

***Faculty Handbook***  
**Revisions for 2020-21**

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Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

## **Faculty Handbook Revisions for 2020**

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and acknowledgement by the Provost during the academic year 2019-2020 (one was approved in 2018).

### **Item 1: Section 3.4 (3.4.1) Primacy of Academic Governance Over Academic Curriculum and Instruction**

Section 3.4 (3.4.1). Approved by Faculty Senate on December 3, 2018.

Explanation: AP&P would like to change “dean” to “dean or dean’s designee” in 3.4 (3.4.1). This is to allow the dean’s designee to present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

**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 ~~or the dean’s designee~~ of that college or school has submitted the proposal to all other necessary groups, the dean **or the dean's designee** will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

### **Item 2: Section 4.4.5.1 The P&T Dossier**

Section 4.4.5.1 Approved by Faculty Senate on March 23, 2020.

Explanation: In order to avoid overly and unnecessarily lengthy dossiers, a maximum length for cover letters is needed, much like the maximum length already in place for the narrative sections (Section 5, 6, and 7). Additionally, regarding #2, some candidates (those going up for both promotion and tenure) will need to submit two one-page vitas.

~~The P&T Dossier in its entirety shall be approximately 35 pages plus a curriculum vita (CV).~~ The candidate’s P&T dossier shall consist of the following and be placed in the following order:

1. cover letter (**maximum 3 pages**);

2. summary one-page vita(s);

**Item 3: Section 4.7 (4.7.2) Post-Tenure Review**

Section 4.7 (4.7.2). Approved by Faculty Senate on April 27, 2020.

Explanation: It is current practice that department chairs do not undergo PTR while serving in the role. However, there is no written policy to this affect at Appalachian or at the system-level. Chairs and other tenured faculty (e.g., center directors, Director of First-Year Seminar, Faculty Senate chair) who serve in administrative roles with 50% or greater reassigned time should be exempt from PTR until their return to a teaching load of more than six credit hours (more than 50%).

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.

Any academic year during which a tenured faculty member receives a total teaching-load reduction of six credit hours or more in one or two semesters for the performance of administrative duties (e.g., department chair, center director, etc.) will not count for the post-tenure review five-year cycle. Once a tenured faculty member serves in such an administrative role for five consecutive years or more, the post-tenure review cycle will begin anew upon the return of their teaching load to six credit hours or more.

#### **Item 4. Section 4.13 (4.13.2.1.3 e) Dean Evaluations**

Section 4.13 (4.13.2.1.3 e.). Approved by Faculty Senate on January 13, 2020.

Explanation: Rank is emphasized for the four other members of the dean’s review committee defined in this section: two must be chairs and two must be faculty “with the rank of professor.” Only the member of the Senate’s Welfare and Morale Committee is defined in a way that leaves open the possibility that an assistant professor or otherwise untenured faculty member could be assigned to a dean evaluation committee. Generally speaking, untenured faculty may feel uncomfortable evaluating deans, especially if the dean in question is their college’s dean.

“(e) The reading committee for the dean of a college will be composed of five members: a **tenured faculty** member **servicing** on 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.

#### **Item 5: Section 4.1.3 (4.13.2.1.3 g) Dean Evaluations**

Section 4.13 (4.13.2.1.3 g.) Dean Evaluations. Approved by Faculty Senate on March 23, 2020.

Explanation: This arrangement would ensure that faculty members who are in the dean’s college will not be placed in the uncomfortable situation of having to evaluate their own dean in the dean’s presence. Additionally, providing the dean with the report alone, rather than the raw data, will give the faculty evaluating the dean greater anonymity.

(g) The reading committee **chair, along with at least one other member of the reading committee (as determined by the committee)**, will then meet with the provost and executive vice chancellor and the dean under review to discuss the findings. **At the discretion of the committee, additional members may attend.** 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 **the** 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 dean shall not receive the raw data. The committee’s report to the provost should provide a summary of the data such that will convey to the provost and dean the positive and negative aspects of the evaluation.** 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.

**Item 6: Section 6.2.1 Paid Leaves of Absence for Medical or Family Reasons**

Section 6.2.1 (6.2.1.1) Paid Leaves of Absence for Medical or Family Reasons. Approved by Faculty Senate on April 8, 2019.

Explanation: This is to bring our policy into compliance with the confidentiality provisions of the Family and Medical Leave Act, which requires an employer to keep all such information confidential and separate from an employee's personnel file. The proposed edits clarify that all confidential information will be maintained in the central Leave Management Office.

