FACULTY HANDBOOK
MISSION

To serve the academic needs of a diverse community of undergraduate, graduate, and continuing education students in a dynamic, personal environment that promotes intellectual, spiritual, and physical enrichment of students, faculty, and staff and the economic growth and health of our Appalachian region.

Approved by the Board of Trustees, October 31, 2013

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This faculty handbook is also available under the Employees tab at My Union, the College’s intranet system.  https://my.unionky.edu/ICS/
GENERAL INFORMATION

Unity of Purpose

Union College’s history is deeply rooted in a strong, intentional connection between the College and local community. When the College was founded in 1879, those involved chose a name that reflected their shared vision. Union College grew out of a “unity of purpose” to forge a path of leadership and opportunity for local and regional residents.

For a town of 450 individuals and three brick buildings, this was a grand, noble pursuit. Most of the country, and certainly southeastern Kentucky, placed simple survival as a top priority during this time. Yet the citizens of Barbourville were determined. It took years of planning, fundraising, and dedication, but by 1879 they established “Kentucky’s first college in the mountains.” In 1880, the first building was opened on the site of what is now Centennial Hall.

In 1886, Union College entered into its relationship with the Kentucky Conference of The United Methodist Church, adding a key partner in the College’s and community’s unity of purpose. For more than 120 years, the Methodist Church has continued its support of Union College and higher education for the southeastern Kentucky region.

A Legacy of Leadership

From its earliest days, Union College has been blessed with visionary leaders whose commitment to its founding purpose enabled survival, growth, and success. The combined efforts of Daniel Stevenson, Ezra T. Franklin, and John O. Gross, Union’s first presidents, saw the erection of the original campus structures and laid the groundwork for seeking necessary accreditations. By 1932, Union College was accredited by the University of Kentucky Accrediting Committee as a four-year college, the University Senate of The United Methodist Episcopal Church, and was accredited by the Southern Association of Colleges and Secondary Schools.

The presidencies of Conway Boatman and Mahlon A. Miller were marked by substantial growth in programs and facilities. Conway Boatman Chapel, Abigail E. Weeks Memorial Library, College Courts, Pfeiffer Hall, John M. Robsion, Jr. Arena, Mahlon A. Miller Science Center, and other facilities were constructed or enlarged as a result of their planning. The curriculum was expanded and programs added. In a move that would later become a national trend, Union College added a master’s degree to its offerings in 1960. The addition of a master of arts in education demonstrated the College’s institutional flexibility, a necessary quality when one’s mission is to respond to local and regional educational needs. Area teachers continue to rely on this program, which allows them to pursue an advanced degree without traveling far from work and home. The graduate program now offers master’s degrees in education and psychology, in addition to several certifications.

Jack C. Phillips and David D. Joyce ushered Union College into the 21st century. Their presidencies shaped the current curriculum, which remains responsive and flexible with a core rooted in the liberal arts tradition. Athletic programs, in place for many years already, received support through new fields, sports, and facilities. The library was considerably enlarged, tripling its capacity. Union College also capitalized on one of its greatest assets during this period—the beauty of the mountainous region—by implementing a variety of outdoor programs, sports, and fields of study such as recreation
management. Technologically, this period saw the need for expanded capabilities and resources to stay current with rapid changes and advancements. That challenge was met with aplomb in partnership with the local community, resulting in Barbourville, Kentucky being listed among the “Best Wired Towns in America” by Yahoo! Internet Life.

Edward D. de Rosset, the College’s 17th president, continued the legacy of leadership from 2003-2011. Enrollment figures increased to the highest in two decades, the College’s financial position was restored, and a commitment was made to good stewardship paving the way for innovations that preserve history, relationships, environmental and fiscal resources, and a sense of responsibility to future generations who work and study at Union College. President de Rosset saw an opportunity to find a longer-term, more efficient solution that would benefit the College economically while decreasing energy consumption. The $4.2 million geothermal initiative returns predictability to fiscal planning, brings a significant return on investment, and positions Union as a regional leader in the use of innovative technology to address increased heating and cooling costs. The Soldiers and Sailors Memorial Gymnasium was renovated to house a wellness center for the college community as well as an area for intramural sports. He was also instrumental in the development and construction of the Stivers Aquatic and Wellness Center in Barbourville.

In August 2011 Dr. Thomas J. McFarland was chosen by the Trustees to serve as the 18th President of Union College. Dr. McFarland was serving as Vice President for Academic Affairs, and upon his acceptance of the President's position, Dr. John L. Inkster served as acting Academic Dean in addition to his teaching duties. Dr. McFarland's leadership and influence helped maintain the stability and continuity of the College as well as applying for and receiving the new market tax credit to be used for renovation of the Miller Science Building and the former Knox County Hospital building. The Social Work program also received accreditation by the Council on Social Work Education.

In April 2012 the Board of Trustees selected Dr. Marcia A. Hawkins as the 19th president of the College. Dr. Hawkins brings experience in teaching and fund raising in higher education as well as in the non-profit and public sector. Dr. Hawkins began her role as Union College President in July 2012 and stated that she looks forward to working with faculty, students, Trustees, and fellow college presidents and to introducing the business and philanthropic communities to the quality of education that exists on a private, faith-based college campus.
ACCREDITATION

Union College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor, Master, and Education Specialist level degrees. Union College is accredited by the Kentucky Education Professional Standards Board and approved by the University Senate of the United Methodist Church.

The College is also accredited by the following:
- The Bachelor degree program in Nursing is accredited by the Commission on Collegiate Nursing Education
- The Bachelor degree program in Athletic Training is accredited by the Commission on Accreditation of Athletic Training Education
- The Bachelor degree program in Social Work is accredited by the Council on Social Work Education
- Initial and advanced education licensure programs are accredited by the Division of Educator Preparation of the Kentucky Education Professional Standards Board
- Initial and advanced education licensure programs are approved as pre-candidates for certification by the National Council for Accreditation of Teacher Education
- Union College is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission.

MISSION

To serve the academic needs of a diverse community of undergraduate, graduate, and continuing education students in a dynamic, personal environment that promotes intellectual, spiritual, and physical enrichment of students, faculty, and staff and the economic growth and health of our Appalachian region.

Approved by the Board of Trustees, October 31, 2013

CORE VALUES

Celebration
We celebrate the unique gift each brings to our community and the successes of each person. We look for and recognize promise in others, in ourselves, in our region, and in the world.

Integrity
We strive to do what is right. We promote integrity and collaboration by actively listening, sharing information, and being honest.

Responsibility
We take responsibility for our own success and failure and for our role as global citizens.

Civility
We advocate civility in all our interactions. We show respect for each other and hold ourselves and others accountable.
Lifelong Learning
We embrace the love of discovery and foster collaborative, connected, and active lifelong learning.

Engagement
We promote leadership and service as our civic responsibility. We strive to become servant-leaders. We honor, and are active participants in, the life of our home region and beyond.

Spirituality
We encourage the spiritual quest. We challenge each other to discover, intellectually articulate, and embrace a life-affirming spiritual faith and/or philosophy of life.

LIBERAL EDUCATION OUTCOMES

Liberal Learning Goal 1: Communication Skills
Union College helps students develop and improve academic communication skills, including writing, public speaking, and reading. By graduation, Union students will be able to:
• write clear, cogent, and original essays that follow conventions of grammar, spelling and punctuation;
• prepare and deliver informative and persuasive oral presentations;
• understand both spoken and written academic language with various levels of complexity.

Liberal Learning Goal 2: Moral and Ethical Reasoning
As a United Methodist Church-related institution fostering Christian values, Union College develops students’ critical understanding of historical Christianity and other moral and religious traditions. Students learn to examine ethical issues through the major religious and ethical perspectives of humankind. By graduation, Union students will be able to:
• demonstrate familiarity with the religious and ethical beliefs of several cultures;
• analyze ethical problems and issues; and
• articulate their own personal moral philosophies and apply them to particular ethical problems.

Liberal Learning Goal 3: Knowledge of Human Culture & the Natural World
As a liberal arts college, Union College teaches its students to understand, synthesize, and critically investigate the conceptual foundations of their world. In the words of Vision 2020, “Union College’s liberal education prepares graduates who are superior critical thinkers, engaged citizens, and lifelong learners.” By graduation, Union students will be able to demonstrate:
• a critical understanding of literature and the arts;
• knowledge of the principles and history of the natural and social sciences and technology;
• familiarity with history and philosophy;
• general mathematical and quantitative skills; and
• an awareness of interdisciplinary connections among the liberal arts.

Liberal Learning Goal 4: Critical Thinking, Problem Solving, and Creativity
Union College teaches its students to think critically and creatively to arrive at responsible decisions. As part of this training, Union develops students’ ability to use and manage a wide range of information resources. By graduation, Union students will be able to:
• understand abstract ideas;
• analyze problems that involve complex sets of facts and relationships; and
• locate, evaluate, and use effective graphical, aural, and textual information available through libraries, community resources, special interest organizations, media, and the Internet.
Liberal Learning Goal 5: Personal Development and Social Responsibility
Union College promotes the free expression of ideas, inter-cultural knowledge, intelligent self-criticism, and transcendence of prejudice and narrow self-interest. Of special importance is Union’s historical mission to serve the Appalachian community by augmenting its liberal arts foundation with an emphasis on the mountains and their people. By graduation, students will be able to demonstrate:
• a capacity for self-examination and personal growth;
• understanding of and respect for others’ beliefs and traditions; and
• awareness of the significance and responsibilities of their own status vis-à-vis others’.

Liberal Learning Goal 6: Facility in Working Effectively with Others
Union College teaches students to engage and work with others in a variety of social and work settings. By graduation, Union students will be able to
• contribute to and facilitate group work;
• demonstrate respect for others;
• participate actively in group discussions; and
• contribute their fair share of work.
COLLEGE ADMINISTRATION

BOARD OF TRUSTEES

The affairs of the College are administered by the Board of Trustees. The presiding Bishop of the Kentucky Annual Conference of The United Methodist Church or his/her designee, and the President and the Vice President for Business and Financial Services of Union College are ex-officio members of the Board. Voting membership on the Board is composed of a total of thirty-six persons by election At least fifty-one percent of the membership of the Board shall be alumni of the College. Two Alumni Trustees shall be elected by the Alumni Association of the College. One Faculty Trustee and an Alternate Faculty Trustee shall be elected by the College Faculty.

The Board is responsible, upon recommendation of the President, for appointing and determining the rank and compensation of all members of the College faculty and staff, approving courses of instruction, and granting degrees to those who meet the requirements of the College.

Policies established or approved by the Board of Trustees are administered by the President of the College or by the administrative officers under the President's supervision.

The Articles of Incorporation and By-Laws of Union College and Code of Regulations are available in the Office of the President of the College.

THE PRESIDENT

The President of the College shall be the Executive Officer of the Board of Trustees and the Chief Executive Officer of the College. All administrative officers, faculty, and other staff members shall be responsible to the President for the performance of their duties and subject to the direction of the President. The President of the College shall be an ex-officio member of the Board of Trustees, all standing committees of the faculty, and all joint committees. The President of the College shall be elected by the Board of Trustees and shall hold office until he/she resigns, retires, or is removed by the Board of Trustees.

The President shall perform such duties as are traditionally the responsibility of a college president and such other duties as may be delegated to that office by the Board of Trustees. These duties shall include, but not be limited to, the following

- Enforcement of all rules and regulations of the Board of Trustees, with such authority as is necessary to accomplish this, including the power to relieve any officers of internal administration, faculty members, or employees from the performance of their college functions pending action by the Board of Trustees upon appeal by the person or persons thus relieved.
- Responsibility for providing leadership in the development of policies concerning the educational aims and purposes of the College; academic standards, curricula, guidance and counseling, student affairs, and the admission, retention, and graduation of students.
- Responsibility for fund raising and development.
- Responsibility for recommending to the Board of Trustees such administrative organization, executive offices, and staff positions as will best enable the President to discharge the numerous duties of the office, and with the approval of the Board shall appoint and/or remove such personnel as in the President's judgment circumstances require.
• Responsibility for providing leadership in physical plant planning, including the proper maintenance of buildings and equipment, and campus care and beautification.

• Responsibility for the preparation of the internal annual operations budget of the College which shall be submitted to the Executive and Finance Committees, and for the administration of the budget as ultimately approved by the Board. The President, with the Executive and Finance Committees, shall be responsible for long-range financial planning for the College.

• The President shall be the channel of official communications between the faculty, faculty members, faculty committees, other officers and employees of the College, and Board of Trustees, and between the Board of Trustees and these aforesaid groups or individuals. Such communications to the Board of Trustees shall be in writing, shall be open to the President of the College and shall be transmitted by the President, with appropriate recommendations, to the Board of Trustees or the appropriate committee thereof at its next meeting following receipt of the communication by the President.

• Subject to the regulations of the Board of Trustees, the President speaks officially for the College before all United Methodist Church boards, committees, commissions, councils, conferences, and agencies; all federal, state, and local government offices, boards, and agencies; and such other offices and agencies directly related to the mission and concerns of the College.

• While responsible for enforcing the rules of the Board of Trustees and the Faculty, the President shall also provide for the application of these rules and regulations in individual cases. The President may suspend in a particular case under extraordinary circumstances a rule of the faculty, except rules concerning admission and the number of credits and quality points required for graduation.

• In the event of a vacancy in the Office of the President or disability of the President, the Board of Trustees shall appoint an Interim President. In the appointment of an Interim President, the Board shall seek advice from a joint Trustee-Faculty Committee.

