

Faculty Handbook
Revisions for 2015

Prepared for Interim Provost and Executive Vice Chancellor
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Black = Existing *Handbook* language

Blue = Proposed New *Handbook* language

Red = Notes

Faculty Handbook **Revisions for 2015**

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2014-2015.

Item 1: Changes to The Provost and Executive Vice Chancellor Section

2.5.4 The Vice Provost for Research – Approved by Faculty Senate on March 2, 2015

Explanation: The position of Vice Provost for Research was created three years ago, and the Faculty Handbook is being updated to reflect the new position.

2.5.4 The Vice Provost for Research

The Vice Provost for Research (VPR) is responsible for facilitating and expanding university-wide faculty and student-based research/creative activities and providing leadership and vision for strategic growth of research. The VPR works collaboratively with the deans to secure grants and contracts and to integrate efforts by University and college-level advancement to communicate and raise private funds for research. The VPR oversees the work of campus-wide research entities, the Office of Sponsored Programs, the Office of Research Protections and the Office of Grants, Resources and Services and chairs the University Research Council. The VPR works closely with Business Affairs to foster a strong relationship with the Office of Special Funds Accounting.

Item 2: Changes to The Dean of Research and Graduate Studies Section

2.7 Dean of the Cratis D. Williams School of Graduate Studies—Approved by Faculty Senate on March 2, 2015

Explanation: The section was revised to reflect changes in responsibilities because of the newly created position of Vice Provost for Research, as well as updated approaches to administration of the Graduate School. Changes will be made in sections to reflect the new title.

2.7 Dean of the Cratis D. Williams School of Graduate Studies

The dean of the Cratis D. Williams School of Graduate Studies (Graduate School) reports directly to the provost and executive vice chancellor and is a full voting member of the university Deans Council. The dean (a) is the administrative officer of the Graduate School, and (b), in consultation with the respective college deans, has general supervisory responsibilities over all graduate programs at the University. The dean evaluates candidates and makes appointments

to the Graduate Faculty and the dean or the dean's delegate interviews candidates for graduate faculty positions.

The dean, with support from the Graduate School staff and the associate dean for graduate studies, will:

- (a) have responsibility for the financial management of the Graduate School.
- (b) promote and seek academic excellence for all graduate studies. In doing so, the dean administers the program of graduate education developed by the department and/or program faculty with the advice and consultation of the Graduate Academic Policies and Procedures Committee. This includes oversight of graduate program review, analysis of curricula, and monitoring national trends in graduate education;
- (c) be responsible for activities associated directly with graduate students, beginning with recruitment and ending with graduation, which include, receipt of applications for graduate study, evaluation of transcripts and results of standardized examinations, approval of applicants for admission following recommendation by departmental and/or program faculty, and evaluation of programs-of-study and thesis/dissertation committee assignments;
- (d) offer student orientation sessions, and personal and professional development opportunities for graduate students such as graduate teaching assistant workshops, showcase opportunities for graduate student research, and workshops on various topics such as responsible conduct of research/ethics, preparation of theses, etc.;
- (e) administer financial support for graduate students including assistantships, out-of-state/in-state tuition scholarships, thesis/dissertation research grants, and various scholarships and fellowships;
- (f) in conjunction with the Office of Equity, Diversity and Compliance, investigate matters involving ethical concerns as they relate to graduate students;
- (g) assume final responsibility for any publications and the website of the Graduate School including the Graduate Bulletin;
- (h) be a major advocate for research/scholarly activity at Appalachian State University.
- (i) foster graduate faculty development.
- (j) seek and support diversity across the Graduate School.
- (k) represent the Graduate School internally and externally, ensure positive external relations, and lead Graduate School development efforts.
- (l) lead strategic planning for the Graduate School.
- (m) establish and maintain a collegial environment with clear communications that promotes shared governance.

Item 3: Changes to include Right of Faculty Member to have an Observer

Sections: 3.6; 4.3; 4.6; 4.10; 4.11; and 4.12

Changes to Include Right of Faculty Member to have an Observer – Approved by Faculty Senate on March 2, 2015

Explanation: The changes in multiple sections make explicit that faculty members may be accompanied by a colleague to meetings related to various aspects of a faculty member's employment. It establishes a faculty right, on prior written notice, to bring an observer and a reciprocal right to an administrative observer. Observers are not active participants unless otherwise agreed by the parties nor do the observers function as attorneys. There is a new Observer Waiver which is at the end of this section.

3.6 Integrity in Scholarship and Scientific Research

3.6.5 Inquiry

During the inquiry, confidentiality will be maintained to protect the rights of all parties involved. Respondent(s) may be accompanied by an observer of their choosing on three working days' written notice to the committee. If the respondent(s) chooses an observer(s), the committee may be accompanied by an observer of its choosing. Unless otherwise agreed, observers may not take part in the discussion between the respondent(s) and the committee. Observers may not be present as attorney for either party. Because confidential personnel file information may be discussed at the inquiry, the respondent(s) and any observers must sign an Observer Waiver. This document includes the respondent(s) authorization of the observer(s) to hear such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the respondent subsequently authorizes disclosure. It may be desirable to keep the identity of the complainant confidential during the inquiry phase. The Vice Provost for Research will assume responsibility for disseminating information relevant to the inquiry to the appropriate individuals. Normally, this will be in writing with copies filed in the Office of the Provost.

At the interview, on three working days' written notice to the committee, the respondent(s) may be accompanied by an observer of their choosing. If the respondent chooses an observer, the committee may be accompanied by an observer of its choosing. Unless otherwise agreed, observers may not take part in the discussion between the respondent(s) the committee. Observers may not be present as attorney for either party. Because confidential personnel file information may be discussed at the interview, the respondent and any observers must sign an Observer Waiver. This document includes the respondent's authorization of the observer(s) to hear such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the respondent subsequently authorizes disclosure.

4.3 Evaluation of Faculty

4.3.2 Annual Review of Faculty

4.3.2.1 Provision is made for the individual faculty member's participation in formulating plans and goals for that faculty member. During the spring term, departmental chairs are required to hold a conference with every member of the department who is to continue as a member of the faculty for the next year. The purposes of this conference are to plan the work of the faculty member for the next year and to evaluate work of the previous year. During this conference, the faculty member has the opportunity to express preferences concerning assignments. These preferences should include statements concerning teaching assignments and an indication of the faculty member's commitment to professional and/or scholarly activities. In this conference, the faculty member and the chair will jointly establish goals for the faculty member that are to be attained during the next academic year. Specific plans should be made and realistic goals set. For faculty members who are initial appointees, an additional planning conference in the late summer or immediately after the beginning of their first semester of service must also be held.

At the annual conference, on three working days' written notice to the department chair, the faculty member may be accompanied by an observer of their choosing. If the faculty member chooses an observer, the chair may be accompanied by an administrator observer. Unless otherwise agreed, observers may not take part in the discussion between the faculty member and the chair. Observers may not be present as attorney for either party. Because confidential personnel file information will be discussed at the annual conference, the faculty member and any observers must sign an Observer Waiver. This document includes the faculty member's authorization of the observer(s) to hear such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the faculty member subsequently authorizes disclosure.

4.6 Non-Reappointment of Tenure-Track Faculty Members on Probationary Term Appointments

4.6.3 Conference with the Dean

The dean of the faculty member's college/school shall send the faculty member by certified mail, return receipt requested, a written notice of non-reappointment. This notice shall direct the faculty member to section 4.11 of this *Faculty Handbook* for information on review procedures and to this section of the *Faculty Handbook* regarding the right to a formal conference with the dean, and subsequently with the provost and executive vice chancellor. Within ten (10) working days after receiving a written notice of non-reappointment, the faculty member may request in writing a private conference with the dean to discuss the reasons for non-reappointment. This request shall be granted and the conference held within ten (10) working days after receipt of the request if possible, at which time the reasons for the decision shall be communicated to the faculty member. Within ten (10) working days after the conference, the dean shall give the faculty member a written statement of whether the original

decision remains in effect. Each such decision shall be communicated for information to the provost and executive vice chancellor. Following the conference with the dean, the faculty member may request a conference with the provost and executive vice chancellor to review reasons for non-reappointment.

