeting of the academic year. 14-15: Soulis, Seebach

Other Committees

Library Subcommittee of CPC
Director of the Library
Dean of the College
3 faculty representatives (for 2-year terms rotated among the divisions)

Faculty Advisory Athletics Committee
1 representative from each academic division
Athletics Director
Dean of the College
Writing Assessment Committee
Director of the Writing Center
Associate Director of the Writing Center
1 faculty representative from each academic division
1 student representative

Teacher Education Advisory Board
Registrar
Dean of the College
Education Faculty
Faculty representative from each of the four divisions
Representatives from the public schools (principals and teachers)
Two teacher education students

Commencement Committee
Darrell Banks
Gregg Muravchick
Sallie Showalter
Diane Fout
Michael Bell
Barbara LoMonaco
Marc Mathews
Ashley Hinton-Moncer
Greg Partain
Devon Query
Michelle Rawlings
R. Owen Williams
Chair, Academic Committee of the Student Government Association
Director, Dining Services
Marshals

Marshals
Kremena Todorova
Kurt Gohde

Committee on Honorary Degrees
Belinda Sly
Simona Fojtová
Jeremy Paden

Safety Committee – see also Hazard Communication Program on the HR webpage
Gregg Muravchick, Director of Public Safety
Darrell Banks, Director of Physical Plant
Bob Brown, Director of Residence Life
Debbie Clark, HR Specialist
Donia Arthur, Chemistry Lab Coordinator
Ashley-Hinton-Moncer, Director of Fitness and Wellness
Truman Marshall, Custodial Services Supervisor
Marc Mathews, VP for Finance and Business
Tracy Moore, Advanced Nurse Practitioner
Devon Query, Facility Director of Mitchell Fine Arts
Charlie Weber, Maintenance Foreman

Building Safety Coordinators
Jamie Skinner, 421 Building
Katie Banks, Haupt
Stephanie Coriale, Cowgill
Diane Fout, Forrer/Campus Center
Keith Cecil, Beck Center
Susan Hofmann, Hazelrigg
Damon DeBorde, Library and Glenn Building
Eric Ramsey, Old Morrison
Charlotte Taraba, Brown Science
Gretchen Shoot, MFA/Little Theater/Shearer Art Building
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