**PRESIDENT’S SENIOR STAFF**

The President’s Senior Staff is the primary management model for the College. The Senior Staff acts as an advisory body to the President and meets on a regular basis. The Senior Staff consists of the following positions:

- President
- Vice President for Academic Affairs
- Vice President for Advancement
- Vice President for Business and Financial Services
- Vice President for Enrollment Management
- Vice President for Student Development

**VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs is appointed by the Trustees upon recommendation of the President and is responsible to the President of the College. As the executive head of the office of academic affairs, s/he is responsible for the general conduct of all academic activity, graduate and undergraduate, for development, coordination and evaluation of academic policies and programs in the context of the mission and goals of Union College. In the absence of the President, the Vice President for Academic Affairs is responsible for all routine administrative matters normally associated with the Office of the President.
The Vice President for Academic Affairs serves as a member of the Senior Staff, Chairperson of the Academic Policy Committee, and is ex-officio member of all other faculty committees, and a member of the faculty. Additional responsibilities include presiding at all meetings of the faculty and summer senate, preparation of the academic calendar and class schedules, institutional research, planning and evaluation, management of the academic budget, and hiring of new faculty members.

S/he provides executive level support management of the various academic related offices and has ultimate responsibility for library/learning and information services, office of the registrar, graduate academics, special programs, institutional effectiveness/research, and advising.

S/he works with the Department Chairs/Deans and other advisory groups to provide recommendations to the Board of Trustees on academic budgets, academic personnel hiring, promotions, tenure, salaries and terminations, and is responsible for a continuing study of curricular evaluation, assessment and improvement of instruction.

**VICE PRESIDENT FOR BUSINESS AND FINANCIAL SERVICES**

The Vice President for Business and Financial Services is appointed by the Board of Trustees upon recommendation of the President and is responsible to the President for the administration of the business affairs of the institution. S/he is a member of the Senior Staff, is the executive head of the Office of Business Services, and is responsible for such duties as the President may assign in connection with policies and programs relating to the control of budget operations, material purchasing and supply, the operation and control of auxiliary enterprises, and evaluation and assessment of areas of operation.

The Vice President for Business and Financial Services is the financial advisor to the President and the Board of Trustees and is responsible for the following areas: fiscal control, budget design, human resources, payroll/benefits, physical plant, purchasing, loans/ collections, ancillary services, technology and administrative system, and other duties as the President may assign.

**VICE PRESIDENT FOR ADVANCEMENT**

The Vice President for Advancement is appointed by the Trustees upon recommendation of the President. S/he is a member of the Senior Staff, is executive head of the Office of Advancement, and works closely with the President in scheduling and making corporate solicitation calls. Other responsibilities include fund raising and development, alumni affairs, administration and coordination of the general external financial resource development of the College, evaluation and assessment of areas of operations, and other duties as the President may assign.

**VICE PRESIDENT FOR ENROLLMENT MANAGEMENT**

The Vice President for Enrollment Management is appointed by the Trustees upon the recommendation of the President. S/he is a member of the Senior Staff, is executive head of enrollment and financial aid, and is responsible for evaluation and assessment of areas of operation. The Vice President for Enrollment Management is also responsible for ensuring that the College meets or exceeds enrollment levels required for annual budgets and the longer range financial aid plan and that the enrollment mix is consistent with the direction of the College while maintaining the traditional, intimate, and residential character of the College.
The following areas report to the Vice President for Enrollment Management: undergraduate enrollment, graduate enrollment, and financial aid.

**VICE PRESIDENT FOR STUDENT DEVELOPMENT**

The Vice President for Student Development is appointed by the Trustees upon recommendation of the President. S/he is a member of the Senior Staff, is executive head of Student Development, and is responsible for providing activities and events that stimulate and complement the broadening interests and sensibilities of students; leadership, work, and hands-on personal enrichment in the critical arena of life outside of the classroom, and ensuring that the campus experience is consistently characterized as considerate, fair, interesting, and responsive.

S/he is also responsible for the evaluation and assessment of its areas of operation which are residence life, student activities, athletics, campus safety, intramural activities, experiential service learning, counseling, health services, and food services.
ACADEMIC AFFAIRS

ACADEMIC ADMINISTRATIVE STRUCTURE

The Office of Academic Affairs is directed by the Vice President for Academic Affairs through the following areas:

Academic Departments

- Department of Business
- Department of Educational Studies
- Department of English
  - Department Fine, Performing Arts and Communication Arts
- Department of History, Religious Studies, and Languages
- Department of Library, Learning and Information Services
- Department of Natural Sciences
- Department of Nursing and Health Sciences
- Department of Psychology
- Department of Social and Behavioral Sciences
- Department of Wellness, Human Performance, and Recreation

Associate Academic Dean for Learning Resources and Academic Services
  Advising
  Student Support Services

Associate Academic Dean for Program Development

Director of Institutional Effectiveness

Director of Institutional Research

Director of Partnerships

Institutional Effectiveness and Research

Registrar
ACADEMIC ADMINISTRATIVE PERSONNEL

All appointments at the faculty or administrative level are subject to approval by the College's Board of Trustees. Whenever vacancies exist, the institution follows its affirmative action, equal opportunity policies stated on page 43. Faculty members who hold administrative responsibilities serve at the pleasure of the President of the College. These positions include: Department Chairs, Deans, Director of Library Services, Program Directors. An academic officer who relinquishes his/her administrative duties but holds faculty rank and tenure will retain professional rank and tenure status.

Deans serve at the pleasure of the President of the College and shall be appointed by the President, upon recommendation by the Vice President for Academic Affairs. They serve until they resign, retire, or are removed from office.

The Department Chairs are appointed by the President upon recommendation by the Vice President for Academic Affairs after consultation with the appropriate department faculty.

Department Chairs normally serve for three years at the pleasure of the Vice President for Academic Affairs and may succeed themselves.

The Director of Library Services, although serving at the pleasure of the President, is eligible for faculty rank as are other librarians. The Director of Library Services reports to the Vice President for Academic Affairs, who recommends him/her after consultation with other administrative personnel for approval by the President of the College and the Board of Trustees.

Program Directors serve at the pleasure of the Vice President for Academic Affairs and are approved by the President. They are recommended by the appropriate Department Chair and approved by the President.

The Registrar serves at the pleasure of the President and is recommended by the Vice President for Academic Affairs for approval by the President and Board of Trustees.

Associate Academic Deans serve at the pleasure of the President and shall be appointed by the President upon the recommendation by the Vice President for Academic Affairs.

DUTIES AND RESPONSIBILITIES OF ACADEMIC ADMINISTRATIVE PERSONNEL

DEAN OF EDUCATION

The Dean of Education has overall responsibility for all education programs (graduate and undergraduate) leading to certification, rank changes and/or degrees. The Dean is appointed by the Board of Trustees upon recommendation by the President of the College and reports directly to the Vice President for Academic Affairs. The Dean serves as chair of the Teacher Education Committee, member of the faculty, and member of the Academic Policy Committee. Responsibilities include, but are not limited to, the organization and administration of the education curricula, supervision of faculty teaching education courses, maintaining academic and accreditation standards, supervision of academic advising for education students, admission to the education programs, and program assessment.
Specific duties and responsibilities include but are not limited to:

- Serve as the direct link to the Kentucky Department of Education, The Education Professional Standards Board, and the National Council for Accreditation of Teacher Education.
- Supervise the implementation of departmental policies and procedures.
- Work with education faculty to make recommendations for new courses and changes in existing programs.
- Administer the departmental budgets according to established policies and procedures.
- Prepare annual and semester schedules of classes.
- Direct the development of catalog material and other publications concerning the academic programs.
- Make recommendations for additional faculty members or the reassignment of faculty members in the educational unit to the Vice President of Academic Affairs.
- Conduct evaluation of faculty performance and recommend appropriate persons for such things as leaves of absence and sabbatical leaves.
- Coordinate support services for the department, including office services, travel coordination, instructional materials and equipment.
- Prepare and submit to the Vice President of Academic Affairs an annual report of unit activities, using input from individual faculty members.

DEAN OF NURSING

The Dean of Nursing has overall responsibility for all nursing programs leading to licensure and/or degrees. The Dean is appointed by the Board of Trustees upon recommendation by the President of the College and reports directly to the Vice President for Academic Affairs. Responsibilities include, but are not limited to, the organization and administration of the nursing curricula, supervision of faculty, maintaining academic and accreditation standards, supervision of academic advising for nursing students, admission to the nursing programs, and program assessment.

Specific duties and responsibilities include but are not limited to:

- Serve as the direct link to the Kentucky Board of Nursing.
- Supervise the implementation of departmental policies and procedures.
- Work with nursing faculty to make recommendations for new courses and changes in existing programs.
- Prepare annual and semester schedules of classes.
- Direct the development of catalog material and other publications concerning the academic programs.
- Make recommendations for additional faculty members or the reassignment of faculty members in the educational unit to the Vice President of Academic Affairs.
- Conduct evaluation of faculty performance and recommend appropriate persons for such things as leaves of absence and sabbatical leaves.
- Coordinate support services for the department, including office services, travel coordination, instructional materials and equipment.
- Prepare and submit to the Vice President of Academic Affairs an annual report of unit activities, using input from individual faculty members.
DEPARTMENT CHAIRS

The Department Chairs are the chief academic officers of their respective departments and are directly responsible to the Vice President for Academic Affairs for administering and supervising the operation of the department.

Characteristic duties and responsibilities are as follows:

- Plan, organize, and administer the academic programs, disciplines, and activities of the department in an efficient and effective manner.
- Supervise the implementation of departmental policies and procedures to achieve college objectives.
- Lead the department in the improvement of instruction, the planning of courses, the development of the curriculum, the selection of teaching resources, and the evaluation of students.
- Make recommendations for new courses and programs and changes in existing programs to meet academic needs following study by the department. Recommend resource needs to support the programs, including the examination and systematic development of library resources.
- Lead the department in assessing efforts toward the recruitment and retention of students to provide the basis and rationale for the departmental curricula, in terms of both quantity and quality.
- Administer the department budget according to established policies and procedures, including budget planning, control, revision, and execution.
- Prepare annual and semester schedules of classes for inclusion in the master schedule for publication.
- Direct the development of catalog material and other publications concerning the academic programs of the department.
- Study and recommend to the Vice President for Academic Affairs the need for additional faculty members or the reassignment of faculty members in the department. Perform the personnel management functions of recruitment and recommendations to the Vice President for Academic Affairs for termination of contracts. Conduct evaluation of faculty performance, keeping careful, orderly, formal records. Recommend to appropriate persons and committees such issues as leaves of absence and sabbatical leaves.
- Coordinate support services for the department, including office services, travel coordination, instructional materials and equipment, and facilities.
- Prepare and submit to the Vice President for Academic Affairs an annual report of department activities, utilizing input from individual faculty members. Prepare other reports, evaluations, and schedules as required.
- Plan and conduct regularly scheduled meetings of the faculty members of the department for discussions of the affairs of the department. Keep minutes of these meetings and submit copies to the Office of Academic Affairs. There should be a minimum of two meetings per year.
- Encourage the members of the department to develop professionally and to make contributions in their professional fields by participating in professional organizations, engaging in research, publishing articles and books, and completing advanced courses and degrees.
- Serve as staff member to the Vice President for Academic Affairs to consider ways to improve the work of the faculty, to plan such projects as workshops, and to consider any problems that are germane to the academic life and work of the College.
- Assist the admissions office and public information office with information necessary in recruiting students and in promoting departmental programs. Encourage departmental faculty to
be available to meet with prospective students.

- Communicate matters of general interest to all members of the department.
- Mentor new faculty members as to college policies and procedures.
- Coordinate and communicate with appropriate faculty members of the department on matters pertaining to curriculum proposals, academic scheduling, and other such matters.
- Supervise a program of assessment activities for determining strengths and weaknesses of their respective academic program with a goal of making necessary changes to improve the program.
- Serve as liaison with appropriate college offices on the status of the physical plant and facilities, as well as provide oversight of the use, maintenance, and operation of physical equipment as it relates to the department curricula.

**PROGRAM DIRECTORS**

Program Directors shall be responsible for:

- Cooperating with the Vice President for Academic Affairs and Department Chairs, as appropriate, leading to the meeting of funded objectives.
- Advising the Vice President for Academic Affairs on personnel matters pertaining to program faculty.
- In cases of external funding, keeping appropriate records for administrative and budgeting purposes.
- Maintaining records pertaining to program curricula and serving as the primary point of contact with students concerning program curricula.
- Accepting and delegating where appropriate general administrative responsibility for the proper and successful operation of all aspects of the program curricula.
- Supervising a program of assessment activities for determining strengths and weaknesses of their respective program with a goal of making necessary changes to improve the program.

**DIRECTOR OF ADVISING**

The Director of Advising reports to the Associate Academic Dean for Learning Resources and Academic Support. The office encourages student success and persistence by providing one-to-one counseling to undergraduate students and is responsible for management of the comprehensive academic advising program for undergraduate students. Additional responsibilities include provide training and support for all staff and faculty advisors and managing the registration process during summer orientations.

**DIRECTORS OF INSTITUTIONAL EFFECTIVENESS & RESEARCH**

The Directors of Institutional Effectiveness are appointed by the President and report to the Vice President for Academic Affairs. They are responsible for the coordination of a body to monitor and report upon the institutional strategic plan, submission of all required internal and external reports, chairing and coordinating an Assessment Committee to evaluate instructional and college support programs and recommend policies regarding assessment, and accurately reporting and submitting all external accreditation documents. An Institutional Research Specialist reports to the Associate Dean.
DIRECTOR OF LIBRARY SERVICES

The Director of Library Services reports to the Vice President for Academic Affairs and is responsible for the organization and administration of the college library in order to provide library services to the faculty, students, and staff. Duties of the Director of Library Services shall include, but not be limited to:

- Overseeing the operation of all library functions.
- Maintaining a library collection equally supportive of all curricular needs.
- Submitting budget requests.
- Maintaining an atmosphere in the library conducive to good study habits.
- Protecting college property related to the library.
- Supervising other library employees.
- Supervising a program of assessment activities for determining strengths and weaknesses of the library with a goal of making necessary changes to improve the program.

DIRECTOR OF PARTNERSHIPS

The Director of Partnerships reports to the Associate Academic Dean for Program Development and is responsible for coordinating and maintaining external partners in service of the College’s academic programs.