At the conference with the dean and provost, on three working days' written notice, the faculty member may be accompanied by an observer of their choosing. If the faculty member chooses an observer, the dean/provost may be accompanied by an administrator observer. Unless otherwise agreed, observers may not take part in the discussion between the faculty member and the dean/provost. Observers may not be present as attorney for either party. Because confidential personnel file information will be discussed at the conference, the faculty member and any observers must sign an Observer Waiver. This document includes the faculty member's authorization of the observer(s) to hear such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the faculty member subsequently authorizes disclosure.

4.10 Discharge or the Imposition of Serious Sanction

4.10.1.4

At any meeting that a faculty member believes may be related to disciplinary action, the faculty member may be accompanied by an observer of their choosing on three working days' written notice to the relevant administrator. There may be more than one administrator present. Unless otherwise agreed, the observer may not take part in the discussion between the faculty member and the administrator(s). The observer may not be present as attorney for the faculty member. Because confidential personnel file information is likely to be discussed at such a meeting, the faculty member and any observer must sign an Observer Waiver. This document includes the faculty member's authorization of the observer to hear such confidential information, and commits the observer to maintain the confidentiality of such information unless the faculty member subsequently authorizes disclosure.

4.11 Policies and Procedures for Employment Dispute Resolution

4.11.1 Basic Principles

4.11.1.2 A faculty member aggrieved about a term or condition of employment, other than a disciplinary action, is encouraged to discuss the matter informally with the departmental chair. If a satisfactory resolution is not obtained, the faculty member is encouraged to discuss the matter with the chair's superiors, up to and including the provost and executive vice chancellor. In these discussions, on three working days' written notice to the chair or relevant administrator, the faculty member may be accompanied by an observer of their choosing. If the faculty member chooses an observer, the chair or administrator may be accompanied by an administrator observer. Unless otherwise agreed, observers may not take part in the discussion between the faculty member and the chair or administrator. Observers may not be present as attorney for either party. Because confidential personnel file information is likely to be discussed at such meetings, the faculty member and any observers must sign an Observer Waiver. This document includes the faculty member's authorization of the observer(s) to hear

such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the faculty member subsequently authorizes disclosure.

Independent of such consultation, the faculty member (including a person on special faculty appointment) may invoke a grievance process that is intended to assure a comprehensive and fair assessment of the circumstances, to the end that an equitable resolution of the problem may be achieved. The proper subjects of such grievance inquiries may include, but are not necessarily limited to, reappointment, promotion, salary, permanent tenure, matters related to post-tenure review, and termination for financial exigency or program curtailment. In appropriate instances a formal hearing process may be conducted by the Faculty Grievance Hearing Committee (FGHC) in accordance with the requirements of section 4.11.3 of these regulations and sections 604, 605, and 607 of The Code of the University of North Carolina. Although constitutionally mandated procedural safeguards do not apply to such grievance cases, the University community separately has established appropriate safeguards by enacting these regulations.

4.12 Policy Regarding Personnel Files

4.12.6 Access to Personnel File Information

4.12.6.2 Faculty members are advised to examine their personnel file, particularly preceding an annual evaluation or a personnel action such as re-appointment, promotion, tenure, and post-tenure review. A written request for an appointment to review a personnel file must be submitted to the office of the dean, or other appropriate senior administrator, at least three (3) working days' in advance of the date on which the faculty member wishes to review the personnel file. [On three working days' written notice to the dean or other appropriate administrator, the faculty member may be accompanied by an observer of their choosing. If the faculty member chooses an observer, the dean or other appropriate administrator may be accompanied by an administrator observer. Observers may not be present as attorney for either party. Because confidential personnel file information will be reviewed, the faculty member and any observers must sign an Observer Waiver.](#)

Upon receipt of the written request, the office of the dean, or other appropriate senior administrator, will: (1) communicate with other offices to ensure that copies of all personnel file documents have been furnished to the office of the dean, or other appropriate senior administrator; (2) temporarily segregate any pre-employment reference letters or medical disability information that a prudent physician would not divulge to a patient; and (3) communicate with the faculty member to schedule a time during regular business hours for review of the file. The faculty member will be required to present an identification card with a photograph of the faculty member prior to being granted access to the personnel file.

Observer Waiver

Faculty Waiver

I have requested [Name] _____ to be my Observer in a context where information about me considered confidential under North Carolina’s State Personnel Act, other laws, or applicable policies may be permissibly disclosed. I understand a second Observer, [Name] _____, not chosen by me, may also be present. I authorize disclosure to Observers of all relevant information that is confidential to me and hold the university and its representatives harmless for such disclosure in this context. I further understand that the University may be obligated by law or policy to provide redacted copies or otherwise safeguard the confidentiality of identities or materials relating to individuals other than the faculty member. I understand that neither Observer is to be an active participant unless the parties agree otherwise. I understand that Observers are obligated to maintain confidentiality of any confidential information disclosed in this context unless I authorize further disclosure.

Observer Waiver

I [Name] _____ have been requested by [Name] _____ to serve as Observer in a matter regarding [Name] _____. I understand that information considered confidential under North Carolina’s State Personnel Act, other laws, or applicable policies may be permissibly disclosed and that [Name] _____ has authorized such disclosure. I further understand that the University may be obligated by law or policy to provide redacted copies or otherwise safeguard the confidentiality of identities or materials relating to individuals other than the faculty member. I further understand my obligation to maintain confidentiality of any such information unless [Name] _____ authorizes further disclosure. I understand that unauthorized disclosure would violate the State Personnel Act or potentially other laws or policies. Finally, I understand that Observers are not to be active participants unless the parties agree otherwise.

Item 4: Changes to the Assistant Professor Section of Tenure-Eligible Academic Ranks

3.8.5.13 Assistant Professor Language on Requesting Early Review – Approved by Faculty Senate on February 9, 2015

Explanation: The change was made to clarify that promotion to Associate Professor with tenure one year before the mandatory year requires exceptional performance.

An Assistant Professor [who has demonstrated exceptional performance by exceeding departmental criteria during their probationary period](#) may request review for promotion to Associate Professor with tenure one year earlier than the mandatory year (see 3.8.5.14). An Assistant Professor must request review for promotion and tenure at the same time. If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in his/her review, he/she may request review in the following, mandatory year....

Item 5: Changes to the Procedures of Departmental Promotion and Tenure Committees and to Reappointment, Promotion, and Tenure

Section 4.1.8 Procedures of Departmental Promotion and Tenure Committees 4.4.3 Reappointment, Promotion, and Tenure – Approved by Faculty Senate on April 27, 2015

Explanation: Section 4.1.8.8 was changed to allow promotion and tenure committee members who are being reviewed for promotion to professor to participate in the promotion and tenure committee except for the deliberation and vote on their own case. In past years, candidates for promotion were not allowed to serve on the promotion and tenure committee. A second major change in 4.1.8.8 and 4.4.3 clarifies the established right of a faculty member to speak before the promotion and tenure committee about his/her own case and the department chair's responsibility to notify the faculty member of this right.

4.1.8.8

A member may be present at the promotion and tenure committee meeting in which his or her case will be considered for the sole purpose of presenting information and answering questions. The candidate will be recused from the discussion and from the vote on his or her promotion. The candidate may rejoin the meeting for other considerations and will be allowed to participate in other PTC meetings during the year. Notification of results of the PTC vote for all candidates will not take place until the meeting is over. A member of the promotion and tenure committee may not address the PTC or cast a vote on any matter before the committee that concerns any related person.

4.4.3 A faculty member who is to be considered for reappointment, promotion or permanent tenure must be notified by the departmental chair in writing ten working days prior to the meeting at which the faculty member's case will be considered. A candidate being considered for promotion or tenure has a right to speak before PTC about his/her own case before the committee begins its deliberation on the decision. The candidate will be informed of this right in writing at least ten working days prior to the PTC meeting.

