

Faculty Handbook
Revisions for 2019-20

Prepared for Provost and Executive Vice Chancellor
Darrell Kruger by
Jacqui Bergman, Vice Provost for Faculty Affairs
Kathy Ray, Executive Assistant, Academic Affairs

June 6, 2019

Table of Contents

Item 1: Section 2.5 The Provost and Executive Vice Chancellor.....	3.4
Item 2: Section 2.8 The Departmental Chair.....	4
Item 3: Section 3.4 Primacy of Academic Governance Over Academic Curriculum and Instruction.....	4
Item 4: Section 3.12 Emeritus Status	5
Item 5: Section 3.14 Part-Time Faculty and Section 8.11 University Recreation.....	5-6
Item 6: Section 4.1.6 Composition of Departmental Promotion and Tenure Committees.....	6
Item 7: Section 4.1.8 Procedures of Departmental Promotion and Tenure Committees	7
Item 8: Section 4.12 Policy Regarding Personnel Files	7
Item 9: Section 7.5 University Councils	8
Item 10: Section 8.12 Equity, Diversity and Compliance	8-9
Item 11: Section 8.13 Office of Disability Resources (adding new office)	9
Item 12: Current Section 8.13 (renaming due to reorganization)	10

Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

Faculty Handbook Revisions for 2019

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2018-2019.

Item 1: Section 2.5 The Provost and Executive Vice Chancellor

Section 2.5 and 2.7: Specifically, 2.5.3, 2.5.6, and 2.7. Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Faculty Handbook on reorganization and/or name changes within Academic Affairs.

2.5.3 The Vice Provost for Faculty Affairs (VPFA) works closely with Faculty Senate, provost and executive vice chancellor, deans, associate vice chancellors and department chairs to develop policy and best practices for faculty evaluation, academic development initiatives, and faculty support services. The VPFA oversees: The *Faculty Handbook*, ~~Learning Technology Services, and the William C. Hubbard Programs for Faculty Excellence.~~ **the Office of Title IX Compliance, the Office of Disability Resources, and the Center for Academic Excellence.**

2.5.6 Other units reporting to the Provost and Executive Vice Chancellor

~~Director of the Office of Equity, Diversity, and Compliance~~

Associate Vice Chancellor for Enrollment Services (Enrollment Management, Office of Admissions, Office of the Registrar, and College Awareness Program)

Associate Vice Chancellor of International Education and Development

Chief Information Officer and Information Technology Services

Institutional Research, Assessment, and Planning

Dean of Libraries, Carol G. Belk Library and Information Commons

Division of Educational Outreach and Summer Programs

Faculty Senate

2.7 The 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:

(f) in conjunction with ~~the Office of Equity, Diversity and Compliance~~, **appropriate units on campus**, investigate matters involving ethical concerns as they relate to graduate students.

Item 2: 2.8 The Departmental Chair

Section 2.8. Addition of (s). Approved by Faculty Senate on December 3, 2018

Explanation: Additional language was needed to require that the chair have agendas and meeting minutes so communication was always clear.

(s) It is the responsibility of the chair to lead full departmental meetings (with the exception of PTC meetings) and that formal agendas be sent out ahead of time and that minutes be approved at the next departmental meeting.

Item 3: 3.4 Primacy of Academic Governance Over Academic Curriculum and Instruction (3.4.1)

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).

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 will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Item 4: 3.12 Emeritus Status (3.12.1 Emeritus Status Procedure)

Section 3.12 (3.12.1). Approved by Faculty Senate on April 8, 2019

Explanation: This change was made to allow another tenured faculty member or chair within the candidate’s department to initiate the emeritus/emeryta/emerytx application process on a faculty member’s behalf – and to add the non-gender specific term “emerytx” as new language.

3.12.1 Emeritus/Emerita**/**Emeritx** Status Procedure**

The candidate initiates application for emeritus/**emeryta**/**emerytx** status no later than September 15 in the year of consideration. **In the event that the candidate is unable to initiate application, a tenured faculty member in the candidate’s department or the candidate’s department chair may do so on their behalf no later than September 15 in the year of consideration.** A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair.

The department chair will forward his/her/**their** recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her/**their** recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her/**their** review will forward his/her/**their** recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus/**emeryta**/**emerytx** rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation shall accompany the emeritus/**emeryta**/**emerytx** faculty designation from the chancellor upon official notice of the faculty member’s full retirement/long-term disability resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Item 5: Section 3.14 Part-Time Faculty: 3.14.5 Services and 8.11 University Recreation and Health Promotion

Section 3.14.5 and 8.11 Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to correct a contradiction between two sections and to ensure that both sections within the Handbook are properly referenced.

3.14.5.2 Current part-time students, faculty, instructors, adjunct faculty, staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card. (Refer to 8.11.1)

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. **Current part-time students, faculty (as defined in Article I), staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card.** ~~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/> (Refer to 3.14.5.2)

Item 6: Section 4.1.6 (4.1.6.3) Composition of Departmental Promotion and Tenure Committees

Section 4.1.6: 4.1.6.3. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to require that Promotion and Tenure Committee chairs be elected by September 15 and complete training prior to chairing the first PTC meeting.