DIRECTOR OF STUDENT SUPPORT SERVICES

The Director of Student Support Services reports to the Associate Academic Dean for Learning Resources and Academic Services and is responsible for Student Support Services, a Title IV TRiO program. This program includes the tutoring program (Academic Resource Center); the supplemental instruction program (SI); the freshman seminar program; the career planning and placement program; and student disability services. Additional responsibilities administering the ACT, grant proposal writing for refunding, and reporting program accomplishments to both the institution and the external funding sources.

REGISTRAR

The Registrar is responsible for the organization, supervision and coordination of college programs that relate to registration, maintenance and security of student records, teacher certification, official eligibility certification for athletes, veterans affairs, commencement plans, and for various reports that are appropriate to the office. The Registrar performs additional duties as required including evaluation and assessment of the effectiveness of the office. The Registrar shall report to the Vice President for Academic Affairs.

ASSOCIATE ACADEMIC DEAN FOR LEARNING RESOURCES AND ACADEMIC SUPPORT

The Associate Academic Dean for Learning Resources and Academic Support is appointed by the President upon recommendation of the Vice President for Academic Affairs. S/he is responsible to the Vice President for Academic Affairs. S/he provides leadership in the areas of academic support and special project management as assigned by the Vice President for Academic Affairs.
The following areas report to the Associate Academic Dean for Learning Resources and Academic Support: advising, Student Support Services, and Title III.

ASSOCIATE ACADEMIC DEAN FOR PROGRAM DEVELOPMENT

The Associate Academic Dean for Program Development is appointed by the President upon recommendation of the Vice President for Academic Affairs. S/he is responsible to the Vice President for Academic Affairs. S/he provides leadership in the areas of academic support and special project management as assigned by the Vice President for Academic Affairs.

The following areas report to the Associate Academic Dean for Program Development: Director of Partnerships.

FUNCTIONAL CATEGORIES OF FACULTY

A member of the faculty at Union College may qualify for appointment into one of the following functional categories.

TEACHING FACULTY

Persons in this position meet minimum degree requirements for teaching courses offered by the College in their specific disciplines. They are employed on a nine-month academic year contract from approximately mid-August to mid-May and paid on a twelve-month basis. The contract is renewable each year at the discretion of the President of the College. Teaching faculty may attain tenure upon fulfilling the specific requirements outlined in the section detailing tenure. Librarians are included in this group holding faculty rank and are eligible for promotion and tenure consideration.

ADMINISTRATIVE FACULTY

This position pertains to full-time administrative personnel with faculty rank who are eligible for faculty status appointment. They are employed annually on a twelve-month contract which is renewable at the discretion of the President of the College.

Administrative faculty may be required to teach courses offered by the College in their specific disciplines in addition to carrying out their administrative responsibilities.

Administrative faculty members are not eligible for tenure unless exceptions are made by the President of the College.

In the event that organizational changes should result in the removal of a member of administrative faculty from full-time administrative status, that member may, at the discretion of the President of the College, be transferred to faculty status after consultation with the appropriate Department Chair, and the Vice President for Academic Affairs. The former member of administrative faculty may become eligible in the new assignment for faculty tenure.

FACULTY TEACHING GRADUATE COURSES

The qualifications required for teaching at the graduate level include possession of the highest terminal degree in the individual's teaching field, interest in graduate instruction, experience in teaching advanced course work, and evidence of scholarly activity. Service on the part of professors appointed by
the President to teach graduate courses is subject to the needs of the program by the dean/chair of each
department in concurrence with the Vice President for Academic Affairs. The teaching load for professors
teaching exclusively in the graduate program is nine hours per semester.

ASSOCIATE LECTURESHP

Professorial rank personnel assigned to less than full-time administrative duties on a twelve-month
basis are placed in the Associate Lectureship class. Associates are required to teach classes in addition to
performing their normal administrative duties but they do not qualify for tenure. These twelve-month
contracts are renewable annually at the discretion of the President of the College.

Personnel employed in this classification may be transferred, at the discretion of the President of the
College, and, after consultation with the appropriate Department Chair, and the Vice President for
Academic Affairs into faculty status if they are relieved of their administrative responsibilities due to
organizational changes. In this event, they would become eligible in the new assignment for all of the
attending privileges of faculty status earned during the period of service in the rank of associate
lectureship.

ADJUNCT FACULTY

Adjunct faculty members are employed on a part-time, course-by-course basis as needed. They must
have the required credentials to teach assigned courses. Payment is made in three equal monthly amounts
beginning in the second month of the semester. During interim and summer sessions, payment in full is
made at the end of the course.

Undergraduate load: adjuncts teaching undergraduate courses will teach no more than 8 hours in
each fall and spring (including the sub-terms) semesters and no more than 4 hours in each of the
remaining terms (May/Summer I/Summer II/Summer III/August/Winter).

Graduate load: adjuncts teaching graduate courses will teach no more than 1 course per term.
Adjuncts that have another full-time job will be limited to 21 hours per calendar year; adjuncts who are
not working full-time may teach up to 31 hours per calendar year.

EMERITUS STATUS

Tenured faculty members who reach retirement age and retire with the rank of associate professor or
professor and who have completed a minimum of ten years of full-time service to Union College may be
recommended by the Faculty Relations Committee for the rank of emeritus professor. Following faculty
approval, the recommendation must be approved by the Board of Trustees. Emeriti faculty may attend all
faculty functions at their option, and are eligible for such benefits as library privileges, tickets, passes and
admissions on the same basis as regular faculty members. Sympathy and courtesy fund privileges are to
be extended to Emeriti faculty. The names and titles of emeriti faculty are listed in the Union College
Catalog.

FACULTY MARSHAL

The Faculty Marshal shall be appointed by the Vice President for Academic Affairs, carry the
College Mace, and lead the faculty during ceremonial functions. Ordinarily, the Faculty Marshal shall be
the full-time faculty member with the greatest number of years of continuous service on the faculty at Union College.

PROFESSORIAL RANKS

The minimum education and experience requirements for initial appointment to professorial ranks at Union College are listed below. The experience requirements refer to total years of experience, not Union College experiences exclusively, and must be in college teaching or related activities that would contribute to effective teaching. For additional criteria for promotion to higher ranks, see section M.2, Promotion.

INSTRUCTOR: Master’s Degree in field, no experience required. After completion of five years of full-time teaching service an instructor must qualify academically for the rank of assistant professor in order to remain on the faculty. (Exceptions may be made only under unusual conditions.)

ASSISTANT PROFESSOR: Master’s Degree plus additional eighteen semester hours of graduate credit or equivalent in the faculty member’s field of specialization or closely related subject matter and three years of college teaching experience, or ABD and one year of teaching experience, or Ph.D. or equivalent terminal degree without required experience.

ASSOCIATE PROFESSOR: Master’s Degree plus additional thirty semester hours of graduate credit or equivalent in the faculty member’s field of specialization or closely related subject matter and five years of experience in the rank of assistant professor, or Ph.D. or equivalent terminal degree and five years in the rank of assistant professor.

PROFESSOR: Earned Ph.D. or equivalent terminal degree or equivalent distinction in the faculty member’s field of specialization and five years of experience in the rank of associate professor.

ENDOWED CHAIR: The Vice President for Academic Affairs recommends to the Faculty Relations Committee appointments to memorial professorships financed by specific endowments. The committee, in turn, forwards its recommendations to the President of the College, who then presents the proposal to the Board of Trustees for final approval. Appointees must meet all qualifications for at least the associate professor rank. In cases where two or more faculty members meet the criteria, the appointment is to be the decision of the Vice President for Academic Affairs.
RECRUITMENT AND RESIGNATION

The Board of Trustees strives to provide a stimulating environment for students at Union College; therefore, has adopted the statement recommended by the Association of American Colleges and the American Association of University Professors relative to the recruitment and resignation of faculty. This statement published in LIBERAL EDUCATION, Volume XLVII, Number 1, March 1961, is set forth below:

SEARCH

Negotiations, looking to the possible appointment for the following fall, of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

RESIGNATION

A faculty member should not resign in order to accept other employment as of the end of the academic year later than May 15 or thirty days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement, but he should conform to their decision.

Except by agreement with this institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

NOTICE

To permit a faculty member to give due consideration and timely notice to his institution in circumstances defined in paragraph one of these standards, an offer of employment for the following fall at another institution should not be made after May 1. The offer should be a "firm" one, not subject to contingencies.

TEMPORARY APPOINTMENTS

Institutions deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who have retired.

FACULTY RECRUITING PROCEDURES

As an equal opportunity employer, Union College hires and promotes its employees and admits its students on the basis of merit, qualification, and character and does not discriminate on the basis of race,
color, religion, national or ethnic origin, sex, sexual orientation, age, disability, or veteran status in the administration of any of its educational or employment policies. (See Appendix A-2, Anti-Discrimination Regulations) (See Appendix A-2, Anti-Discrimination Regulations)

The recruiting of faculty members at Union College shall follow a consistent pattern and include the following steps:

- Advertisement of the position in nationally recognized publications and/or web-sites, as well as posting on the Union College web-site. Affirmative Action and Equal Opportunity practices will be followed.
- Recording of all applications and credentials as they are received. Applicants will be notified regarding receipt of application.
- Review of submitted applications by the appropriate department personnel, Department Chair, and Vice President for Academic Affairs.
- After a consensus is reached regarding those who are most qualified, the Vice President for Academic Affairs will make preliminary phone calls to further assess applicants' interest and qualifications.
- For those who are still viable candidates, Department Chair, and Vice President for Academic Affairs shall call references and prior employers for their evaluation of the candidate.
- When this information is gathered and compiled, the candidates who are best qualified and who best suit Union College's needs will be invited for an interview. The President of the College will be provided this information for deliberation.
- The interview process will include meetings with appropriate faculty, Department Chair, Vice President for Academic Affairs and the President. Other appropriate persons will be included as necessary, such as Librarian, Registrar, Human Resources and Technology staff. In addition, the candidate may meet with and present a lecture to selected students and faculty.
- When the interview process is concluded, the Vice President for Academic Affairs will review the assessments from faculty, students, and Department Chair, and make a recommendation to the President.
- The candidate will be notified of the offer of a position, along with the terms, in contractual form, with an appropriate deadline.
- Upon acceptance by a candidate, all other candidates shall be notified that the position has been filled.
- All records and applications for employment are expected to be in electronic format and are kept in the Office of Academic Affairs for 60 days past date of hire. More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

FACULTY BYLAWS

A. Purpose and Jurisdiction

The faculty has primary responsibility and jurisdiction in the areas of curriculum, instruction, and those aspects of student life relating to the educational process. The faculty shall prescribe, subject to the approval of the President of the College and the Board of Trustees, requirements for admission, courses of study, academic standards, standards of eligibility for participation in student activities,
the nature of degrees to be conferred, conditions of graduation, and methods of the conduct of the educational work of the College. The faculty shall approve all candidates for degrees. The faculty has jurisdiction over such other matters as are subsumed under the committee structure of the faculty. The faculty shall also exercise concern with matters relating to professional competence, ethics, and status.

B. Voting Membership

The voting membership of the faculty consists of all persons of faculty rank who are in the full-time service of the College and the following administrative officers of the College: the President, Vice President for Academic Affairs, and the Dean of Education.

C. Officers

The officers of the faculty are the President of the College, the Vice President for Academic Affairs, and the Secretary of the faculty. The Secretary of the faculty shall be appointed by the Vice President for Academic Affairs at the first meeting of the academic year and shall serve through the academic year. The Secretary of the faculty shall keep complete and accurate minutes of each meeting of the faculty and distribute copies of the same to each member of the faculty at least seventy-two hours, excluding Saturday and Sunday, in advance of the next meeting.

D. Faculty Trustee

A member of the faculty and an alternate (the Associate Trustee) shall be elected to a three year appointment to serve no more than two consecutive terms, and to represent the faculty at each meeting of the Board of Trustees of the College. This faculty representative shall have floor privilege, voting privilege, and report to the faculty on the proceedings of the Board of Trustees meetings. In the event that the faculty trustee is unable to carry out his or her duties, the Associate Trustee will assume the duties of the faculty trustee for the remainder of his or her term, and the faculty shall elect a new associate trustee to serve for the remainder of that term.

E. Meetings

The faculty shall exercise its voting privileges on matters of academic policy and procedure at regular and special meetings during the regular academic year. These meetings also serve to keep members of the faculty informed of activities of individuals and committees, administrative plans and policies, and provide an opportunity for offering opinions and recommendations regarding policies of the College.

During the period between the May graduation and the faculty meeting held immediately preceding the opening of fall semester registration, the faculty summer senate shall have responsibility for and shall exercise jurisdiction over matters of academic policy and procedure. The faculty summer senate shall be composed of the President of the College, the Vice President for Academic Affairs, the Dean of Education, and twelve other faculty members, one selected from each of the academic departments by members of the departments by April 1, and the remaining at-large delegates elected by the faculty at the April faculty meeting.
1. Time of Meetings
   a. The faculty shall meet within three days immediately preceding the opening of the fall semester on the call of the President. Thereafter, regular meetings of the faculty shall be held monthly, September through April, during the Academic year.

   b. During the regular academic year, special meetings of the faculty may be called by the President, the Vice President for Academic Affairs, or upon the written request of five members of the faculty to one of the officers of the faculty. Written notice of all special meetings of the faculty must be distributed to the members of the faculty at least seventy-two hours, excluding Saturday and Sunday, before the meeting.

   c. During the period between the May graduation and the faculty meeting held immediately preceding the opening of the fall semester, meetings of the faculty summer senate may be called by the President of the College, the Vice President for Academic Affairs, or upon written request of five members of the faculty to either the President of the College or the Vice President for Academic Affairs. Written notice of all meetings of the faculty summer senate must be distributed to all members of the faculty at least seventy-two hours, excluding Saturday and Sunday, before the meeting.