Item 6: Changes to the Graduate Faculty

4.5. The Graduate Faculty – Approved by Faculty Senate on April 13, 2015

Explanation: In line with creating a Graduate Academic Policies and Procedures Committee (7.3.4.9), this section has been changed to allow only graduate faculty and affiliate graduate faculty to vote on graduate programs and curriculum in their departments.

4.5 The Graduate Faculty

Appalachian's graduate faculty are responsible for managing the graduate program of study in their respective departments or programs. This includes, but is not limited to, teaching graduate courses, mentoring graduate students, serving on thesis or dissertation committees,

and performing research and creative activities to stay current in and advance their fields. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas.

Item 7: Changes to Post-Tenure Review

4.7 Post-Tenure Review – Approved by Faculty Senate on March 2, 2015

Explanation: Appalachian State was directed in July 2014 to revise post-tenure review policy in light of policy changes made by the UNC Board of Governors. The changes in 4.7 incorporate all UNC policy revisions into the Faculty Handbook, as well as providing more detailed procedural information.

4.7 Post-Tenure Review

4.7.1 Post-tenure review is a comprehensive, formal, periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to support and encourage faculty excellence. Post tenure review requirements can be found in the UNC Policy Manual [400.3.3](#) and [400.3.3.1\[G\]](#).

4.7.2 In addition to the annual review for all faculty, described in section 4.3.2, each tenured member of the teaching faculty will be subject to a comprehensive, cumulative review on a regular and systematic basis, no less frequently than every five years. [A review undertaken to decide on promotion qualifies as such a cumulative review.](#) This comprehensive review shall provide for the evaluation of all aspects of the professional performance of faculty, whose primary responsibilities are teaching, and/or research, and/or service. If faculty responsibilities are primarily in one or two of these areas, post-tenure review and resulting recommendations should take this allocation of responsibilities into account. Faculty performance will be examined relative to the mission of the University, college, and program. Exemplary faculty performance will be recognized and rewarded. Because performance rewards are often part of the annual review process (described in section 4.3.2), the post-tenure review may provide additional support for this form of recognition.

[Any academic year during which a tenured faculty member is on approved leave for more than 25 class days of the academic calendar or receives a total teaching-load reduction of more than six credit hours for medical or family reasons \(6.2\) or other adjustments of employment obligation \(6.2.3\) will not count for the post-tenure review five-year cycle unless the faculty member requests in writing to the departmental chair that it be counted. Such a request must be made within one calendar year following the end of the leave or course-load reduction.](#)

4.7.3 [At the beginning of the post-tenure review cycle, the faculty member shall develop with his/her department chair a five-year goal or plan. This plan can be modified annually by the faculty member, in consultation with the department chair, as deemed appropriate by changes in institutional, departmental, or personal circumstances. Annual performance evaluations](#)

should be considered as a component of post-tenure review, but alone are not a substitute for a comprehensive five-year evaluation.

4.7.4 A post-tenure review committee for a department or academic unit will be elected by a vote of the tenured faculty in the department or academic unit. The tenured faculty will elect from among themselves three tenured faculty, who will serve staggered, non-renewable, three-year terms. The post-tenure review committee elects a chair from among its members. The tenured faculty will elect tenured faculty members to fill any vacancies each year. The tenured faculty may also fill vacancies caused by resignation or other contingencies. In the event that there are not three tenured faculty in the department or academic unit, the tenured faculty will make nominations and will elect from among those nominated a tenured faculty member or members from an allied discipline to serve on the post-tenure review committee.

4.7.5 The campus will ensure that all members of post-tenure review committees and administrators have training and ongoing support available in how to perform a meaningful and unbiased review of the faculty member.

4.7.6 At the time of review, the faculty member under review will provide the committee with a brief one-page summary of their accomplishments over the previous five years and a current vita. The department chair will provide the review committee with copies of the faculty member's annual reviews for the previous five years, and a copy of the faculty member's five year plan.

4.7.7 After review of submitted materials, the post-tenure review committee shall provide to the faculty member being reviewed and the departmental chair a one page summary concerning its evaluation and shall designate the faculty member's performance as "exceeds expectations," "meets expectations," or "does not meet expectations." The summary with designations shall be provided to the faculty member and chair within 15 working days, barring extenuating circumstances, of receiving the materials. The post-tenure review committee's feedback should include recognition for exemplary performance.

4.7.8 The faculty member under review may provide written responses to the post-tenure committee and chair's reviews. A written response to the post-tenure review committee's evaluation shall be submitted to the department chair within ten working days (barring extenuating circumstances) after receipt of the committee's evaluation, and will not be shared with the post-tenure review committee. A written response to the chair's review may be submitted to the dean within five working days, barring extenuating circumstances, after receipt of the chair's review and will not be shared with the chair.

4.7.9 Department chairs shall provide a written review in addition to the review of the committee. The chair shall provide a written copy of his/her evaluative review to the faculty member within 15 working days, barring extenuating circumstances, from the time that the department chair receives the review committee's summary or from the time that the faculty member provides his or her written response to the committee recommendation (see Section

4.7.8). The chair shall forward the candidate's material, the post-tenure committee summary and recommendation, his/her recommendation, and faculty response, if any, to the dean within this same time period.

4.7.10 Deans shall provide an evaluative review in addition to the reviews conducted by the committee and the department chair. The dean's review is cumulative and taken to be the final evaluation. This review will be shared with the faculty member within ten working days, barring extenuating circumstances, from the time that the dean receives the chair's and the committee's written reviews or from the time that the faculty member provides his or her written response to the chair's recommendation (see Section 4.7.8). In cases where the dean functions as a department chair in an academic unit without departmental divisions, the higher administrative review will be performed by the provost and executive vice chancellor.

4.7.11 All reviews must include a statement of the faculty member's primary responsibilities and delineate specific strengths and weaknesses as they relate to the faculty member's performance in teaching; scholarship and/or creative activities; and service.

4.7.12 The provost and executive vice chancellor must certify that all aspects of the post-tenure review process for that year are in compliance with policies and guidelines.

4.7.13 Any faculty member who receives a "does not meet expectations" rating in the post-tenure review will be given the opportunity to improve performance. In consultation with the dean, the faculty member's chair will: (a) consider the evaluation from the post-tenure review committee and the faculty member's response; and (b) prepare a written individual professional development plan for the faculty member.

A specific timeline including steps for improvement must be included in the development plan, with a clear statement of consequences should improvement not occur within the designated time line. Consequences may include discharge or demotion for "sustained unsatisfactory performance" after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time, pursuant to section 4.10.1.1 of the Faculty Handbook. The chair is encouraged to assign one or more mentoring peers to the faculty member, and the chair must hold a progress meeting with the faculty member on at least a semi-annual basis during the specified time line. If the faculty member's duties are modified as a result of a less than satisfactory rating, the development plan should indicate and take into account the new allocation of responsibilities.

Item 8: Changes to Discharge or the Imposition of Serious Sanction

4.10 Discharge or the Imposition of Serious Sanction – Approved by Faculty Senate on April 13, 2015

Explanation: Although circumstances covered in 4.10 are exceedingly rare, 4.10.1.3 makes explicit the provost's right to reassign, or place on leave with pay, a faculty member in order that a thorough investigation of concerns may be conducted. Before taking this action, the provost will consult with the chair and vice-chair of the Faculty Senate concerning the propriety, the length, and other conditions of the reassignment or leave with pay.