Proposed language

6.2.1 Paid Leaves of Absence for Medical or Family Reasons

6.2.1.1 There are times when a faculty member, for one of the reasons listed in section [6.2.1.3](#) below, may find it necessary to be absent in total or in part for an extended period of time. In such cases, leave with pay will be considered subject to the following procedures and conditions; ~~including the completion of the [Leave Request and Certification forms](#):~~

- (a) Eligibility for consideration is limited to those faculty who (1) are eligible to participate in the N.C. Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program; (2) ~~have been employed a minimum of half-time at Appalachian State University for at least one year~~ have at least one year of cumulative service in State government; and (3) ~~have been employed a minimum of half-time at Appalachian State University during the twelve (12) months preceding the request for leave.~~
- (b) When a faculty member finds it necessary to take such leave, ~~a request in writing will be submitted to the departmental chair stating the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload will last. The request for leave should be submitted at least sixty (60) days in advance of the leave or as soon as practicable after the need for the leave is foreseeable;~~ the faculty member must notify the department chair of their intention to request paid leave and complete a Request for Leave of Absence Form (available on the University's Leave Management website). The Leave Management Administrator will work with the faculty member to obtain any necessary medical or other documentation to determine eligibility for job-protected leave under the federal Family and Medical Leave Act (FMLA) and consideration of paid leave under this policy.

- (c) **The Request for Leave of Absence form shall state** the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload ~~will~~ **is expected to** last. The request for leave should be submitted at least sixty (60) days in advance of the leave or as soon as practicable after the need for the leave is foreseeable.
- (d) **Any information obtained by the Leave Management Administrator related to the faculty member's eligibility will be maintained confidentially in the Leave Management Office.**
- (e) **Upon verification of the faculty member's eligibility for an FMLA job-protected leave of absence and consideration for leave with pay under this policy, the Leave Management Administrator will inform the department chair of the faculty member's eligibility.**
- (f) **Following confirmation of the faculty member's eligibility,** ~~the~~ departmental chair will discuss the request with the dean, who will in turn notify the provost and executive vice chancellor what is requested and what is recommended.
- (g) The provost and executive vice chancellor will make the final decision **regarding any requests for leave with pay** and will so notify the faculty member in writing.
- (h) When leave is taken for medical reasons for oneself, the University may require that the faculty member have a health care provider certify that the faculty member is fit to resume duties. The University makes the ultimate decision as to the faculty member's fitness to resume duties.
- (i) The departmental chair is responsible for arranging coverage of the faculty member's duties. Whenever feasible, replacement instructors should be hired to assume the duties of a faculty member on extended leave. Responsibility for covering the cost of replacement instructors will be determined through consultations among the departmental chair, dean, and provost and executive vice chancellor.
- (j) Any academic year during which, under this policy, a probationary faculty member is on leave for more than twenty-five (25) class days of the academic calendar or receives a total teaching-load reduction of more than six credit hours will not count as probationary service with respect to permanent tenure unless the faculty member requests in writing to the departmental chair that it be so counted. Such request must be made within one calendar year following the end of the leave or course-load reduction.
- (k) Paid leave provided for under this policy has no effect on the faculty member's other employment benefits. All periods of paid leave under this policy will be construed as family and medical leave under the Family Medical Leave Act, and the FMLA entitlement of twelve (12) weeks without pay will run concurrently with any period of paid time off. The North Carolina Family Illness Act allows for an extension of up to fifty-two (52) weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent. Faculty with a balance of accrued leave from a previous twelve (12)-month appointment will be requested to exhaust that leave before receiving paid sick leave under this policy;
- (l) Unused leave under this policy will not be accumulated or carried over to another academic year; allowable as terminal leave payment when the faculty member leaves the University; or used to extend years of creditable service for retirement benefit purposes;

- (m) Responsibility for maintaining faculty leave records rests with ~~the Office of Academic Affairs. Copies of all such records should also be maintained in the offices of the appropriate departmental chair and dean~~ Leave Management Office and all records will be maintained confidentially in compliance with the Family and Medical Leave Act.

**Item 7: Section 6.2.1 (6.2.1.3) Leave with pay will be considered for any of the following reasons:**

Section 6.2.1 Paid Leaves of Absence for Medical or Family Reasons (6.2.1.3). Approved by Faculty Senate on October 7, 2019.

Explanation: This would remove age restrictions for adopted or foster care children for whom faculty can claim leave with pay. This change brings us into line with the Family & Medical Leave Act of 1993 (FMLA).