2. Privilege of Meetings

   Members of the Board of Trustees, persons of faculty rank who are not in full-time service of the College and administrative personnel shall have attendance and floor privileges at meetings of the faculty and at meetings of the faculty summer senate, but not the voting privilege. Members of the faculty who are not members of the faculty summer senate shall have attendance and floor privileges at meetings of the faculty summer senate, but not the voting privilege.

3. The Chair

   The Vice President for Academic Affairs shall preside at meetings of the faculty and of the faculty summer senate; however, the President, at his/her discretion, may assume the chair. The Vice President for Academic Affairs, as Chairperson, shall appoint a Secretary of the faculty summer senate at the first meeting of that body. The Secretary of the faculty summer senate shall keep complete and accurate minutes of each meeting of the faculty summer senate and distribute copies of the same to each member of the faculty within a week after each meeting.

4. Visitors

   Visitors may attend a faculty meeting or a faculty summer senate meeting upon invitation of the President, the Vice President for Academic Affairs, or by majority vote of the members present and voting. At the discretion of the Chairperson, a visitor may be allowed to address the faculty or the faculty summer senate.

5. Quorum

   Members of the faculty are expected to attend the regular and special meetings of the faculty. Two-thirds of the voting members of the faculty, not including members on leave, shall constitute a quorum at any meeting of the faculty. At meetings of the faculty summer senate, twelve of the members shall constitute a quorum.
6. Parliamentarian

There shall be a Parliamentarian appointed by the Vice President for Academic Affairs at the first faculty meeting of the academic year to serve through the academic year. There shall be a Parliamentarian appointed by the Vice President for Academic Affairs at the first meeting of the faculty summer senate to serve until the first faculty meeting of the academic year.

7. Rules of Order

Excepting as it conflicts with these Bylaws, Robert's Rules of Order shall be used in governing all meetings of the faculty and of the faculty summer senate. The Parliamentarian shall advise the chair in interpreting the rules of order.

8. Agenda

Any officer, committee or department chairperson, or individual faculty member may submit agenda items to the Vice President for Academic Affairs at least one week prior to any regularly scheduled or special faculty meeting or to a meeting of the faculty summer senate. However, if such items are properly the province of an existing committee and have not previously been considered by such a committee, then the Vice President for Academic Affairs will refer them accordingly. The agenda, either in writing or via e-mail, shall be distributed to the members of the faculty at least forty-eight hours, excluding Saturday and Sunday, prior to the convening of the meeting of the faculty or of the faculty summer senate.

9. Advance Notice

Copies of any proposal for policy or curricular change shall be e-mailed and/or distributed to the faculty at least seventy-two hours, excluding Saturday and Sunday, in advance of the meeting in which it will be acted upon. Urgent items may be introduced at any regular meeting of the faculty by a three-fourths majority vote of the faculty members present and voting.

10. Voting Procedures

Questions before the faculty or the faculty summer senate shall be decided by voice or by show of hands at the option of the Chairperson. If the ruling of the chair on a voice vote is challenged, voting shall be by a show of hands. At the discretion of the chair or upon request by any two members present, the faculty or the faculty summer senate shall use a written ballot. Elections involving a choice among persons shall require a written ballot, and a plurality shall be sufficient for election. All other questions shall be decided by a majority of those present and voting except that motions to suspend the rules or the bylaws and those questions which are so stipulated in Robert's Rules of Order shall be decided by a two-thirds vote of the members present and voting.

11. Records

When not in use, the permanent minutes of the meetings of the faculty and of the faculty summer senate shall be kept in a secure file in the Office of Academic Affairs and a second bound set be housed in the Library. Any member of the faculty, the administration, or the trustees may have
access to the permanent minutes during regular office hours. Members of the faculty, the administration, or the trustees may reproduce minutes of past meetings. Such persons, however, shall be responsible for the confidentiality and security of these records.

12. Proceedings Confidential and Binding

a. The proceedings of all meetings of the faculty and of the faculty summer senate are to be regarded as confidential.

b. Actions adopted by the faculty or by the faculty summer senate are binding upon all members of the faculty; it is the professional obligation of each faculty member to enforce the rules, regulations, and procedures established.

F. Standing Faculty Committees

1. General Policies

a. Ex-Officio Members

There shall be standing committees of the faculty as described hereunder. The President and the Vice President for Academic Affairs are ex-officio members of all standing faculty committees and shall be notified in advance of all committee meetings. When they are present at committee meetings, they will not have voting privileges. Their presence or absence will not count toward a quorum except in those instances where they are named in the bylaws to specific committee assignments.

b. Committee Functions

The Chairperson of each committee, unless designated in the bylaws, shall be elected by the committee at its first meeting, which shall be called by a member of the committee designated by the Chairperson of the opening fall faculty meeting. The committee Chairperson shall report all significant action of the committee to the faculty at its regular meetings.

Each committee shall elect a Secretary at its first meeting. The Secretary shall keep complete and permanent minutes of all meetings. Within a week after each meeting, the Secretary shall send a copy of the minutes to the President and the Vice President for Academic Affairs and each committee member. It shall be the responsibility of the Vice President for Academic Affairs to incorporate these into the permanent records of the faculty.

The committee Chairperson shall be responsible for calling committee meetings. However, upon proper notification to all members of the committee, a committee meeting may be called by any three members of the committee.

Each committee may invite any person for consultation and all members of the faculty are encouraged to cooperate upon receipt of such invitation.

Proposals submitted to a standing committee and not approved by the committee may be resubmitted to the next regular faculty meeting by five members of the faculty.
c. Subcommittees

All standing faculty committees shall have the right to form subcommittees for the purpose of the division of responsibilities. Subcommittee recommendations requiring faculty approval cannot be referred to the faculty without affirmative action of the parent committee. The Chairperson and the majority of a subcommittee shall be members of the parent committee.

d. Election and Membership

Standing Faculty Committees shall be elected at the April faculty meeting for the ensuing academic year. Vacancies will be filled at the first fall faculty meeting by election. Nominations for all elections will be made by the Governance Committee.

Whenever possible, no member of the faculty shall serve concurrently on more than two standing committees and one ad hoc committee. Nor shall any member of the faculty serve as Chairperson of more than one standing committee at one time. Whenever possible, new members of the faculty shall be excused from serving on a standing committee during their first year.

No more than one member of a single department may be elected to serve on the same standing committee at any one time.

Except where otherwise designated, members of committees may succeed themselves when their terms expire if they are re-elected or reappointed to a new term on the committee. After serving two consecutive terms, an elected member is ineligible for election to the standing committee for one year.

e. Student Membership

Student membership is described under each committee. Rules of confidentiality shall be observed.

2. Standing Faculty Committees

a. Academic Policy Committee

The committee shall consist of the Vice President for Academic Affairs, who shall be Chairperson, Deans of Education and Nursing, the Registrar, Director of Library Services, the Department Chairs, the Student Vice President for Academic Affairs, and one additional student selected by the committee. Associate Deans are ex-officio members of the committee.

Those individuals on the Academic Policy Committee who are members by reason of their official positions shall serve on the committee as long as they occupy those positions. Student members of the Academic Policy Committee shall serve for terms of one year and may be selected to serve additional terms.

The duties of the committee shall be:

(1) To review the academic policies of the College and make recommendations thereon to the faculty.
(2) To study significant educational innovations in higher education and make recommendations thereon to faculty.

(3) To review and make recommendations to the faculty on matters affecting curriculum revision of academic programs; introduction and elimination of courses, course requirements, prerequisites, and credit hours; academic advising; and the development of new academic programs.

(4) To approve individualized majors.

Proposals to this committee may be made by the faculty officers, any member of the faculty, or any member of the student body. All proposals to the committee must be presented in writing and submitted to any member of the committee. Sufficient copies of such proposals to the committee must be presented in writing and submitted to any member of the committee. Sufficient copies of such proposals should be made available so that each member of the committee has a personal copy.

(5) To apportion materials appropriations between the departmental fund and the general fund.

(6) To apportion the departmental fund among the departments.

b. Admissions and Academic Standing Committee

The committee shall consist of the Associate Dean of Enrollment Management, who shall be the Chairperson, the Registrar, Associate Dean of Financial Aid, the Director of Special Programs, and four members of the faculty at large, elected for three-year, staggered terms. The Dean of Enrollment Management and the Vice President for Academic Affairs shall serve as ex-officio members

The duties of the committee shall be:

(1) To recommend guidelines for admission to the College and determine student eligibility for admission in borderline or questionable situations.

(2) To review the academic standing of currently enrolled students and to determine whether and under what conditions students should be allowed to continue studies at the College or whether or not they should be suspended.

(3) To periodically review guidelines for admission to the College.

c. Assessment Committee

The Assessment Committee comprises eight voting members, five of them appointed and three elected: the IE Director (required); the Administrative Assessment Coordinator (administration-appointed); the Academic Assessment Coordinator (faculty-appointed); the Co-Curricular Coordinator (administration-appointed); the Transitional (formerly QEP) Coordinator (faculty-appointed); and three faculty members (a) elected at-large (b) with no departmental duplication of any of the appointed members. With Assessment Committee
approval, each representative may assemble a work group to address a specific, well-defined
task. That work group is temporary and will disband upon the completion of that task.

The duties of the committee shall be:

(1) To identify administrative, co-curricular, and academic (including disciplinary and
interdisciplinary) programs requiring regular, systematic assessment.

(2) To establish guidelines for program assessment and to monitor and approve, suggest
modification of, or disapprove program assessment reports.

(3) To publish approved program assessment reports within one month of approval.

(4) To coordinate Assessment Day activities.

(5) To publish results from the most recent Assessment Day and other systematic
assessments (e.g., those conducted in Freshman Seminar) at the first faculty meeting of
the academic year.

(6) To report or facilitate the reporting of assessment to outside agencies.

(7) To identify and remediate programmatic weaknesses through means including but not
limited to Transitional coursework and tutoring.

d. Cultural Events Committee

The committee shall consist of five members of the faculty elected to three-year, staggered
terms, at least one, but no more than one, of whom must be from the fine arts faculty, and two
students selected by the Union College Community Government. The Campus Minister and
the “keeper of the master calendar” shall be standing members of the committee.

The duties of the committee shall be:

(1) To identify resources on and off campus that would provide cultural enrichment to the
Union College community.

(2) To provide cultural activities and opportunities for Union College through allocation of
monies for such purposes and/or through the planning and presentation of appropriate
events.

e. Distance Education Committee

The Distance Education Committee shall consist of nine voting members: Associate Academic
Dean for Learning Resources and Academic Services (ex-officio); Online Learning Activity
Coordinator (required); Director of Administrative Systems (required); Academic Technology
Specialist (required); four faculty members elected at-large with no departmental duplication,
one with online teaching experience at the undergraduate level and one with online teaching
experience at the graduate level; and two students, one graduate and one undergraduate, who
have taken at least one online or hybrid course.

The duties of the committee shall be:
(1) To develop and propose for faculty approval college policy on distance learning, including but not limited to policies on intellectual property rights, enrollment, office hours, communication, online course development and management, and technical support.

(2) To develop and propose for faculty approval procedures and standards for ensuring the quality of courses and programs when delivery methods other than traditional classroom instruction are utilized.

(3) To develop and propose for faculty approval policies and procedures for ongoing faculty development and support in the areas of instructional design, pedagogy, and technology in order to ensure that faculty who teach distance education courses are able to provide high quality online learning environments for the students of Union College.

(4) To develop and propose for faculty approval modifications to existing policies, standards, and procedures related to distance education, if appropriate.

(5) To solicit input or data from faculty, students and other college committees to inform policy development and quality assurance efforts.

def. Faculty Relations Committee

The committee shall consist of five tenured members of the faculty elected to three-year, staggered terms. As membership changes, the rule of non-duplication of departmental representation shall be observed.

The duties of the committee shall be:

(1) To advise the President, the Vice President for Academic Affairs, and the Dean of Education when appropriate, with reference to the promotion of faculty within rank or between ranks; the granting of tenure; dismissals; academic freedom; and any other matter of faculty relations which the President, the Vice President for Academic Affairs, or the Dean of Education desires to bring to it, or which the committee desires to bring to them.

(2) Conduct systematic review of tenure-track faculty (1-year, 3-year, 5-year of tenure track). Non-tenure track faculty are reviewed following their first year.

(3) To review policy, receive applications, and make recommendations with regard to sabbatical leave.

(4) To administer the faculty professional travel fund.

(5) To supervise selection of faculty members for Excellence in Teaching Award.

g. Governance Committee

The committee shall consist of four members of the faculty at large, elected for three-year, staggered terms.
The duties of the committee shall be:

1. To keep the committee structure of the faculty under periodic study and review.

2. To serve as a nominating committee for the election of faculty members for the standing faculty committees.

h. Institutional Review Board

The Institutional Review Board operates on principles specified in the *IRB Guidebook* published by the Office for Human Research Protections of the Department of Health and Human Services. It is comprised of six elected members, the IE Director and a community member who is not part of the immediate family of a person who is affiliated with the institution (appointed); one tenured faculty member whose primary scientific research area is in the social sciences; one tenured faculty member whose primary research area is in the natural sciences or mathematics; one faculty member whose primary research area is in either (a) the social sciences or (b) the natural sciences or mathematics; one tenured faculty member whose primary research area lies outside the sciences; and two faculty alternates who do not attend and vote except when necessary to make up a quorum. The IRB may also invite experts, who do not vote, to attend and provide necessary information on specific proposals.

The duties of the committee shall be:

1. Determine what activities constitute human participant research.

2. Review, approve, require modifications in (to secure approval), or disapprove all research activities covered by this policy prior to the commencement of the research.

3. Require that information given to participants as part of informed consent is in accordance with appropriate laws, regulations, and standards. The IRB may require that additional information be given to the participants when, in the IRB's judgment, the information would meaningfully add to the protection of the rights and welfare of participants.

4. Require documentation of informed consent or waive documentation in accordance with federal and Kentucky laws and regulations. If research activities are being proposed to be conducted in other states and/or countries by Union faculty, staff, and/or students, the research activities will be approved in compliance with the regulations for those specific research locations.

5. Notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.

6. Conduct continuing review of research covered by this policy at intervals appropriate to the degree of risk, but not less than once per year, (unless the research has been classified as "Exempt") and have authority to observe or have a third party observe the consent process and the research.

7. Suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to
participants. Any suspension or termination of approval shall include a statement of the reasons for the IRB's action and shall be reported promptly to the investigator, appropriate institutional official and the department chair.

i. Intercollegiate Sports Committee

The committee shall consist of the Athletic Director, the Faculty Athletic Representative (FAR) one head coach, to be determined by the coaches and Athletic Director, to serve a one-year term, two members of the faculty elected to three-year, staggered terms, and two students. One student shall be the current Student Vice President for Athletics, and shall have full membership and privileges. The other is to be selected by the UCCG, and will have all membership privileges except voting.

The duties of the committee shall be:

1. To act in an advisory capacity to both the faculty and the Athletic Director with regard to the relationship between athletic and academic interests of the college and in the Union College affiliation with athletic conferences and national associations.

2. To advise on athletic policies as they may impact on academics.

3. To assist in reviewing and revising materials pertaining to promoting a sound philosophy of intercollegiate athletics that is supportive of the total educational philosophy of the College.

j. Research and Lecture Committee

The committee shall consist of four members of the faculty and one member of the graduate faculty, elected to three-year, staggered terms.

The duties of the committee shall be:

1. To develop guidelines for evaluating proposals.

2. To receive proposals from members of the faculty with regard to research projects and lectures to be presented in the faculty lecture series, and to approve, suggest modification, or disapprove such proposals.

3. To administer the faculty research and lecture fund.

4. To administer faculty development funds allocated for research grants, to receive the reports from those who have been granted research funds, and to make those reports available to the faculty.

5. To supervise the selection of faculty members for the Excellence in Research Award.

6. To screen and nominate candidates for honorary degrees in consultation with the Vice President for Advancement, the Student Vice President for Advancement, and one student.
k. Teacher Education Committee

The committee shall consist of all full-time members of the department of educational studies. Each Department Chair shall designate one faculty member to serve for three-year staggered terms. The committee members will designate two representatives from the public schools to serve for one-year terms.

The duties of the Committee shall be:

1. To coordinate the planning of teacher education curricula.

2. To develop policies and implement programs for admission of students to the teacher education program.

3. To maintain a system of personnel records to facilitate the identification of all students preparing to teach.

4. To develop policies and standards for the satisfactory completion of all teacher education curricula.

5. To coordinate the requirements for teacher education with those of state, regional and national accrediting agencies.

3. Academic Freedom and Rights

a. Academic Freedom

In matters regarding academic freedom the faculty accedes to the statement found in this handbook on page 44.

b. Faculty Rights

In matters regarding faculty rights the faculty accedes to the statement found on page II-31 of this handbook.

c. Political Activity

In matters regarding faculty participation in political activities, the faculty accedes to the statement which was approved by the Faculty Relations Committee and the Board of Trustees and distributed to all members of the faculty by the Dean of the Faculty on February 16, 1970. See page II-32 of this handbook.

d. Student Rights

In matters regarding student rights the faculty accedes to the statement found in Appendix A-4, Statement on Rights and Freedoms of Students.
4. Amendments

These bylaws can be amended at any meeting of the faculty by a majority of those present and voting, provided that the amendment has been submitted in writing or via e-mail and discussed at the previous faculty meeting.

UNION COLLEGE FACULTY STANDING COMMITTEES

Academic Policy Committee
President, Ex Officio
Vice President for Academic Affairs (Chairperson)
Associate Academic Dean for Institutional Effectiveness and Research, Ex Officio
The Registrar
Director of Library Services
Chairperson of Business
Dean of Education
Chairperson of English and Communication
Chairperson of History, Religious Studies, Languages, Fine & Performing Arts
Chairperson of Natural Sciences
Dean of Nursing and Health Sciences
Chairperson of Psychology
Chairperson of Social & Behavioral Sciences
Chairperson of Wellness, Human Performance, & Recreation
Student VP of Academic Affairs
Student Representative (selected by the committee)

Admissions and Academic Standing Committee
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Dean of Admission and Financial Aid, Ex Officio
Associate Dean of Enrollment (Chairperson)
Assistant Dean of Financial Aid
The Registrar
The Director of Special Programs
Four at-large members of the faculty elected for three-year, staggered terms

Assessment Committee
Institutional Effectiveness Director
Administrative Assessment Coordinator (appointed)
Academic Assessment Coordinator (appointed)
Co-Curricular Coordinator (appointed)
Transitional Coordinator (appointed)
Three at-large members of the faculty

Cultural Events Committee
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Five members of the faculty elected for three-year, staggered terms, (at least one, but no more than one, of whom must be from the fine arts faculty)
Two students (selected by the student government)
The Campus Minister

**Distance Education Committee**
Associate Academic Dean for Learning Resources and Academic Services, Ex Officio
Online Learning Activity Coordinator (required)
Director of Administrative Systems (required)
Academic Technology Specialist (required)
Four at-large members of the faculty
Two students

**Faculty Relations Committee**
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Five tenured members of the faculty elected to three-year staggered terms

**Governance Committee**
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Four at-large members of the faculty elected for three-year, staggered terms

**Intercollegiate Sports Committee**
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Faculty Representative to the NAIA
Three at-large members of the faculty elected to three-year staggered terms, (one of whom must be from the department of wellness, human performance, and recreation)
Two students (selected by the student government)

**Institutional Review Board**
Institutional Effectiveness Director (required)
Community member (appointed)
One tenured faculty member – social sciences
One tenured faculty member – natural sciences or mathematics
One faculty member – social sciences or natural sciences or mathematics
One tenured faculty member - not social sciences
Two faculty alternates

**Research and Lecture Committee**
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Four at-large members of the faculty elected to three-year staggered terms
One full-time member of the graduate faculty elected for a three-year staggered term

**Teacher Education Committee**
President, Ex Officio
Vice President for Academic Affairs, Ex Officio
Chairperson of Department of Educational Studies (Chairperson)
All full-time members of the Department of Educational Studies
A representative of each additional academic department for staggered three-year terms (selected by the respective departmental chair)
Two representatives from the public schools for one-year terms (selected by TEC members)
COLLEGE POLICIES AND FACULTY RESPONSIBILITIES

The following policies, guidelines, or regulations have been grouped into three areas, namely general college, instructional, and academic policy, to provide faculty with a source of authority and direction that will enable them to act in a uniform manner.

Stewardship

Union College is an institution that seeks to uphold Christian values in all of its activities. We assert the best of what we believe through practical application of Christian principle: respect for each individual, fairness, consideration, stewardship of human and material resources of the College, non-exploitative relationships, chaste and temperate exemplary behavior. Union College affirms the inherent value of individual conscience, opinion, experience, and expression; and due process in the exercise of these values.

Good stewardship practice is a partnership effort of attitude and discipline involving employees and supervisors. Good stewardship involves mutual regard for everyone's safety; their reasonable access to and enjoyment of the workplace without fear of abuse, intimidation, harassment; and a mutual practice of carefully cultivating the human resources of the College and conserving the physical resources of the College. The traditional heart of a college is the daily pursuit of truth and integrity not just in its teaching and more abstract activities but also in the conduct of business, in relationships, in conversation.

Affirmative Action

As an equal opportunity employer, Union College hires and promotes its employees and admits its students on the basis of merit, qualification, and character and does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, or veteran status in the administration of any of its educational or employment policies.

All members of faculty and staff (particularly those occupying positions involving administrative functions) should conscientiously seek to operate within the provisions of these regulations in their dealings with their colleagues, students, other employees of the College, and in their contacts with other individuals while conducting the business of the College. Despite efforts to avoid the appearance of discriminatory practices, it is possible to unintentionally discriminate. The Supreme Court has declared that the Law "...is not concerned with good intent or absence of discriminatory intent for Congress directed the thrust—to the consequences—not simply motivation."

Not only is this morally wrong, being involved in allegations of discrimination could result in lengthy and expensive litigation for the College. If found guilty, the College could suffer considerable punitive costs and State financial aid funds; therefore, faculty and other members of administrative staff should familiarize themselves with the applicable policies and procedures to accomplish uniformity of behavior and record keeping at Union College.

Academic Freedom

The Board of Trustees has adopted the statement agreed upon by the American Association of University Professors and the Association of American Colleges and known to the profession as the 1940 Statement of Principles on Academic Freedom and Tenure (published in the AAUP Bulletin in the Spring of 1957, Volume 43, Number 1). The governing bodies of the two associations, meeting
respectively in November 1989 and January 1990, adopted several changes in language in order to remove gender-specific references. The statement reads as follows:

i) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

ii) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

iii) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

This policy statement on academic freedom is intended to include non-tenured teachers as well as tenured teachers at Union College.

Political Activity

The Board of Trustees and Faculty of Union College adopted in 1970 the statement on political activity approved by the American Association of University Professors in May 1969, and endorsed by the Fifty-fifth Annual Meeting as Association Policy. The AAUP has subsequently shortened its recommended statement and removed gender-specific language. The statement reads as follows:

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence will be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

Term of Duty

All faculty members on duty during the fall semester shall be present on the first date of the contract and attend all faculty conferences and other related functions (new faculty are required to attend orientation sessions). Duty for the spring semester and the summer session begins on the announced date for registration. All faculty on duty during the spring semester shall attend commencement and be on duty through the final date of the contract. Duty for the fall semester and each summer session ends with the submission of final grades.
Scheduling of Classes

Schedules of all classes (graduate or undergraduate, day, night, on or off campus) will be submitted to the Vice President for Academic Affairs by Department Chairs/Deans at prescribed times, and subsequently coordinated and confirmed at a meeting of the Academic Policy Committee. After that time, changes, deletions, or additions may be effected only by written request and approved by the Department Chair and Vice President for Academic Affairs, with notice given to the Registrar's Office, Business Office and Advising Office by the Vice President for Academic Affairs.

The Registrar in consultation with the Director of the Center for Academic and Student Achievement (CASA) has the responsibility and authority to conduct all registration sessions, set times of registration, and arrange through the Office of Academic Affairs for the assignment of such faculty and staff as are needed for proper and efficient operation.

Classroom and Office Space Assignment

Requests for normal classroom assignments will be made when schedules are prepared by Department Chairs/Deans. The Vice President for Academic Affairs will make final decisions regarding classroom and office space assignments. A master log of the assignments will be kept by the Office of Academic Affairs in the campus scheduling system. Special use requests for workshops, meetings, etc., should be directed to the Events Coordinator.

Keys

Keys are issued by the Campus Safety Office. Key request forms may be obtained on the Union College Website, or by contacting Campus Safety. More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

Meetings (Faculty and Departmental)

Full-time faculty shall attend all faculty meetings, and meetings of their respective departments. Attendance at faculty meetings and departmental meetings, by part-time faculty is encouraged but not required, except in special instances. Faculty members should exercise care in avoiding conflicts with those meetings. Permission to miss a faculty meeting for cause should be requested in advance from the Vice President for Academic Affairs.

Minutes of Committee Meetings

A record shall be kept of all meetings of officially constituted committees, organizations, or task forces and filed with the Vice President for Academic Affairs or the President of the College.

Ceremonial Responsibilities

All full-time personnel with faculty status are expected to participate in the academic procession at the Spring Commencement and Baccalaureate Services, Fall and Spring Convocations, Honors Convocation, and other announced convocations where academic processions are in order.
1. Academic Processional

The order of processional for all academic processions shall be as follows:

a. Faculty Marshal
b. Platform participants
c. Honorary degree candidates (who will usually be seated on the platform)
d. Trustees
   (1) Emeritus Professors
   (2) Full Professors
   (3) Associate Professors
   (4) Assistant Professors
   (5) Instructors

Within each category, seniority at Union College will be used to determine the order of processional.

Budget Preparation

The budgets for the separate funds provide the financial resources needed to support the various education, research, and community service programs of the institution, together with its administrative structure and physical plant. The faculty and staff are involved in budget preparation using established channels through the Department Chairs, Program Directors, and Office Heads as appropriate. The Vice President for Business and Financial Services assembles and coordinates the several budget requests as received from the Vice President for Academic Affairs and other administrative officers. The President has the authority for approving the budgets, subject to final action by the Board of Trustees.

Library Budgets and Purchase Procedures

Library book funds are allocated to academic departments by the Academic Policy Committee. The Director of Library Services may not expend funds from departmental allocations without first receiving the consent of the Department Chair/Deans. Failure to reply to the Director of Library Services’ inquiry within ten days will be considered affirmative reply.

Faculty members are urged to recommend titles for library acquisition, but the final responsibility to purchase materials suitable for the College collection rests with the Director of Library Services. Faculty recommendations shall normally be considered tantamount to orders; in the event the Director of Library Services considers any recommendation unsuitable, the matter will be discussed with the Academic Policy Committee, whose decision shall be final. In case of appeal, the Director of Library Services or any other member of the Academic Policy Committee involved in the appeal shall not vote.

Departmental book fund allocations not spent by a date set annually by the Academic Policy Committee shall revert to the Library Reference and General Fund.

Procuring Materials and Supplies

All charges should be approved by the Department Chair in advance. Books and other materials and supplies should be ordered by requisition, stating reason for need, approved by the Department Chair and forwarded to the Business Office for completion of the purchase.
Consulting and Outside Employment

More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

Memberships and Special Materials

College funds may not be used to purchase individual professional memberships, special instructional materials, or publications unless there is provision for such items in the budget of the Department. Institutional membership will be handled by respective Vice Presidents with the approval of the President. Instructional materials will be purchased using Departmental Budgets.

Publication of Brochures and Advertisements

All College promotional materials that are printed or reproduced in a number of ways for wide distribution must be cleared through the Office of College Communications. The purpose of this regulation is to insure quality of production and to avoid duplication of materials.