4.10.1.3 If the provost and executive vice chancellor receives credible information indicating that a) a faculty member has engaged in any of the grounds defined in Section 4.10.1.1, or b) harm to the faculty member, students, or others is threatened by the faculty member's continued presence in the classroom or otherwise on the campus, the provost and executive vice chancellor may reassign the faculty member to other duties or place the faculty member on leave with pay so that a thorough investigation of the concerns may be conducted. Before reassigning the faculty member or placing a faculty member on leave with pay, the provost and executive vice chancellor shall consult with the chair and vice-chair of the Faculty Senate concerning the propriety, the length, and other conditions of the reassignment or leave with pay. If an emergency precludes prior consultation with the chair and vice-chair of the Senate, the consultation shall occur as soon as is practicable after the reassignment or imposition of leave with pay. Following this consultation, the provost and executive vice chancellor shall decide whether reassignment or a leave with pay is appropriate and, if so, what conditions should apply.

Item 9: Changes and additions to Appointment and Review of Academic Administrators

4.13 Appointment and Review of Academic Administrators – Approved by Faculty Senate December 8, 2014

Explanation: Modifications were made in this section to reflect current practices. 4.13.2.1.3 Dean Evaluations is new language added to reflect long standing practice related to Faculty Senate's evaluations of deans.

4.13 Appointment and Review of Academic Administrators

4.13.2 Review. The chancellor or the chancellor's designee will provide for periodic review of administrators.

The director of Institutional Research, Assessment and Planning (IRAP) will convene the first meeting of each Reading Committee and will facilitate the selection of a chair, or co-chairs, from among the committee members. (This was moved from 4.13.2.1)

4.13.2.1 Administrative Reviews

The chancellor, the provost and executive vice chancellor, and deans will be reviewed by the faculty every three years.

4.13.2.1.1 Chancellor Evaluation

(a) All faculty, staff, and students will be provided the opportunity to evaluate the chancellor.

(b) The evaluative questions will be revised as needed by the Faculty Senate Executive Committee working with the Faculty Senate's Welfare and Morale Committee and will be developed from the appropriate job descriptions. (This portion was revised and moved from 4.13.2.1).

(c) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.

(d) The Reading Committee for the chancellor's evaluation and review will be comprised of the president of the Student Government Association, the president of the Graduate Student Association Senate, the chair of Staff Senate, the chair of the Faculty Senate, and the chair of the Council of Chairs. All committee members and the chancellor will be provided the raw data. The Reading Committee will meet to discuss the outcome of the evaluation process and write a document summarizing the results. The committee will then meet with the chancellor to discuss their findings. After this meeting, the committee will write a final report and submit it to the Chair of the Board of Trustees and to the President of the University of North Carolina system. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

(e) The Faculty Senate chair will notify the faculty when the process is completed.

(f) The Board of Trustees evaluates the chancellor every four years and will be provided with the necessary data from the most recent campus review.

4.13.2.1.2 Provost and Executive Vice Chancellor Evaluation

(a) All faculty and direct report staff will be provided the opportunity to evaluate the provost and executive vice chancellor.

(b) The evaluative questions will be revised as needed by the Faculty Senate Executive Committee working with the Faculty Senate's Welfare and Morale Committee and will be developed from the appropriate job descriptions.

(c) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.

(d) The Reading Committee for the Provost and Executive Vice Chancellor will be comprised of the chair of the Faculty Senate, the chair of the Council of Chairs and a dean jointly appointed by the Faculty Senate chair and the chancellor. The committee will elect a chair. All committee members and the chancellor will be provided the raw data.

(e) The Reading Committee will meet and discuss the outcome of the evaluation process and write a document assessing the results. The committee will then meet with the provost and executive vice chancellor to discuss their findings. After this meeting, the committee will write a final report and submit it to the chancellor. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

- (f) The chancellor will notify the faculty when the process is completed.
- (g) The Faculty Senate-run evaluation of the provost and executive vice chancellor shall not in any way preclude other evaluations of the provost and executive vice chancellor by the chancellor, but is designed to provide one component of a general performance evaluation of the provost and executive vice chancellor.

4.13.2.1.3 Dean Evaluations

- (a) All faculty in a college will be provided the opportunity to evaluate the dean of that college.
- (b) Dean evaluations will take place on a rotating basis. New deans will be evaluated in their second year and, thereafter, every three years.
- (c) The task of developing and updating dean evaluation instruments will be the responsibility of the Faculty Senate Executive Committee and the Committee for Welfare and Morale. Evaluation instruments will be tailored to the dean's job description with input from the provost and executive vice chancellor.
- (d) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.
- (e) The Reading Committee for the dean of a college will be composed of five members: a member of the Faculty Senate Committee for Welfare and Morale; a department chair from within the dean's college; a department chair from outside the dean's college; a faculty member with the rank of professor from within the dean's college; and one faculty member with the rank of professor outside the dean's college. The Reading Committee chair will be elected by the committee and should not be in the college of the dean being evaluated. For colleges or schools without formal departments (such as the Library or School of Music) a program head will substitute for the inside department chair.
- (f) The Reading Committee will receive the raw data and meet to review it. The Reading Committee will then produce a written report summarizing the Reading Committee's review of the administrator along with a data summary and compiled comments with any identifying information removed.
- (g) The Reading Committee will then meet with the provost and executive vice chancellor and the dean under review to discuss the findings. The dean and provost and executive vice chancellor shall receive a copy of the report and the summary data at least three working days prior to the meeting with the provost and executive vice chancellor. After meeting with the dean and the provost and executive vice chancellor, the Reading Committee will write a final report. The Faculty Senate chair shall receive the raw data and summary report at the completion of the administrative review. The evaluation meeting with the provost and executive vice chancellor should take place before the end of the spring semester of the academic year in which the evaluation takes place. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.
- (h) The provost and executive vice chancellor will notify the faculty in the dean's unit when the process is complete.
- (i) Faculty Senate-run reviews of deans shall not in any way preclude other dean evaluations by the provost, but is designed to provide one component of a general performance evaluation of the dean.

4.13.2.1.4 Other Administrative Evaluations

Other administrators such as vice chancellors and vice provosts, will be reviewed under the following conditions: 1. when requested by the chancellor or provost and executive vice chancellor, or 2. when initiated by the Faculty Senate chair, or 3. when directed by a majority vote of the Faculty Senate.

(a) The task of developing and updating evaluation instruments for other administrators will be the responsibility of the Faculty Senate Executive Committee and the Committee for Welfare and Morale. Evaluation instruments will be tailored to the administrator's job description with input from the provost.

(b) The administrator under review will have the option to provide a statement that reflects on his/her goals and accomplishments.

(c) The Reading Committee for other administrators will be composed of four members (where possible representing different colleges): a member of the Faculty Senate Committee for Welfare and Morale; a department chair (or program head, for units like LIB, or MUS); a dean; and a faculty member holding the rank of professor. The Reading Committee chair will be selected from among the committee members.

(d) Reading Committees for other administrators will receive the raw data and meet to review it. The Reading Committee will produce a written report summarizing the Reading Committee's review of the administrator along with a data summary and compiled comments with any identifying information removed. The Reading Committee will meet with the provost and executive vice chancellor (or other supervisor) and the administrator under review to discuss the findings. The administrator under review and provost and executive vice chancellor/other supervisor shall receive a copy of the report and the summary data at least three working days prior to the evaluation meeting. After meeting with the provost and executive vice chancellor or supervisor, the Reading Committee will write a final report. The Faculty Senate chair shall receive the raw data and final report at the completion of the administrative review. The evaluation meeting with the provost and executive vice chancellor/supervisor should take place before the end of the spring semester of the academic year in which the evaluation takes place. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

(e) Faculty Senate-run evaluations of academic administrators who work regularly with faculty shall not in any way preclude other administrator evaluations by the provost and executive vice chancellor or their supervisor.

(f) The administrator under review's supervisor will notify the faculty in that unit when the process is complete.

Item 10: Changes to Faculty Senate Committees

7.2.11 Campus Technology Committee Approved by Faculty Senate March 2, 2015

Explanation: The Faculty Senate determined that the Campus Technology Task Force needed to be a permanent Senate committee and, therefore, added to the Faculty Handbook.