**6.2.1.3 Leave with pay will be considered for any of the following reasons: ..**

- (b) to exercise primary responsibility for care of a child ~~under age five~~ placed with the faculty member for adoption or foster care, ~~provided the leave is taken immediately~~ following the placement;

**Item 8: Section 6.2.2. (6.2.2.1.4 Conditions) Off-Campus Scholarly Assignments**

Section 6.2.2 (Off-Campus Scholarly Assignments (6.2.2.1.4 c. Conditions). Approved by Faculty Senate on November 11, 2019.

Explanation: It should be clear that when a faculty member with administrative responsibilities is relieved of those responsibilities during an OCSA, the faculty member will not receive the associated stipend during the OCSA. Because another individual will be needed to cover those responsibilities, the funding for the stipend is needed to compensate that individual. Special arrangements may be made with the dean for the faculty member to continue some or all of those responsibilities during the OCSA.

- (c) For the duration of off-campus scholarly assignments (OCSAs), faculty members who hold administrative positions with stipends (e.g. department chairs, program directors, etc.) are relieved of their administrative responsibilities, and will therefore not receive their stipend, unless specific arrangements are made with the dean of their College and detailed in a written memorandum of agreement.



## **Item 9: Section 6.8 Students with Disabilities:**

Section 6.8 Students with Disabilities. Approved by Faculty Senate on April 27, 2020.

Explanation: This is an updating to reflect current practice and policy.

~~The Office of Disability Services assists eligible students with documented disabilities to achieve their goal of becoming graduates of Appalachian State University. Consistent with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990, it is the policy of Appalachian State University that “no otherwise qualified handicapped individual in the United States shall, solely on the basis of her/his handicap, be excluded from participation or be denied benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.” It is the responsibility of the student to provide the Office of Disability Services with current, comprehensive documentation to support her/his request for accommodations. Due to the confidential nature of such documentation, the student is responsible for showing the instructor a copy of their individual Academic Accommodation Plan and explaining the impact of the requested accommodation(s) within the University classroom, program, and campus-wide activities. It is the responsibility of the Office of Disability Services to determine eligibility, meet with the student, and create an individual Academic Accommodation Plan that reflects reasonable academic accommodations. It is the responsibility of each instructor to provide the reasonable accommodations stated on the Academic Accommodation Plan. Accommodations may include (not all exclusive): closed-captioned videos, interpreters, extended time on test in a distraction-reduced environment, scribes, and assistive technology. The Office of Disability Services may be reached at (828) 262-3053 or (828) 262-3056, Monday through Friday, from 8:00 a.m. until 5:00 p.m.~~

### **6.8 Students with Disabilities**

Appalachian State University is committed to providing equal opportunity and participation for otherwise qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504) and state law.

In accordance with the ADA/504, Appalachian has designated the Office of Disability Resources (ODR) as the only authorized office to receive documentation and determine eligibility for reasonable accommodations on the basis of disability. ODR engages in an interactive process and considers each individual’s condition, history, request and the essential elements of Appalachian State University programs, services and activities to determine eligibility.

Accommodations are determined individually and are intended to minimize the effects of the impact of specific limitations caused by a disability in order for a qualified individual to have equal opportunities for participation. Accommodations may include, but are not limited to: alternate formats of materials, extended test time, distraction-reduced test environment, etc.

Students needing accommodations on the basis of disability must complete the ODR requesting accommodation process. Students eligible for accommodations will have an ODR-created Accommodation Plan outlining the student's approved academic accommodations. To use approved accommodations, students must request access for faculty to view their Accommodation Plan via the ODR online module.

It is the responsibility of faculty to work with ODR to provide approved accommodations. Faculty should have an interactive conversation to determine how those accommodations will be provided in each course and consult with ODR if it is believed an accommodation fundamentally alters essential elements or requirements of a course/program including technical and performance standards, or if courses contain nontraditional components (i.e., clinicals/simulations/internships, etc.) to determine applicable or alternative accommodations. Any student requesting an accommodation due to a disability which is not on an ODR Accommodation Plan should be referred to ODR.

The Office of Disability Resources may be reached at (828) 262-3056 or [odr@appstate.edu](mailto:odr@appstate.edu).

#### **Item 10: Section 7.1 (7.1.5) Faculty Senate**

Section 7.1 Faculty Senate (7.1.5). Approved by Faculty Senate on April 27, 2020.