Liability for Infringement of Copyright Law

Union College personnel in charge of copy machines in their offices shall display the following statement prominently on or near the copying machine for all users to see:

NOTICE TO USERS OF COPY MACHINES

The Copyright Law, Section F108(f), governs the making of copies of copyrighted material. The person using this equipment is liable for any infringement.

Displaying this sign is required to protect the College from copyright infringement liability.

Sale of Reproduced Material

Faculty members are not permitted to sell reproduced notes, outlines, or similar materials to students.

Long Distance Telephone Calls

Long distance telephone calls related to College business may be placed direct, with an employee access code provided through the Business Office. The Business Office maintains a listing of long distance activity placed with each employee access code.

Personal long distance calls may be placed with a personal calling card or with a personal access code available from the long distance carrier. The long distance carrier will bill the individual for calls made with the personal code. Any charges for personal calls made with the employee access code must be reimbursed by the employee. Applications for a personal access code may be obtained from the Business Office.
Salesmen's Personal Calls

Salesmen and solicitors not dealing specifically with College business should visit College employees at home. Neither faculty nor administrative time should be used for this purpose, and any salesman making non-College business calls should be referred to this policy.

General lists of faculty or students will not be provided to salesmen of companies soliciting for sales of personal products or services.

Repairs and Maintenance Service

When faculty and staff need the services of the Physical Plant Department, they shall make requests for such services on-line to the Office of the Physical Plant Director. Advance written notice for such service is necessary in order to give time for the work to be done. All work orders for major repairs or service must be approved by the Department Chair.

In the event of an emergency (broken pipe, blocked drain, electrical failure, etc.,) anyone may communicate directly with the Physical Plant Director without following normal procedures.

The services of Physical Plant Department personnel are not available to College employees for personal use on College time or at College expense, except as provided in rental agreements for College-owned residential facilities.

Use of Facilities and Equipment

Policy for faculty or staff use of College facilities and equipment to teach courses and/or workshops for their own financial gain is as follows:

Any such program contemplated by any person shall first be submitted in writing to the Vice President for Academic Affairs and must ultimately be approved by him. Approval will not be given for courses or activities that conflict with existing or contemplated College programs.

If approved by the Vice President for Academic Affairs, the matter must then be cleared insofar as facilities and costs are concerned with the Vice President for Business Services. If such activities have a fee structure or any costs charged to the participants, Union College will receive 10% of such fees or charges. Should the 10%, which is intended to cover utilities and normal janitorial services, be deemed insufficient to cover such costs for said proposed program, the College will expect compensation beyond the 10% to cover such expected expenses. When proposals are brought in it will be the responsibility of the Vice President for Business Services to carefully consider the need for such special compensation charges.

Travel

It is the policy of Union College that faculty and staff will be adequately housed and reimbursed for incurred expenses when traveling on College business, attending approved conferences, and seminars.
When traveling by car, employees have the option of using their personal automobile and being reimbursed for mileage at the current rate, or participating in the College’s vehicle rental agreement with Enterprise, and charging the rental cost and fuel expense to the appropriate College account. Enterprise vehicle rentals are handled through the Business Office.

Some academic programs require faculty travel. Application for faculty program travel is made to the department chair or program director as appropriate. Reimbursement for faculty program travel requires completing a Travel Expense Voucher and submitting it, together with appropriate receipts, to the authorizing officer for approval. The authorizing officer will forward the approved voucher and receipts to the Office of Business Affairs.

Some administrative and staff personnel have discretionary travel budgets; others must apply to their supervisor for travel authorization. Reimbursement for administrative and staff travel requires completing a Travel Expense Voucher and forwarding the approved voucher, together with appropriate receipts, to the Office of Business Affairs.

The faculty professional travel budget is administered by the Faculty Relations Committee. Application for faculty professional travel, and reimbursement for same, is made following procedures established by the Faculty Relations Committee. These procedures are available in each department office.

Loaning and Borrowing College Property

Loaning college property for use off campus is the responsibility of the Vice President for Business Services. Likewise, he/she is the only person authorized to borrow property for college use. The College will not be responsible for loaned or borrowed property unless the Vice President for Business Services has approved the transaction. Persons loaning college property on their own or borrowing the property of other, do so at considerable personal risk.

Policy on Drug-Free Workplace: more detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

AIDS (Acquired Immune Deficiency Syndrome)

Union College shall treat AIDS the same as any other disease that may be contracted by students and staff. Victims of AIDS or other diseases will be permitted to work and/or enroll in courses unless the student or staff member’s personal physician or state or federal public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and the individual.

Legal and ethical considerations militate against the adoption of any policies or courses of action which would deny ordinary privileges and rights including that of privacy, to students, faculty, or staff members who are known or suspected to be infected with the AIDS virus.

Students, faculty, and staff identified as having AIDS or AIDS-Related Complex or any other communicable disease will not be barred from working, teaching, attending classes, or participating in College-sponsored activities unless the appropriate vice president, in consultation with the individual’s personal physician or state health department official, determines that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, will remain open to
re-examination in light of new information, and will consider facts such as the individual's state of health and occupation.

Union College is committed to providing students, faculty and staff with a comprehensive educational program concerning AIDS, based upon currently available medical information.

The identity of the individual having AIDS or AIDS-Related Complex will remain confidential. No specific or detailed information concerning individual patients' medical conditions will be released to the general public. In the event that a personal physician or state health department officials determine that an individual's medical condition represents a public health hazard and warrants limitation of activities, only essential administrative personnel will be informed, on a need-to-know basis.

Housekeeping staff and food service workers will follow the guidelines issued by the Center for Disease Control for the prevention of transmission of AIDS and other communicable diseases.

Inclement Weather Policy

More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

Internet Use Policy

The following describes the privileges and responsibilities of computer users at Union College. All members of the College community are expected to follow the Code. In addition to representing College regulations, the Code also addresses certain issues mandated by Federal and State laws.

Using Computer Resources:

College computer resources are provided to faculty, staff, and students for the purposes of study, research, service, and other work-related activities. Because resources are limited, all computer users are responsible for making sure that at all times the highest priority is assigned to activities related to these purposes.

- All computer users engaged in activities that are not directly connected to study, research, or College service should be willing to yield public area computers or computer terminals to others without waiting to be asked.
- Computer accounts and passwords should be protected against unauthorized use. Students should never share their accounts or passwords with anyone. Under special circumstances, faculty and/or staff may share accounts with others working on the same project. Such exceptions will be determined by the system administrator.
- Faculty and staff members should not share accounts with friends and relatives—unless they fulfill the conditions above.

Protecting Union College Computer Resources and Institutional Data:

Because computer resources are limited and valuable to the life of the academic community, all computer users should assume the responsibility to keep the computing system running
and its resources unaltered and protected from damage and illegal access. Computer resources are fragile and vulnerable and all computer users should see themselves as part of an ongoing effort to protect these resources.

- Computer users should never intentionally destroy or alter accounts, files, software, hardware, to obtain extra resources, or to deprive others of computer resources.
- All computer users who possess knowledge of “bugs” or other flaws in the system are encouraged to take responsibility and share that knowledge with supervisors of that system.
- Computer users should never make copies of software for which permission to copy is not explicitly given. Software copyright restrictions may apply and should be adhered to. If the software does not state that users are authorized to copy it, then the software should not be copied.
- Network managers should ensure that the number of users of any licensed software does not exceed the number of licenses assigned to the network.
- Users should follow the license restrictions of the software they use, including the software provided by the college under site license agreements.
- Faculty and staff members, responsible for providing and maintaining data on college servers, have a responsibility to ensure the accuracy of the data and the accuracy of the reports and screens displaying data.
- Faculty and staff members who have been given access to institutional data, reports, and screens must maintain confidentiality of this information. Further, the information should be obtained only for activities and/or research directly related to the individual’s job assignments.
- Faculty and staff who have been given the authority to modify (add, change, and/or delete) institutional data should maintain the confidentiality of their password/account. The faculty or staff member assigned the password/account is solely responsible for any and all changes made to institutional data under that account. All modifications to institutional data are logged internally and are audited by appropriate college administrators.

Privacy of Computer Accounts:

Programs and data stored in computer accounts are the account holder’s property. All computer users should respect others’ privacy and right to control access to what belongs to them.

- All computer users have primary responsibility for protecting their passwords. Users should keep their passwords confidential.
- All computer users should assume that if they do not know whether they have access to an account, then they do not have access to that account.

Restrictions on Privacy:

There are important College concerns that place some legitimate restrictions on the privacy of others’ programs, data, text files, and electronic mail. All computer users
should know of these restrictions. Those empowered to examine accounts for specific purposes do not have the authority to examine accounts for any other purpose.

The following are some legitimate reasons for accessing computer accounts without the account holder’s permission: 1. Instructors may monitor class accounts for students in their courses.

Authorized technical personnel may access accounts for the purpose of maintaining computer or communications systems and networks.

If there is reasonable cause to suspect code violations, network supervisors may monitor accounts on their networks.

Sharing Information and Communicating with Computers:

Computers are particularly valuable resources for the sharing and communicating of programs, data, and texts. Thus, it is a serious matter when computer users take inappropriate advantage of the ease of communication that computers provide.

- The sharing/serving of copyrighted materials such as software, music, movies, etc. is covered by the Copyright Law of the United States of America and Related Laws contained in Title 17 of the United States Code, including the Digital Millennium Copyright Act. Each network user will be held responsible for the material transmitted on the campus network and are subject to any repercussions of such transmission.

The use of computers and their associated communication equipment to abuse, harass, or offend others is improper. All computer users should realize that abusive, offensive, and harassing messages communicated or shared through computer resources are no different than similar conduct carried out in person, by telephone, or by mail.

- What is considered obscene, abusive, offensive, or harassing when communicated in person, by mail, or by phone is also considered to be obscene, abusive, offensive, or harassing, when communicated by computer resources.

- For the sake of clarity, the following are examples of things that should not be done with computers:
  - Place obscene materials on electronic bulletin boards.
  - Share files in your accounts that are obscene or contain harassing or abusive messages.
  - Send obscene material to anyone.
  - Send abusive messages to other computer users.
  - Make racially or sexually harassing remarks on electronic bulletin boards or send them to specific users.
  - Start or extend chain letters.
Using Computer Networks:

Through the Union College computer system, users can access computers and networks outside the College. When accessing outside computer resources, all Union College users should know that they are representatives of the College. Users accessing outside computer systems become guests in someone else’s home, and all of the rules of being a good guest apply to use of their computer systems.

- Union College computer users have the responsibility to know and to follow regulations of the computer system accessed. Ignorance of the rules is no excuse for violating them. For example, users should be careful to log on and log off outside computers in the manner required by the outside computer system.
- Computer users should be responsible for all charges incurred while linked to outside computer systems.

Access to other computer systems via campus and remote networks is restricted to properly registered individuals. No one should attempt to circumvent these restrictions.

Policy Related to the Union College Website and Homepage Development:

The Union College Website may be edited, altered, or updated by authorized personnel only. Additional pages, sections, or substantive changes added to the Union College Website must be reviewed by public relations and receive administrative approval prior to posting or uploading.

Any faculty, staff, or administrator that posts an educationally or professionally related page must notify the system administrator prior to posting.

Enforcement:

The College considers any breach of the Union College Code for Computing and Communications to be a serious matter. Violations may result in loss of access privileges and/or possible disciplinary action. A violation of these rules resulting in a loss of privileges is an independent action from disciplinary action pursuant to College policy. Other disciplinary sanctions will be issued through appropriate College channels.

Appeal of sanctions will be handled according to established College Policy through appropriate College channels.

Future Policy Development:

Due to the ongoing developments in computer technology, the College reserves the right to develop and distribute interim policies pending official approval.
Intellectual Property Policy

PREAMBLE and GENERAL STATEMENT:

Union College and its faculty and staff are committed to an intellectual environment that supports learning, teaching, and the creative activity of the faculty, staff, and students. This interest is best served within an atmosphere that encourages and rewards excellence, innovation, creative efforts and activities and identifies, protects and provides reasonable access to, and the use of, intellectual property for whose creation Union College has provided assistance.

Union College supports the development, production, and dissemination of intellectual property by its faculty, staff, and students. Hence, this Policy seeks to encourage the belief that creative works produced at Union College should provide the greatest possible benefit for its faculty, staff and students. This Policy, which governs the respective ownership of the rights of the College and its faculty and staff, was negotiated pursuant to suggestions and guidelines established by the American Association of University Professors and suggestions by member institutions of the Appalachian College Association and by existing law by a committee approved by the full faculty consisting of two faculty members and the General Counsel of Union College.

I. Definitions

A. Intellectual Property

When used in this Policy, and in accordance with the current legal definition, the term “Copyright” shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. “Works of authorship” (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. “Tangible media” include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

When used in this Policy, and in accordance with the current legal definition, the term “Patent” shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture or composition of matter, or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant, including cultivated sprouts, mutants, hybrids, and new found seedlings, other than a tuber propagated plant or plant found in an uncultivated state.

Computer programs may fall between copyright and patent. Programs that are a part of “a new and useful process” may be eligible for patent protection, while programs embodying minimally original expression may be eligible for copyright duration.

Actual “patent protection” begins when the patent actually issues from the Patent & Trademark Office and endures for 20 years from the date of filing. Since “copyright protection” attaches as soon as the work is “fixed in a tangible medium of expression,” it is not necessary to place a notice on copyright
materials or apply to the Copyright Office for registration. However, no civil action for infringement can be filed unless the copyright is registered. For works created after January 1, 1978, a copyright endures for the life of the author plus 70 years.

B. Within the Scope of Employment

Works related to an employee’s job responsibilities, even if he or she is not specifically requested to create them, belong to an employer as “works-for-hire.” Works-for-hire are related to job responsibilities if they are the kind of work for which an employee was employed to do and he or she does it, at least in part, for the employee’s use at work, or for use by fellow employees, the employer, or its customers. The work should be performed substantially at work using work facilities; i.e. “substantial use,” but use of an employee’s personal time or other facilities to create the work will not change the basic nature if the work is related to the job as described above. Works that have nothing to do with job duties remain the property of an employee, as long as he or she makes no more than incidental use of the employer’s facilities.