7.2.11 Campus Technology Committee

The Campus Technology Committee:

- (a) represents the faculty senate on technology related committees, councils, and task forces that deal with technology issues
- (b) selects representation for technology related committees, councils, and task forces
- (c) is a conduit for faculty needs to the various technology groups on campus
- (d) brings the faculty senate information about proposed changes to technology policy and infrastructure on campus.

Item 11: Changes to Academic Policies and Procedures Committee

7.3.4.2 Academic Policies And Procedures Committee Approved by Faculty Senate March 2, 2015; with a minor revision April 27, 2015

Explanation: Academic Policies and Procedures Committee was changed to be responsible for undergraduate academic policies and procedures since the Senate, working with the Graduate Dean, had created a Graduate Academic Policies and Procedures Committee. This division of responsibility is reflective of the university's increasing complexity. The April 27th revision added an ex-officio non-voting member from General Education which had been inadvertently omitted.

7.3.4.2 Undergraduate Academic Policies and Procedures Committee

(a) Members on Committee: **17–15 faculty** and **2 undergraduate** students.

The student membership (one-year term) shall include **two undergraduate** students as voting members. **The student members shall be selected by the Student Government Association.**

The **students** will serve as liaison between the Academic Policies and Procedures Committee and the Student Government Association. The faculty voting members of AP&P shall include at least one faculty member from each college or school (with the exception of the Graduate School and **University College**), and the Library, with additional faculty members based on the current proportions of full-time equivalent (FTE) faculty. The ex-officio non-voting membership of AP&P shall include one person from each of the following areas: dean's office in each college/school, **one member from the Faculty Senate's Academic Policy Committee**, one member from the provost and executive vice chancellor's office, Registrar, **Distance Education**, Academic Advising, and **General Education**.

The provost and executive vice chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

(b) **the Undergraduate AP&P Committee will send out its agenda to all faculty at least six working days prior to a meeting**

(c) report to: the provost and executive vice chancellor;

(d) areas of responsibility: The major area of responsibility shall be the curriculum. Other areas are: academic policies, advanced placement; graduation requirements; hearing appeals concerning academic matters from any college/school, department, member of the faculty, or students and matters referred to it by the provost and executive vice chancellor or the chancellor.

Item 12: Changes to 7.3 University Committees

7.3.4.9 Graduate Academic Policies and Procedures Committee Approved by Faculty Senate February 9, 2015

Explanation: Working with the Graduate Dean, Faculty Senate created a Graduate Academic Policies and Procedures Committee that will replace the Graduate Council. The addition of a Graduate Academic Policies and Procedures Committee follows the pattern of the previous Academic Policies and Procedures Committee and will be an elected committee. The division of responsibility between two committees for undergraduate and graduate curricula is reflective of the university's increasing complexity. Cross-listed courses will be reviewed by both committees. The Graduate Academic Policies and Procedures Committee needs to be added in sections 2.6, 3.4, 4.5.1, and 7.2.2. These changes are shown after 7.3.4.9.

7.3.4.9 Graduate Academic Policies and Procedures Committee

7.3.4.9.1 The Graduate Academic Policies and Procedures Committee formulates and recommends policies governing the administration of graduate studies and provides final faculty review of graduate curriculum proposals.

7.3.4.9.2 Members on the Graduate Academic Policies and Procedures Committee: 14 – 13 Faculty holding full graduate faculty status, excluding affiliate members, and one graduate student as voting members. The faculty voting members shall include at least one faculty member from each college or school offering graduate programs and the Library, with additional faculty members to be based on the current proportion of full graduate faculty in the colleges or schools. The graduate student member shall be selected by the Graduate Student Association Senate (GSAS). The ex-officio non-voting membership of the Graduate Committee shall include the graduate dean and associate dean, the chair of the Undergraduate Academic Policies and Procedures Committee (or his/her designee), and one person from each of the following areas: dean's office in each college/school, Registrar, Distance Education, Office of Research, Division of Enrollment Management, and Faculty Senate's Academic Policy Committee. The provost and executive vice chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

7.3.4.9.3 Report to: the provost and executive vice chancellor.

7.3.4.9.4 Areas of Responsibility: graduate curriculum, policies affecting graduate programs, appeals concerning academic matters coming from graduate programs in any college/school, department, members of the faculty or students and matters referred to it by the provost and executive vice chancellor or the chancellor.

7.3.4.9.5 The Graduate Academic Policies and Procedures Committee will send its agenda to the entire faculty at least six working days prior to a scheduled meeting.

2.6 The Dean of a College/School

The dean of a college/school is responsible directly to the provost and executive vice chancellor. The major responsibility of the dean of a college/school is the development and maintenance of programs of excellence in the college/school. The dean or his/her designee is an ex officio member of the [Undergraduate Academic Policies and Procedures Committee](#) and the [Graduate Academic Policies and Procedures Committee](#).

3.4 Primacy of Academic Governance over Academic Curriculum and Instruction

3.4.1 Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the [Undergraduate Academic Policies and Procedures Committee](#) and/or the [Graduate Academic Policies and Procedures Committee](#). After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the [Undergraduate Academic Policies and Procedures Committee](#) and/or the [Graduate Academic Policies and Procedures Committee](#).

3.4.2 Recommendations for changes in general academic policies or academic programs must be submitted to the [Undergraduate Academic Policies and Procedures Committee](#) and/or the [Graduate Academic Policies and Procedures Committee](#) by any of the following:

- a. department, college or school
- b. Faculty Senate
- c. Student Government Association
- d. Council of Deans

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above (a., b., or c.).

3.4.3 The [Undergraduate Academic Policies and Procedures Committee](#) and the [Graduate Academic Policies and Procedures Committee](#) are, in most circumstances, the final recommending bodies to the provost and executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

3.4.4 If a proposal for changes in a department’s courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the [Undergraduate Academic Policies and Procedures Committee](#) and/or the [Graduate Academic Policies and Procedures Committee](#).

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the [Undergraduate Academic Policies and Procedures Committee](#) and/or the [Graduate Academic Policies and Procedures Committee](#).

4.5.1 Membership and Affiliate Membership

The following qualifications are required for regular Graduate Faculty Membership:

- a. the highest degree (PhD, EdD, MFA) in the discipline; and
- b. evidence of engagement in graduate education and research, including:
 - i. evidence of effective teaching and mentoring at the graduate level; or evidence of potential for effective teaching and mentoring at the graduate level; and
 - ii. evidence that the faculty member is staying current in the discipline.

Please consult the [Graduate Faculty](#) website for the approved list of suggestions for appropriate evidence of engagement. Academic departments are encouraged to use these lists as guidelines in conjunction with the requirements laid out in their promotion, tenure, reappointment, and merit pay documents.

7.2.2 Committee on Academic Policy

The Committee on Academic Policy:

- (a) considers matters of academic policy;
- (b) handles other business that influences academic policy; and
- (c) members of the committee serve as liaisons to the [Undergraduate Academic Policies and Procedures Committee](#) and the [Graduate Academic Policies and Procedures Committee](#), and are non-voting members of [Undergraduate Academic Policies and Procedures Committee](#) and the [Graduate Academic Policies and Procedures Committee](#), unless otherwise appointed to the committees as college/school representatives.

Item 13: Changes to Chapter VIII Employee Benefits and Services

Chapter VIII – Approved by Faculty Senate on March 2, 2015

Explanation: Changes were made to update Chapter VIII of the Faculty Handbook.

VIII. Employee Benefits and Services

Detailed information about many of these services can be found in the [Appalachian State University Policy Manual](#), an administrative policies and procedures manual published by the Office of General Counsel. [This chapter was updated for the 2015-2016 Faculty Handbook.](#)

8.1 Salary Checks

Payroll information is gathered by the Office of Human Resource Services. Checks are written by the Controller's Office, amounts are electronically deposited to the employee's designated account. During the first year of employment, salaries are paid in twelve equal installments, three months (July, August, and September) being paid on the last working day of September; thereafter, one check per month, October through June. After the first year, checks continue one per month (July through June).