Explanation: This Senate Governance Committee was recently advised that it is in the Senate's legal interest to codify its procedure for electing officers by putting it in the Handbook. This proposed change would simply codify existing practice by placing it in the Handbook.

**7.1.5** At the last senate meeting of the academic year, the senate shall elect **by secret ballot** the officers, with the exception of the parliamentarian, for the following year, chosen from a minimum of two names for each position nominated from the floor. Candidates must give permission before their names are placed in nomination. Officers may be re-elected each year for the duration of their tenure on the senate. The Committee on Committees will solicit names and oversee the voting and the election process for the following year's nominations of officers.

#### **Item 11: Section 7.3. 1 (7.3.1.6) The Membership of University Committees.**

Section 7.3.1 (7.3.1.6). Approved by Faculty Senate on January 13, 2020.

Explanation: There is currently no language in the Handbook specifying what happens in case of a vacancy or needed replacement. This change adds a new subsection to 7.3.1.

**7.3.1.6** Should a faculty member resign or otherwise leave a University Committee, the Committee Chair shall notify the Chair of the Senate and the Senate will appoint a

replacement.

**Item 12: Section 7.3.4.8 Graduate Academic Policies and Procedures Committee, Section 7.3.4.14 Undergraduate Academic Policies and Procedures Committee, and Section 8.5.2 University Bookstore**

Sections 7.3.4.8. (b), 7.3.4.14, and 8.5.2. Approved by Faculty Senate on March 23, 2020.

Explanation: The program previously known as Distance Ed is now called App State Online.

**Section 7.3.4.8 (b): Graduate Academic Policies and Procedures**

(b) 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~~ App State Online, 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.

**Section 7.3.4.14 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 Undergraduate Academic Policies and Procedures Committee and the Student Government Association. The faculty voting members of Undergraduate 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 nonvoting membership of Undergraduate 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~~ App State Online, 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;

### **Section 8.5.2 University Bookstore**

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~~ App State Online students are not eligible to participate in the rental program.

### **Item 13: Section 7.3.4.14 (a) Undergraduate Academic Policies And Procedures Committee**

Section 7.3.4.14. Approved by Faculty Senate on February 10, 2020.

Explanation: The UAPP&P Chair sits ex officio on the Graduate AP&P Committee but the chair of the Graduate AP&P Committee is not listed as an ex officio member on the Undergraduate AP&P 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 Undergraduate Academic Policies and Procedures Committee and the Student Government Association. The faculty voting members of Undergraduate 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 Undergraduate AP&P shall include ~~the chair of the Graduate Academic Policies and Procedures Committee (or their designee), and~~ 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;

### **Item 14: Section 7.3.4.18 Withdrawal Committee**

Section 7.3.4.18 (new section). Approved by Faculty Senate on April 13, 2020.

Explanation: The Dean of Students and Enrollment Management feel that these decisions, which were previously made by Student Affairs, should be made primarily by the faculty. The creation of this committee would achieve this goal.

### **7.3.4.18 Withdrawal Committee**

Members on Committee: Seven (7) members consisting of five (5) voting members and two (2) ex-officio non-voting members. The five (5) voting members shall consist of four (4) faculty and one (1) ex-officio staff member from the Office of Disability Resources, who shall serve as co-chair. The two (2) ex-officio non-voting members shall consist of one (1) representative from the Office of the Registrar and one (1) from the Office of the Dean of Students. Service on this committee will require annual orientation and/or training by committee ex-officio members. Each year the Associate Vice Chancellor of Enrollment Management will convene the first meeting, charge the committee, and facilitate the selection of a second co-chair from among the faculty members of the committee. The committee reports to the Provost and Executive Vice-Chancellor.

### **Item 15: Section 8.13 Office of Disability Resources**

Section 8.13 Approved by Faculty Senate on April 27, 2020.

Explanation: The new language more clearly states the office's purpose and the relevant federal laws for which the office oversees compliance.

### **8.13 Office of Disability Resources**

~~The Office of Disability Resources assists eligible students, faculty, staff, and visitors with disabilities by determining access needs and coordinating academic adjustments or workplace accommodations. See <http://odr.appstate.edu/>.~~

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Appalachian State University has designated the Office of Disability Resources (ODR) as the only authorized office to receive documentation and determine eligibility for reasonable accommodations on the basis of disability. ODR assist students, faculty, staff and visitors with disabilities by determining access needs and academic adjustments or workplace accommodations. ODR is also responsible for assisting faculty with their obligation of providing course accessibility and approved academic accommodations.