The following are not “works-for-hire” and are considered examples and are neither a nonexclusive nor an exhaustive list of “scholarly or academic works”: textbooks; class hand-outs or presentations; research articles, proposals or monographs; student theses or dissertations; paintings; drawings; sculpture; photographs; musical or dramatic compositions and performances; poetry; and popular fiction and nonfiction.

C. Substantial Use

The use of resources other than those ordinarily available to and/or ordinarily used by virtually all faculty and/or staff constitutes “substantial use” of College resources. Ordinarily available resources include but are not limited to office space and personal office equipment, office computer work stations, incidental supplies, occasional use of College personnel, and/or library and general use information resources and network access to those resources. By contrast, utilization of College laboratories or special instrumentation, dedicated assistance by College personnel, special financial assistance and/or extensive use of shared facilities would constitute substantial use. Funds and facilities provided by governmental, commercial, or other private organizations which are administered and controlled by the College shall be considered College resources.

Changes in law and/or technology may require revision of the definitions and examples as defined and contained within this section. The definitions and examples may be revised, as may this Statement and Policy, upon recommendation of the ad hoc Intellectual Property Policy and Rights Committee as established in Section IV and by acceptance by the appropriate governing bodies of Union College.

II. Ownership and Use

Union College historically has not, and does not now, assert any claim or ownership in the above mentioned scholarly or academic works as “works-for-hire.” The College owns rights to all other “works-for-hire,” inventions, developments, discoveries that involved substantial use of College resources was commissioned or expressly directed for creation as a specific requirement of employment or as an assigned institutional duty by the College. The College also owns rights to intellectual property when the author, inventor, and/or developer have voluntarily assigned the rights to the College or the author, inventor, and/or developer have made substantial use of the resources of the College.
The College is permitted to use material created for ordinary teaching use in the classroom and in department programs for internal instructional, educational and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

If a work is a compilation involving the College’s intellectual property, the faculty or staff member shall retain ownership interest in his or her creation, but by allowing his or her work to become part of the compilation thereby grants a non-exclusive royalty-free license to the College for use of his or her contribution. While the College shall own rights to the compilation, it shall own no rights to the underlying work beyond license. Notwithstanding the royalty-free license, the College will share the net proceeds from the compilation as described below in the section entitled “Royalties.”

If a creation were to result from research sponsored in whole or part through governmental or outside funding, the research agreement and/or laws applicable to it shall govern the disposition of intellectual property rights. No research agreement shall be entered into without the review and approval of the Vice President of Academic Affairs. If the sponsor does not assert an ownership interest and/or laws applicable to it do not control, ownership vests with the College as provided in this Policy. The prospective researcher may ask for an advisory opinion as to any future ownership interest through review of the intellectual property ownership provisions of the research agreement by the ad hoc Intellectual Property Policy and Rights Committee as provided in Section IV.

III. Distribution of Funds Generated by Intellectual Property

Funds received by a faculty member and/or staff member as creator from the sale of intellectual property owned solely, as defined and determined by this Policy, by the faculty member and/or staff member as the creator shall be allocated and expended as determined solely by said faculty member and/or staff member as the creator.

The College endorses the legitimate expectation of the creator(s) to share in the net revenues produced by licensing or other development of work, but given the College's substantial cost involved in supporting scholarship and research, the College is also entitled to a share in any such royalties for creations in which it is determined by this Policy to hold an ownership interest. Accordingly, for any work in which the College is determined to hold an ownership interest under this Policy, the College and the creator(s) will share the net royalties (revenue less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) as follows:

<table>
<thead>
<tr>
<th>Net Royalties*</th>
<th>Author(s)</th>
<th>Union College</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$10,000</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>$10,000-$25,000</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>$25,000-$100,000</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>&gt;$100,000</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

*year 2001 dollars ($)

Funds received by the faculty member(s) and/or staff member(s) and the College from the sale and/or licensing of intellectual property owned jointly by the faculty member(s) and/or staff member(s) and the College shall be divided equally unless agreed otherwise.
Net royalties received by Union College shall be restricted to support scholarly research and creative activity of the faculty, staff, and students. Net royalty amounts will be reviewed yearly and revised; i.e. indexed, if necessary, by the ad hoc Intellectual Property Policy and Rights Committee as established by Section IV.

IV. Intellectual Property Policy and Rights Committee

Recognizing that the area of intellectual property is rapidly evolving within the policy, contract, and legislative contexts and that the technology environment is rapidly changing, this Policy needs to be reviewed yearly and/or as the need may arise. Hence, an ad hoc Intellectual Property Policy and Rights Committee will be established to keep the faculty, staff, and administration apprised of changes in technology, policy, contract and law as affects the Union College Intellectual Property Statement and Policy and to perform the function of dispute resolution.

The ad hoc Intellectual Property Policy and Rights Committee shall be composed of two faculty members from the Faculty Relations Committee, appointed by the Vice President for Academic Affairs, to serve staggered terms, two staff members from the ad hoc Human Resources Committee, appointed by the Vice President of Business Services, to serve staggered terms, the Vice President for Academic Affairs or his/her designee, and the Vice President of Business Services or his/her designee. The General Counsel of the College shall serve as an ex-officio, non-voting member and render legal advice to the Committee on the Faculty Relations Committee unless they elect to be excused and replaced by another FRC member. The staff members shall serve a rotating term of two years. After initial appointments, terms shall commence with the first faculty meeting of the academic year and terminate on the day prior to first faculty meeting of the next academic year. The Committee shall elect a Chair from the faculty members and the staff members at its first meeting.

If requested by a faculty member and/or staff member as a researcher, the Committee will review a research agreement prospectively and issue an advisory opinion as to the ownership of any intellectual property arising out of the research. Any faculty member and/or staff member may request a prospective advisory opinion from the Committee concerning the ownership of intellectual property that he or she has created.

The Committee continually shall monitor and review technological and legislative changes affecting intellectual property policies and shall report to the relevant governing bodies when such changes affect existing policies. The Committee shall serve as a forum for discussion of proposals to change existing policy and/or provide recommendations to the appropriate governing bodies for said changes. Once per year, the Committee shall review the dollar amounts in the section entitled “Net Royalties” of this Policy and, if necessary, revise the amounts to agree with the valuation of the dollar in a specific year.

V. Resolution of Disputes

If ownership is disputed, the Committee shall make an initial determination of whether the College or any other party has rights to the creation, and, if so, the basis and extent of the attendant rights and issue a recommendation to the President. The Committee shall also make a determination on resolving competing faculty and/or staff claims to ownership. Giving the Committee’s recommendation weight, the President shall make a determination regarding ownership and rights. If the creator(s) disagree with the determination of the President he/she/they shall appeal to arbitration before the disagreement is taken into a public forum for resolution. If the President’s decision is not appealed within ninety (90) days
after his/her determination, the President’s decision will be considered final. The cost of the arbitration shall be borne equally by the college and the creator(s) or, in the case of competing claims by faculty and/or staff, by the competing faculty and/or staff members. Arbitration is utilized in this Policy as a favored informal dispute resolution mechanism that is fair to all parties and less costly in terms of time and financial resources than an adversarial external means of resolution. Although said arbitration will not be binding, the arbitrator’s decision shall be the final internal decision.

The foregoing Union College Intellectual Property Rights Statement and Policy has been accepted by the Union College Faculty on April 15, 2002.

The foregoing Union College Intellectual Property Rights Statement and Policy has been accepted by the Union College Board of Trustees on April 26, 2002.
INSTRUCTIONAL POLICIES

Course Load

The full-time faculty course load is twenty-four credit hours per academic year or the equivalent. The teaching load for professors teaching exclusively in the graduate program is nine hours per semester.

Course Outlines

Course outlines for each undergraduate course, graduate course, and each experimental course will be filed electronically in the Office of Academic Affairs. Whenever possible, the outline will be prepared by all faculty teaching the course.

Although minor deviations are considered to be a matter of academic freedom and professional responsibility, major deviations from the outline must be cleared with the Department Chair/Dean and an amended outline filed in the Office of Academic Affairs.

The outlines will be prepared on prescribed forms and reviewed by Department Chairs/Deans annually, with the updated outline filed by October 15 of each academic year.

Meeting Scheduled Classes

Faculty members are required to meet their scheduled classes, keep posted office hours, and attend assigned meetings but are not required to observe any specific daily working hours. While engaged in professional duties, the faculty should report absences from the campus to his/her supervisor prior to leaving.

If a faculty member must be away from the campus and will miss classes, office hours, or required meetings, he/she must clear the absence with the appropriate Department Chair if the absence is to be of no more than two days. The Department Chair will ensure that classes are covered or rearranged and that adequate notice is posted concerning office hours. For absences of more than two days, a request for absence must be filed with the Vice President for Academic Affairs.

Office Hours

The availability of faculty for student consultation is essential to the objectives of the College and for retention of students. Each faculty member shall be available for advisement at least ten hours per week. Although each faculty member is urged to post ten office hours spaced throughout the week and at different hours to make it convenient for students and advisees to visit, they may post as few as five hours and list the remainder with their Department Chair/Dean for appointments.

The office hours shall be posted on the office door and a copy filed with the Department Chair/Dean and the Vice President for Academic Affairs each semester. If any emergency precludes his/her keeping the posted hours, such notice shall be placed on the office door.
Course Syllabi

A course syllabus will be distributed (hard copy or on-line posting) at the first meeting of each class and will include (but not be limited to) such items as: required text(s), goals/outcomes, methods of evaluation, office location/office hours/phone extension, etc. Each syllabus must include the required ADA Accommodation statement and email policy statement. Electronic copies of all syllabi must be submitted to department chairs and to the Office of Academic Affairs by the end of the first week of classes.

Grade Books

Grade books regardless of format are considered the property of Union College but remain in the custody of the faculty member as long as he or she is a member of the faculty.

In case of death, retirement, resignation or termination of employment, the grade books of the faculty member for the preceding three years will be deposited with the Department Chair.

Test Security

It is the responsibility of individual faculty members and/or department chairs to insure that tests and other such academic material are secure.

Examinations should not be stored in file cabinets or desks in faculty offices unless security is certain. Lost keys have compromised the security of many storage facilities.

Administration of Final Examinations

Final examinations shall not be administered prior to the scheduled exam time. Not only does early administration of finals reduce the time available for the course, but it also places faculty members who adhere to the regulation in an untenable position with students demanding early exams in order to leave the campus before the end of the semester since they have already taken their other tests.

Incompletes

Incompletes should be given only if the student has a passing grade, or reasonable expectation of such and some circumstance has kept him/her from completing the required work. Incompletes should not be given to a student who has completed the required work in the course.

Incompletes are not finalized until the appropriate paperwork has been submitted to the Registrar’s Office. Incomplete forms can be located in MyUnion.

Student Advising

Each undergraduate student must have an advisor. Students will be assigned an advisor by the Director of Advising. Students may request an advisor change by contacting the Advising Office. The Director of Advising maintains advisor assignments through the college Enterprise Resource Planning System.
Referrals to Academic Resource Center

The academic resource center offers tutoring at no charge for most freshman and sophomore level courses. Faculty is requested to recommend possible tutors with superior academic achievement to the Director of Special Programs. Faculty may also request specific students to seek tutoring service.

Mid-Term and Final Grades

Mid-term and final grade reports from faculty are to be posted to MyUnion by the individual faculty member by the date listed in the Academic Calendar.
ACADEMIC POLICIES

Faculty members are expected to be knowledgeable of and uphold all academic policies of Union College. Recommendations for change of policies must be made in writing and submitted to the Academic Policy Committee (see Faculty Bylaws, Page II-23).

Academic Calendar

Union College cooperates on a semester system. The academic year is divided into terms, a fall semester which concludes with the Christmas holidays and a spring term ending early in May. During the months of May, June, and July a variety of terms are offered ranging from four to twelve weeks in length. Students may enroll in no more than two courses at one time. The August and Winter terms are each three weeks in length and students are limited to one course in each.

The Vice President for Academic Affairs has the responsibility for preparing the academic calendar.

Catalog of Record

Course work for a degree must be completed within ten years of the first term of enrollment. This rule applies to course work taken at Union as well as to course work done at another accredited college or university. Credit earned prior to that time will be evaluated by the Registrar and the Department Chair/Dean of the discipline in which the credit was earned. Exceptions will be made on an individual basis.

Curriculum Changes

Requests for major changes of existing courses or curriculum are to be forwarded by the Department Chair/Dean to the Vice President for Academic Affairs at least one week prior to the meeting of the Academic Policy Committee for undergraduate programs. The Vice President for Academic Affairs will distribute electronically to members of the Academic Policy Committee the agenda and supporting materials for the committee meeting. Examples of curriculum changes include new course proposals, deleting courses, significantly revising existing courses, majors, minors, course number changes, and other such significant changes in the curriculum.

Proposals for new courses will include the following information:

- Tentative course number—obtained from the Registrar.
- Proposed course title.
- Proposed credit hours.
- Proposed semesters offered.
- Catalog description of the course.
- Statement of how the addition can be covered with available personnel or show need for additional personnel.
- Statement of additional costs to be incurred.
- Statement of additional library and/or audio-visual materials that will be needed and the cost thereof.
- Need for the course and rationale for its offering—to include whether or not it will be required of certain majors, etc.
• If the course is for the use of another department or area, a statement from that Department Chair as to its need.
• A general outline of the content of the course.
• If the course is to be used to meet general education requirements, a signed statement of approval from the appropriate Department Chair.

If approved, the Department Chair/Dean will provide the Office of the Vice President for Academic Affairs an electronic copy of the proposal, including any amendments made by the Academic Policy Committee, for the faculty of the College. The proposals will be e-mailed with the agenda of the faculty meeting at which final consideration is scheduled and distributed at least 72 hours in advance.