During the summer, prior to initial employment, new faculty members will [receive information regarding new-hire paperwork, and how and where to complete the paperwork](#). A new faculty benefit orientation date is established for the completion of all forms and allows new faculty the option of receiving two of the three pay installments at the end of August. Failure to [complete all required new employee paperwork](#) will cause the faculty member to receive three installments at the end of September. If a faculty member does not receive a packet, the faculty member should stop by the Office of Human Resource Services and ask for the necessary forms. [For policy regarding an employee's debt owed to the University, see http://policy.appstate.edu/Collection and Write-Off of University Accounts Receivable.](#)

8.2 Insurance

The University makes available several types of benefits through a group plan and payroll deduction:

- (a) Health coverage is available through the North Carolina State Health Plan. [The State provides the majority cost of this coverage for the individual employee.](#)
- (b) A disability salary continuation plan is provided by the state for all employees who have been employed for at least one year. Optional disability plans are available through Colonial Life and Accident, [AFLAC](#), [The Standard](#), or Liberty Mutual.
- (c) Group life insurance is available through the [NCFlex Benefit Program](#) or through [AFLAC](#).
- (d) Other plans include Accidental Death and Dismemberment Insurance, Cancer Insurance, Prepaid Legal Service, Flexible Spending Accounts, Dental Insurance, Liability Insurance and a Deferred Compensation Plan of North Carolina.

Details of these plans may be obtained from the Office of Human Resource Services.

<http://hrs.appstate.edu/>

8.3 Retirement and Social Security

Three-quarter or full-time faculty and staff members are both eligible and required to contribute to the Teachers' and State Employees' Retirement System of North Carolina [or the Optional Retirement Program \(ORP\)](#) and the Federal Social Security System. Retirement

contributions are tax-sheltered and are regularly deducted from salary checks with the rate of contribution being six percent. Social Security contributions also are deducted regularly, and the rate fluctuates.

Faculty may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes (“Retirement System of Teachers and State Employees”). When tenured members of the faculty retire, they relinquish all tenure rights; and, any subsequent employment will be subject to post-retirement policies and procedures.

The University of North Carolina Phased Retirement Program is available for full-time tenured faculty members who have at least five years of full-time service at a constituent institution of the University of North Carolina, meet age requirements and are eligible to receive retirement benefits. The Phased Retirement Program is designed to provide an opportunity for eligible full-time tenured faculty members to make an orderly transition to retirement through half-time (or equivalent) service. The goals of the Program are to promote renewal of the professorate in order to ensure institutional vitality and to provide additional flexibility and support for individual faculty members who are nearing retirement. See UNC Policy Manual 300.7.2 and 300.7.2.1 [G] and ASU Policy Manual 604.3. Any questions regarding your retirement plan should be directed to the Office of Human Resource Services. <http://hrs.appstate.edu>

8.4 Tax-Sheltered Annuity Programs

Tax-sheltered annuity programs, which provide for the investment of a designated amount of the employee’s salary, are available. The amount of salary withheld for investment is done on a pre-tax or post-tax basis. Plans available include 457, 401(k), and 403(b) plans. The employee may deduct up to all IRS allowable amounts. As this is a supplemental retirement plan, there is no employer match with these plans. Further information on these plans is available in the Office of Human Resource Services. <http://hrs.appstate.edu/>

8.5 Auxiliary Services

Auxiliary Services is in Business Affairs.

8.5.1 AppCard Office

The AppCard Office (828-262-6141), located in Trivette Hall and part of Appalachian Food Services, issues AppCards to all faculty and staff on their first day of employment upon completion of all appropriate forms and documents. New employees are issued an AppCard at no additional charge. There is a nominal fee for replacement cards.

The AppCard provides access to:

- Belk Library and Information Commons
- Gated parking lots across campus
- Recreation fitness facilities on campus (with sign-up and payroll deduction)
- Faculty and Staff Express Accounts (with sign-up)

Faculty & Staff Express Account

The Express Account is an optional account that may be set up for an employee's convenience. This account allows you to purchase goods and services all across campus with your AppCard. Locations include: all Food Services locations, Belk Library, Mountaineer Printing, University Bookstore, vending machines and more. Express Accounts cannot be used off campus and funds cannot be withdrawn as cash.

Two types of Express Accounts are available:

- Faculty/Staff Charge Account: This account is available to full-time permanent faculty or staff members. It acts like a credit card with balances being paid by way of simple payroll deduction.
- Faculty/Staff Debit Account: This account is available to all employees, including temporary employees. It works just like a debit card, and you can deposit additional funds at any time either in the AppCard Office or online.

There is no service charge to open a Faculty/Staff Appreciation Express Account. For more information visit: www.appcard.appstate.edu.

8.5.2 University Bookstore

The University Bookstore, institutionally owned and operated, manages one of the most comprehensive undergraduate textbook rental programs in the nation. This fee-based program entitles main campus students to rent the primary textbook for most courses. In order for the textbook to be placed on the rental system, the book must be adopted for two years. Selected Topics and On Demand courses, workbooks, supplemental readings, notebooks and manuals are not included in the rental program and must be purchased by the student.

Rental textbooks must be returned by the deadline date at the end of each semester, or students will be billed the replacement cost of the book. Graduate students and Distance Education students are not eligible to participate in the rental program.

The University Bookstore is home to the largest general book store in the area. It has a large selection of faculty titles and regional books alongside New York Times bestsellers. A portion of revenues generated by the bookstore help support academic scholarships via the General Scholarship Fund. For more information about the bookstore please visit www.bookstore.appstate.edu. The App Store offers educational prices on computer hardware and software.

8.6 Controller

The Controller's Office provides accountability for University resources and appropriate dissemination of financial information to maximize the use of University resources in compliance with legislation, Federal and State policies and procedures, Board of Governors, Appalachian State University, and external funding sources. Internally, the Controller's Office assists faculty, staff and students with payroll, post award grant compliance, travel and

business expense reimbursements, in addition to other accounting or compliance functions. See <http://controller.appstate.edu/>.

The Cashiers Office is located on the second floor of John E. Thomas Hall. Services include receipting of departmental deposits, and account payments. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

The Controller, Assistant Controller for General Accounting, and Assistant Controller for Special Funds (Contracts and Grants) are located on the third floor of the B.B. Dougherty Administration Building, Suite 340. All financial records for federal grants and contracts are maintained in this area along with University financial statements.

The accounts payable, travel reimbursement, and payroll divisions are located on State Farm Road in the Administrative Annex along with Procurement Services. Payroll, travel reimbursements, and other payments made to faculty and staff by electronic direct deposit are processed and distributed from this area.

The Controller's Office is always available to assist faculty, staff, students, and others with questions they may have regarding accounting and related compliance issues. It is their goal to provide proactive advice and solutions within the regulatory framework that governs the University. <http://controller.appstate.edu/>. See ASU Policy Manual 501.18 [http://policy.appstate.edu/501.18 Fund/Organization \(ORG\) Administration](http://policy.appstate.edu/501.18 Fund/Organization (ORG) Administration).

8.7 Telephone Services

Local and long-distance telephone service is provided to the campus by AT&T through a CENTREX system via NCITS (NC Information Technology Services) state contract. To request service or to report telephone troubles, submit a Work Order in AiM (Physical Plant); do not contact AT&T directly. Refer any questions you may have concerning your telephone service to the Centrex Office at 2078. For Operator Assistance, dial 2000 or "0." To update individual listings in the Faculty/Staff section of the Campus Telephone Directory, faculty should contact Academic Affairs at 2070. For further information, see <http://centrex.appstate.edu/>. Also see ASU Policy Manual <http://policy.appstate.edu/Basic Spending Guidelines by Fund Source>.