4.1.6.3 ~~Prior to September 15 of the Academic Year in which the PTC Chair shall serve~~ ~~At its first meeting,~~ the PTC will elect a committee chair from among its members. The committee chair's responsibilities shall include: **presiding over meetings of the PTC**; compiling the votes of the committee members, and forwarding the votes and the vote justification letters to both the departmental chair and dean. **Prior to presiding over the first PTC meeting of the Academic Year, the PTC Chair shall complete training approved by the Vice Provost for Faculty Affairs on the role and responsibilities of the committee chair.**

Item 7: Section 4.1.8 (4.1.8.4) Procedures of Departmental Promotion and Tenure Committees

Section 4.1.8, 4.1.8.4. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to strengthen language regarding the vote justification forms.

4.1.8.4 Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be ~~encouraged~~ **expected** to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms ~~are designed to~~ **highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure, and promotion,** and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Item 8: Section 4.12 Policy Regarding Personnel Files

Section 4.12: 4.12.3.2 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

4.12.3.2 For example, information gathered in the investigation of allegations of misconduct should be maintained in a confidential investigation file in the office conducting the investigation (e.g., Office of General Counsel and/or the Office of ~~Title IX Compliance~~ **Equity, Diversity, and Compliance**). While investigations often involve review of copies of existing records from an individual's personnel file, investigations also gather information and documents that are not part of that file, including witness statements and other documentary evidence. Such documents should not be made part of a personnel file unless and until it is determined that the information should be relied upon in making one of the listed employment actions and at that time the documents relied upon in the employment action will be placed in the official personnel file, which is available to the faculty member.

Item 9: Section 7.5 University Councils (7.5.8 Council on Teacher Education)

Section 7.5.8. Approved by Faculty Senate on October 8, 2018.

Explanation: This change was made to update the Council’s name to what is currently being used.

7.5.8 ~~Council on Teacher Education~~ Professional Education Council

The ~~Council on Teacher Education~~ Professional Education Council has as its main function the role of analyzing and evaluating ~~teacher~~ professional education curricula and of recommending policies and procedures for strengthening the ~~teacher~~ professional education programs. Its composition is interdepartmental. (Dean of the Reich College of Education)

Item 10: Section 8.12 Equity, Diversity and Compliance

Section 8.12 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

The Office of ~~Equity, Diversity and Compliance (EDC)~~ Title IX Compliance (OTC) 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~~ supports the University’s mission of scholarship through promoting the full dignity of every member of the campus community, ensuring access to all facets of campus life, and fostering an environment free of sexual discrimination and sexual harassment, including sexual misconduct and relationship violence. Under the leadership of the ~~Associate Vice Chancellor for Equity, Diversity and Compliance (Chief Diversity Officer)~~ Title IX Coordinator, OTC pursues institutional compliance with Title IX of the Education Amendments of 1972: federal legislation that protects against discrimination based on sex in education programs or activities that receive Federal financial assistance. Further, Title IX requires equal access and participation for Pregnant and Parenting individuals. Title IX covers educational programs and employment activities including classes, employment and advancement, clubs, sports, honor societies, leadership opportunities, and more. Individuals may report their experiences of gender-related discrimination, sexual or relationship violence and seek redress and support through OTC. ~~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://ede.appstate.edu/>. OTC investigators are trained to efficiently and equitably pursue reported violations from initial contact with the Office through formal administrative processes. OTC also facilitates active and ongoing training for Appalachian regarding the prevention of and response to prohibited conduct. See <https://titleix.appstate.edu>.

Item 11: Section 8.13 Office of Disability Resources (inserting new office due to reorganization)

Section 8.13 (Adding a new office to the list). Approved at April 29, 2019 meeting.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14, etc.

Section 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/>.

Item 12: Section 8.13 William C. Hubbard Programs for Faculty Excellence

Section 8.13 Updating name and renumbering sections. Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14 and revise language.

~~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 AsULearn 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>~~

Section 8.14 The Center for Academic Excellence

The Center for Academic Excellence (CAE) is the university's lead teaching and learning resource for faculty (tenured, tenure-track, non-tenure-track, and administrative faculty) in all career stages. The CAE offers a broad range of programs, resources, and services dedicated to growing excellence in teaching and learning and supporting faculty and student success. The goals of the CAE are to offer professional development programs which advance the teaching and learning core mission, increase the utilization of innovative learning technologies, strengthen leadership development, and cultivate equity, inclusion, and diversity in the classroom and campus community. The Center plays a direct role in supporting colleges, departments, academic programs, and campus units in achieving institutional objectives. The CAE team works collaboratively with constituents across campus to develop, implement, and assess programs and services that advance our collective goals. More information about the CAE may be found on our website at: <http://cae.appstate.edu>.