8.8 Parking and Traffic

The University Parking and Traffic Department is responsible for providing parking services and traffic control for all faculty, staff, students, and visitors to the campus. Individuals who wish to park a motor vehicle on University controlled property between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, must obtain a parking permit from the Parking and Traffic Department before doing so. Several types of permits are available, dependent upon the category of the registrant. The appropriate permit will be provided at the time of registration, subject to availability. Fees are charged for parking permits, as designated by the University's Board of Trustees.

For further information, please contact the [Parking and Traffic Department](#) at (828) 262-2878 or visit our office in the Rivers Street Parking Deck (461 Rivers Street, Suite A).

8.9 University Police

The University Police Department is committed to providing a safe living, learning and working environment, through a community oriented policing philosophy that emphasizes crime prevention and solving crime through partnerships, education and awareness programs, proactive patrolling, and quality officer training. We provide general and emergency police services; enforce state laws and university policies on campus 24 hours a day – 7 days a week. For any on-campus police emergency, simply dial 8000 from any on-campus phone. To report a crime or any other suspicious activity, call 262-2150 or use one of the over 80 Blue Light emergency telephones located throughout campus. To report a crime anonymously, go to www.police.appstate.edu and click on Report a Crime or you may call “Crimestoppers” at 268-6959. For more detailed information about the Police Department, Crime Statistics, Programs and Services, visit the University Police website at www.police.appstate.edu. The office is located at 461 Rivers Street in the Parking Deck.

8.10 Campus Ambulance Service

In the event a fire or medical emergency arises call 911.

8.11 University Recreation and Health Promotion

8.11.1 Informal & Fitness Recreation Intramural Sports, Club Sports, and Outdoor Programs

The University Recreation Program offers something for everyone, whether it’s informal recreation, structured activities, or outdoor trips and workshops. Faculty members are encouraged to utilize University Recreation Programs. University Recreation provides several ways faculty can get involved. Although primarily UREC programs and facilities are intended for the use of students, faculty and staff may use and take part in many of the programs and facilities. All current faculty who wish to use the fitness/recreation facilities are required to pay a fee. Those qualifying for access include spouses, domestic partners, children under 19 years of age living at home, and children 19 years or older who qualify as dependents for federal income tax purposes (specifically, this means that the child is currently enrolled as a full-time student). Dependents must have an official ASU dependent ID. Dependents under 16 years of age must be supervised by the parent and/or adult who is of 19 years or older. Temporary employees pay semester by semester and have no dependent privileges. Only dependents of permanent employees qualify for access. For more information visit our website <http://urec.appstate.edu/>

8.11.2 Fitness Centers & Recreational Facilities

Dwight W. Quinn Recreation Center is a 48,000 square-foot facility equipped with state-of-the-art fitness equipment. *Weight Room:* Cable resistance training equipment, body shaping and free weights. *Cardiovascular area:* treadmills, elliptical trainers, bikes, rowing machines, and more. *Aerobics:* Classes are taught by qualified instructors in step, slide, toning, low impact, box aerobics, and much more. *Racquetball:* Eight courts for racquetball, handball, or volleyball. *Gymnasium:* Four courts designed for basketball or volleyball.

Mt. Mitchell Fitness Centre: is located on the third floor of the Plemmons Student Union. The center has resistance training equipment, treadmills, elliptical trainers, rowing machines, and

bikes. A large multi-purpose area where a variety of multi-interest classes are held, such as yoga, self-defense, spinning, stretching, toning and aerobics.

The Student Recreation Center (SRC):

The SRC is located on the corner of Bodenheimer Drive and Rivers Street. Features in the SRC include a smoothie bar, a 50-foot climbing wall, a cardio workout room, a weight room area, an indoor walking/running track, a 50M swimming pool, UREC Central Offices, and the Outdoor Outing Center. Two gymnasiums used for Intramural activities, Club Sports, as well as Informal use (free play). The SRC is home to Intramural Sports, Club Sports, Aquatics, Fitness, Outdoor Adventure Program, and Informal Recreation.

Broadstone:

Broadstone is a thirty-six acre park located in Valle Crucis. Broadstone offers various facilities to be utilized by the university community, including: retreat/group meeting space, pavilion/picnic shelters, informal recreation space, and group challenge courses offered through the Outdoor Adventure Program. Broadstone is a short six mile drive from campus and easily accessible by taking Highway 105 South to Broadstone Road. For more information visit our website <http://broadstone.appstate.edu/>

Fitness:

Fitness Recreation provides group fitness classes, clinics, seminars, and special activities throughout the year with a more personalized commitment on starting a fitness program. UREC's Personal Training Program provides students, faculty, staff, spouses and dependents the opportunity to train under the supervision of skilled professionals. Not only are there benefits for the client, but also opportunities for the trainers to gain valuable experience by putting into practice what is learned in the classroom. Most trainers have been nationally certified through an accredited fitness organization such as ACE, NFPT or NASM. Other Trainers are scheduled to be certified within the semester. fitness.appstate.edu

Outdoor Adventure Programs (OP):

University Recreation's Outdoor Adventure Program offers a wide range of interesting, low-cost outdoor trips, outings, workshops, and seminars for faculty, as well as students and staff. Appalachian's setting provides superb opportunities for canoeing, rock climbing, hiking, white-water rafting, caving, and kayaking. OP also offers team building and trust exercises through the use of a 50-foot Alpine Tower, Group Interaction Course and a newly developed Team Development Course. OP maintains an extensive inventory of outdoor equipment available for rental at a low-cost. The rental of equipment includes tents, sleeping bags, backpacks, camping gear, and outdoor volleyball sets. op.appstate.edu

8.11.3 Health Promotion

Health Promotion for Faculty and Staff provides Appalachian State University faculty, staff, retirees, and their spouses/domestic partners with information, programs, and services that help to promote a healthier lifestyle and a better quality of life. Major components of the employee health program include health and fitness (group exercise classes, personal training,

weight rooms and cardiovascular room, etc.), preventive care (blood work, immunizations, health screenings, etc.), outreach programs (ergonomic assessments, blood drives, CPR and First Aid Classes, etc.), and student development (practicum/internship opportunities for health and fitness-related majors). For more information see www.healthpromotion.appstate.edu.

8.12 Equity, Diversity and Compliance

The Office of Equity, Diversity and Compliance (EDC) is charged with ensuring that the dignity of students, employees, and campus visitors is upheld, that the University's commitment to equal access to education and employment is advanced, that respectful treatment is assured, and that an appreciation of differences is fostered for all members of the University community. Under the leadership of the Associate Vice Chancellor for Equity, Diversity and Compliance (Chief Diversity Officer), the EDC staff members guide and monitor search and hiring procedures including affirmative action and equal opportunity compliance, Title IX investigations, harassment and discrimination prevention and investigations, and the exit interview process. EDC also includes the Office of Disability Services, which assists eligible individuals with documented disabilities in determining and coordinating reasonable academic or workplace accommodations. Additionally, the EDC staff provides workshops in harassment prevention and responsible human relations to any on- or off-campus classes, organizations, departments, or units. See <http://edc.appstate.edu/>.

8.13 William C. Hubbard Programs for Faculty Excellence

The William C. Hubbard Programs for Faculty Excellence provide professional support to faculty and staff through three interrelated programs: Faculty and Academic Development; Learning Technology Services; and Diversity and Quality Enhancement.

8.13.1 Faculty and Academic Development promotes success in faculty professional responsibilities—student engagement, scholarly accomplishment, and academic leadership. It supports all faculty (tenured, tenure-track, non-tenure-track, and administrative faculty) in all career stages (from newly hired to retirement) by offering a broad range of programs, resources, and services in a variety of formats. Programs include on-campus workshops and seminars, summer institutes, faculty learning communities, mentoring, analysis of teaching for improvement, special support for new faculty, and web resources. More information can be found at [HTTP://FAD.APPSTATE.EDU](http://FAD.APPSTATE.EDU).

8.13.2 Learning Technology Services is a campus unit that provides training, consulting, and technology services to faculty and staff for the effective use of technologies in the academic environment. LTS supports and advocates for appropriate integration of computer technologies into teaching and learning; provides computer training opportunities and services to Appalachian faculty, administration, and staff; maintains and manages the AsU Learn learning management system; advocates for resource allocations necessary to effectively use and explore potential uses of computing in teaching and learning; promotes the integration of computer technologies with other available pedagogical tools; develops and improves specialized learning-related and learning assessment-related software and systems; provides quality enhancement and instructional design services for technology-enhanced courses;

provides interactive videoconferencing and two-way video course capabilities and services for teaching and learning; produces instructional and departmentally relevant video materials; manages the University's world wide web presence in a sustainable and supported fashion; collects, analyzes and disseminates information relating to “best practices” in instructional technologies within the University; and provides a focal point for University efforts and initiatives relating to teaching and learning with technology. General and contact information for LTS is available at <http://lts.appstate.edu>, for Web Services at <http://webservices.appstate.edu>, and for Interactive Video Services at <http://ivs.appstate.edu>.

8.14 Information Technology Services

Led by the Chief Information Officer, Information Technology Services (ITS) is Appalachian’s central information technology unit. ITS develops, supports, and fosters the use of technology to enable essential innovation in research, learning, and administrative processes. ITS works closely with other campus units, including distributed information technology units to ensure our services, priorities, and policies are developed through strong governance and collaboration with the University community. For more information about our IT Governance, see: <http://cio.appstate.edu>

The University’s technology applications and services are listed in the Technology Applications and Services Catalog (TASC), available at <http://support.appstate.edu/service-categories>. The TASC is intended to be a unified IT services and applications catalog that gives faculty, staff, and students a central location to access information about Appalachian’s technology resources and expertise.

IT Support Services (ITSS) provides technical support for all campus software and institutionally owned computer systems, including classroom technology, computers in public labs and department offices, printing and copying, and test scoring. ITSS also supports faculty, staff, and student personal technology devices through the Technology Support Center. ITSS maintains a list of software available for ASU owned computers at <http://support.appstate.edu/services/software-services> Software can also be accessed through the Software Center icon (Windows) or Self Service icon (Mac) on University computer desktops. For technology assistance or questions, contact the Help Desk at 828-262-6266 or enter a support request at <http://support.appstate.edu/help>. For a full listing of support options and service alerts, see: <http://support.appstate.edu>.

To support researchers, ITS provides a single point of contact for researchers with IT needs, including database design, development, and hosting, storage of research data, web application development, and high performance computing. For more information, see: <http://its.appstate.edu/research>.

To manage the risks related to campus information resources and foster a resilient and safe computing environment, the ITS Office of Information Security (ITS-OIS) provides a range of services, including advising faculty on security topics and identifying security solutions. ITS-OIS achieves its mission through vision, innovation, strong partnerships and broad collaboration.

For more information on security updates, services, and tips, please see: <http://security.appstate.edu>. See related policies at ASU Policy Manual [http://policy.appstate.edu/Category:Information Technology](http://policy.appstate.edu/Category:Information_Technology).

8.15 International Education and Development

The Office of International Education and Development coordinates a variety of international programs, including services to students and faculty interested in study, research, and teaching abroad. This is carried out in support of Appalachian's institutional goals of providing a well-rounded education, and with the understanding that students of the University must be prepared for citizenship in an interdependent world. The Office of International Education and Development sponsors and coordinates various exchange programs for students and faculty.

8.15.1 Education Abroad

Appalachian students have over 100 possible foreign study sites to consider for semester and year programs. The Office of International Education and Development maintains direct relationships with many institutions abroad, and Appalachian is a member of the International Student Exchange Program (ISEP) and Academic Consortium of the Council on International Educational Exchange (CIEE). While many locations offer the opportunity to study in a foreign language, approximately one third of the foreign institutions offer classes in English. Although the programs vary widely in cost, many programs have costs equivalent to Appalachian's tuition and fees. Students who receive scholarships and financial aid can apply these benefits to the cost of studying abroad.

Additionally, Appalachian offers students a wide selection of short-term study abroad programs. Students have the opportunity to earn up to nine credit hours, which are applied toward their degree programs while spending two to eight weeks abroad. With some exception of some language programs, short-term study abroad courses are taught in English by Appalachian faculty members. Financial aid also is available for short-term study abroad.

8.15.2 International Student Services

Appalachian hosts a growing number of international students. The Office of International Education and Development provides administrative support services for visa processing and immigration regulation compliance, health insurance, taxation, travel planning and housing. International students also participate in programs and activities that enhance their overall positive educational experience at Appalachian. International Appalachian (INTAPP), a University-funded student organization, works with the Office of International Education and Development to help orient and acclimate international students to the Appalachian campus. [iPALS matches new international students with current Appalachian State students for friendship and cultural exchange. iPALS is a great opportunity for both domestic and international students to create new friendships, learn about different cultures, and create memories that will last a lifetime. iPALS is led by Appalachian students interested in providing a welcoming environment for new international students and cultivating friendships with students from other cultures.](#)

8.15.3 International Visiting Scholar and Faculty Services

Appalachian hosts a number of international visiting scholars. These scholars teach or team-teach courses with Appalachian faculty members, conduct seminars, mentor students, and serve as guest speakers at various events at Appalachian. The Office of International Education and Development provides support services to international visiting scholars, including visa processing and housing, initial transportation to Boone, and assistance with a variety of other logistic and academic needs. In addition to visiting scholars, Appalachian seeks international faculty in tenure-track positions; the Office of International Education and Development also provides visa processing and immigration-related services to these faculty.

8.15.4 International Outreach.

International Outreach activities promote global awareness by providing programmatic and training resources to facilitate intercultural sharing, learning, and exchange opportunities. This involves international students, visiting scholars, and students with world culture experiences as peer educator resources for the campus, community, and local schools to learn about world cultures.

8.15.5 International Research and Development.

The Office of International Education and Development facilitates international collaborative research and development activities by providing technical support and assistance to faculty and staff. It seeks and locates sources of funds to enable faculty, staff, and students to become involved in international collaborative research and development activities. The Office of International Education and Development coordinates the development of international project proposals and implements those projects once funded in collaboration with faculty and staff.

8.16 University Library

The Carol G. Belk Library and Information Commons is centrally located on Appalachian's campus at 218 College Street. In addition to housing a vast variety of educational resources in print and online collections, the library offers instruction programs, a technical support center, electronic classrooms, a multimedia production suite, a lecture hall, a music lab, areas for individual and group study, and a 24-hour study area and cybercafé. The Music Library, located on the second floor of the Broyhill Music Center, contains the books, scores, and sound recordings, which support the curricula of the School of Music and other Appalachian programs. Our membership to the Western North Carolina Library Network (WNCLN) expands our resources by sharing an automated library system with Western Carolina University and the University of North Carolina at Asheville. This WNCLN's ABC Express allows faculty, as well as students and staff, at the three institutions to borrow library materials from each other. For items not held by the Network libraries, interlibrary loan services are provided to students and faculty at no cost. For additional information, see www.library.appstate.edu or call (828) 262-2188.

8.17 Office of Student Research

The Office of Student Research (OSR) works to promote and support research and creative endeavors of undergraduate and graduate students, specifically activities conducted in

collaboration with members of the faculty at Appalachian State University. The primary functions of the OSR are: advocating student/faculty research; [providing sources of internal support for research and travel to present results of research](#); seeking, collecting and disseminating information regarding student/faculty research opportunities; cooperating with other campus units to identify or create research opportunities; coordinating the University's Annual Celebration of Student Research and Creative Endeavors; contributing to the UNC General Administration Undergraduate Research Consortium; and participating in regional and national dialogues/meetings devoted to promoting student research. See <http://osr.appstate.edu/>.

8.18 Faculty Courtesy Fund

A faculty courtesy fund is maintained for the purpose of sending flowers or memorial donations in case of death of a faculty member or in the immediate family of a faculty member (father, mother, brother, sister, child, or spouse). Each member of the faculty is given an opportunity to contribute to the fund when it needs additional money.