Request for changes in courses of study or curricula, or for the development of new curricula, will follow the same procedure for approval as a new course proposal.

Catalog listings of courses that have not been taught in the normal sequence over a period of three years may be deleted from the catalog by the Department Chair/Dean. Such courses may be reprinted in the catalog when needed upon recommendation of the Department Chair/Dean and concurrence of the Vice President for Academic Affairs and the approval of the Academic Policy Committee.

Independent Study

Credit by independent study is allowed only under prescribed procedures of contract approval with final authorization by the Vice President for Academic Affairs. Prior approval should first be obtained from the Department Chair/Dean. Registration will not be allowed without the written approval of these academic officers. No credit will be allowed toward a Union College degree for courses or work attempted that does not follow these regulations.

Independent study will be reserved for areas of interest of the student and where a regular catalog course is not available. It will not be used to gain credit in a regular course during a semester in which it is scheduled.

Supervision of independent study will be provided by a full-time faculty member. Written proposals must be presented prior to registration and approved by the supervising faculty member in the area of study, the head of the department in which the study will receive credit and the Department Chair/Dean.

Copies of the completed independent study reports will be retained by the faculty member supervising the study for at least three years.

Transfer Credit Policies

Transfer credits from other institutions will be evaluated on how closely they match the intent of a course in the Union College Liberal Education Core. The initial review will be conducted by the Office of the Registrar based on generally accepted practices, and in consultation with the appropriate department chair when questions arise.

Students who are denied equivalency credit for a course in the Union College Liberal Education Core, or a course required in a major, area of concentration, or minor will have the right to petition for approval. The petition will be made to the Registrar who will consult with the appropriate department chair.
The student will have the right to appeal the decision to the Vice President for Academic Affairs in the event that the initial petition is denied. The decision of the Vice President for Academic Affairs shall be binding, and may be made on the basis as an exception to a general rule due to special circumstances, or may be issued as a precedent to guide future transfer credit evaluations.

Transfer credits will be accepted at the level of the initiating institution.

A student currently enrolled at Union College who wishes to take course work at another accredited college or university must obtain written permission from the Registrar before enrolling in the course. Union College policies for maximum loads still apply to these students.

Union College considers students having graduated from a Kentucky Community College with an Associate of Arts (AA) or Associate of Science (AS) degree have satisfied the Union College general education core curriculum, unless specific course or courses are a required part of a student’s program of study.

Records and Transcripts

It is institutional policy to disclose academic records without written consent of students to those designated school officials within the institution as determined by the institution to have legitimate educational interests.

All transcripts issued for purposes other than purposes indicated above are official.

Students (active or inactive) are required to submit signed requests for transcripts for their academic records. Telephone requests are not accepted.

Students are not provided copies of original or source documents available elsewhere (for example, transcripts from other institutions).

Transcripts of academic records are refused in cases of non-payment of financial obligation. Students cannot be denied the right to inspect and review their records.

Information about students' records or transcripts of them may be disclosed to parents by either of two procedures:

- Obtaining the students' written consent.
- Students are given the option at the time of registration to sign a waiver giving permission for grades and transcripts to be released to their parents.

Academic records are disclosed without written consent of students to certain federal and state agencies:

- Comptroller General of the United States.
- The Secretary of the United States Department of Education.
- The Director of the National Institute of Education, or Assistant Secretary of Education.
• State education authorities.
• State and local officials to whom disclosure is required by State Statute adopted prior to November 19, 1974.
• Veterans Administration (PL 94-502).

Union College is obligated to disclose academic records without written consent to persons in compliance with a judicial order of lawfully issued subpoena, provided that we first make reasonable attempts to notify the students.

Course Loads

The normal undergraduate student load is 15 semester hours per semester. Students with average standing may register for a maximum of 18 semester hours. The May term maximum load is 6 semester hours. The maximum load in each summer term is 6 semester hours; however, 7 semester hours will be permitted if one of two courses is a 4 semester hour course. The Winter term maximum load is 3 hours. Exceptions must be approved by the Vice President for Academic Affairs.

Graduate Students can take no more than 11 hours over the entire term for Fall and Spring. During the summer terms, students can take no more than 16 hours. Students can take no more than 3 hours during the August and Winter terms. Credit may not be earned concurrently at another institution without the permission of the Vice President for Academic Affairs and then only within the total limits indicated above.

Resolution of Academic Problems

All academic problems (including but not limited to appeal of final grade, charge of plagiarism or other forms of academic dishonesty) will be handled through the Office of Academic Affairs (see Appendix A-6, Resolution of Academic Problems, for specific procedure).
FACULTY BENEFITS

The following benefits are provided to eligible employees. Full descriptions of each of the benefits listed below are explained in more detail in the Employee Handbook publication located on the Employees tab of My Union.

- Adoption
- Disability Insurance
- Employee Dependent Scholarships
- Flexible Benefits
- Health Insurance
- Jury Duty
- Holidays
- Life Insurance
- Retirement Plan
- Social Security
- Supplemental Retirement Annuity
- Tuition Exchange program
- Other benefits available to faculty are:

Sabbatical Leave

Sabbatical leaves provide time for research or other professional or creative activity that will improve teaching will be granted within the constraints of available financial resources. Faculty members are eligible to apply for a leave after seven years of continuous full-time service at the College. Written applications including full particulars of the project to increase professional effectiveness are submitted to the Faculty Relations Committee by November 1 of the seventh year of service, or the seventh year since the completion of the academic year in which a previous sabbatical leave was taken. Applications are reviewed by the Faculty Relations Committee and recommendations made to the President. Sabbatical leaves are granted by the Board of Trustees.

Sabbaticals at Union College are a privilege, for which faculty members compete. The responsibility for initiating the application process is the faculty member’s. Faculty members may compete for a sabbatical leave each year following their first year of eligibility. Applications will be reviewed for (1) quality of the proposed scholarship, (2) relationship of the proposal to the applicant’s teaching at Union, (3) capacity of the applicant to carry out the project, (4) likelihood of completion of the project, and (5) the applicant’s reports on previous sabbatical leaves.

Sabbatical leaves may be taken for a regular semester at full pay or for a full year at one-half pay for the year if acceptable arrangements can be made to cover all necessary courses. TIAA-CREF participants will continue regular percentage payroll retirement deductions during sabbatical leave, and Union College will continue its regular percentage contribution. Remunerative employment during sabbatical leaves is not permissible unless this has been approved in advance as part of the proposed professional improvement project described in the application. Where such employment exists, the sabbatical leave grant will be subject to adjustment by the Faculty Relations Committee. It is the responsibility of the applicant to report such employment to the committee and to the Vice President for Academic Affairs.

If the administration asks a faculty member to defer an approved sabbatical project, the leave will be granted in a subsequent year as mutually agreed upon by the faculty member and the administration.
At the expiration of the leave the grantee shall submit three copies of a written report, one to the President of the College; one to the Vice President for Academic Affairs; and one to the Faculty Relations Committee. This report shall cover in detail how the leave time was used, what professional improvement was accomplished, and the fulfillment of objectives as stated in the leave application. The reports are due within four months after the applicant returns to duties. Failure to file reports jeopardizes future sabbaticals for that applicant.

The faculty member has a moral responsibility to return to his or her position for at least one year after completion of the sabbatical leave.

Administrative personnel, with or without faculty rank, are not eligible for sabbatical leave. They may, however be granted leave of absence with or without pay.

**Leave of Absence Without Pay**

Leaves of absence without pay may be granted to faculty for reasons of health, advanced study, travel, research, or other personal reasons. Applications for such leaves will be made in writing to the Vice President for Academic Affairs and must be approved by the President of the College and granted by the Board of Trustees.

Requests for leave to accept another academic position for up to one year will be considered only in exceptional cases. If approved, the faculty member assumes the same moral responsibility to return to Union College as if he/she had been granted a sabbatical leave.

**Sick Leave Policy**

Union College is concerned that an employee's income be protected during periods of bona fide sickness, injury and other family illness and situations beyond the employee's control. Union College and each staff member share a common concern for, on the one hand, the work that needs to be done and on the other hand, the well-being of those who perform the work. The following sick leave policy has been designed to provide substantial protection against loss of pay due to absences from work necessitated by illness or injury.

These provisions apply to regular, full-time administrative (exempt) staff and faculty.

Eligible employees are entitled to sick leave with pay for an absence due to his/her own illness, injury, pregnancy, childbirth, or related medical conditions, which precludes the employees' attendance at work and the performance of their assigned duties. The employee is eligible to receive sick pay for days of absence, up to a maximum of 60 working days (three months) for any one such illness, injury or disability. The three-month period is designed to coincide with the necessary waiting period under disability provisions for those enrolled in the College Disability Insurance Plan.

During the three-month sick leave period, eligibility continues for the College group health, life, disability and retirement programs in which the employee is already enrolled, and continues the matching contributions of the College to these programs. The employee continues to be responsible for his/her portion of the premiums for health insurance and retirement programs.
Sick leave may also be used for medical examinations and routine appointments with a physician, dentist, hospital, or optometrist, provided it is not possible for the employee to schedule the appointment on the employee's own time.

Sick leave with pay because of illness of dependents or immediate family of the employee may be allowed up to ten (10) days per fiscal year. Immediate family is defined as mother, father, sister, brother, spouse, child, or any dependent living in the employee's household.

No payment will be made for unused sick leave on termination of employment.

Staff and faculty members are required to report all such absences as early as possible to their supervisor.

Sick pay is not applicable for absences due to a work-related injury or for an absence related to any injury attributable to employment elsewhere for which compensation is or has been provided under the Worker's Compensation Act. In such cases sick leave may be used to provide up to the normal income minus the compensation the worker is entitled to under the Worker's Compensation Act. To receive sick leave in such cases the employee must notify the Business Office of this intent and provide documentation of Worker's Compensation payments.

Individuals must notify their supervisor immediately upon release from their physician in order to arrange an appropriate reporting back-to-work date. The College reserves the right to require a physician's statement for any absence. If sick leave is claimed for a continuous period in excess of one (1) week, a physician's statement may be required so that the employee may continue to claim sick leave benefits.

Each supervisor is responsible for maintaining a record of the use of sick leave by each employee under his/her supervision. Accurate and timely reporting of sick leave absences is necessary for documenting and filing disability insurance and worker's compensation claims.

Normal utilization of the sick leave plan should not interfere with the overall productivity of the department unit. Therefore, it is appropriate that corrective steps be taken if an employee abuses the sick leave (e.g., calls in sick when he/she is absent for a reason that is not health-related) or if an employee has prolonged and/or frequent and regular absences that substantially hinder completion of his/her responsibilities. These corrective steps may include medical consultations or informal or formal disciplinary warnings; in some cases the eventual action may be termination.

Maternity leave is defined as time granted an employee for pregnancy, childbirth and post-natal care. These shall be treated as any other temporary medical disability, with reasonable accommodations for the employee's physical condition. The employee must report the pregnancy to her supervisor upon discovery and in confidence if requested.

Employees who become pregnant will be granted up to thirty (30) working days of maternity leave. The employee must obtain a release from her personal physician as a requisite for returning to work.
Personal Business Leave

In the event that it should be necessary for a member of the faculty to be absent from the campus and miss classes, office hours, or required meetings to conduct personal business, the member must clear the absence with the appropriate supervisor. The supervisor will ascertain that classes are covered or rearranged and that adequate notice is posted concerning adjusted office hours.

Requests for personal business leave extending beyond two days, must be approved by the Vice President for Academic Affairs. With appropriate approval all personal business absences will be with full pay.

Policy on Military Service

The Department of Labor, through the Veterans' Employment and Training Service (VETS), provides assistance to all persons having claims under USERRA.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) clarifies and strengthens the Veterans' Reemployment Rights (VRR) Statute.

USERRA protects civilian job rights and benefits for veterans and members of Reserve components. USERRA also makes major improvements in protecting service member rights and benefits by clarifying the law, improving enforcement mechanisms, and adding Federal Government employees to those employees already eligible to receive Department of Labor assistance in processing claims.

USERRA establishes the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights to five years (the previous law provided four years of active duty, plus an additional year if it was for the convenience of the Government). There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met.

USERRA provides protection for disabled veterans, requiring employers to make reasonable efforts to accommodate a disability. Service members, convalescing from injuries received during service or training, may have up to two years from the date of completion of service to return to their jobs or apply for reemployment.

USERRA provides that returning service-members are reemployed in the job that they would have attained had they not been absent for military service (the long-standing "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. The law clearly provides for alternative reemployment positions if the service member cannot qualify for the "escalator" position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.
Health and pension plan coverage for service members is provided for by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA clarifies pension plan coverage by making explicit that all pension plans are protected.

The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

The Department of Labor, through the Veterans' Employment and Training Service (VETS) provides assistance to all persons having claims under USERRA, including Federal and Postal Service employees.

If resolution is unsuccessful following an investigation, the service member may have his or her claim referred to the Department of Justice for consideration of representation in the appropriate District Court, at no cost to the claimant. Federal and Postal Service employees may have their claims referred to the Office of Special Counsel for consideration of representation before the Merit Systems Protection Board (MSPB). If violations under USERRA are shown to be willful, the court may award liquidated damages. Individuals who pursue their own claims in court or before the MSPB may be awarded reasonable attorney and expert witness fees if they prevail.

Service member employees of intelligence agencies are provided similar assistance through the agency's Inspector General.

For more information about U.S. Department of Labor employment and training programs for veterans, contact the Veterans' Employment and Training Service office nearest you, listed in the phone book in the United States Government under the Labor Department or visit our site: http://www.dol.gov/vets/aboutvets/contacts/main.htm.

Housing

a. College Owned Facilities

The College owns a duplex residence and a number of apartments located in College Park for residential use by faculty and staff. As a general rule, priority in filling vacancies is given to new employees, Department Chairs, and those holding the higher academic ranks. Faculty renting or using
college houses or apartments, must not sublet the property during their absence without prior approval from the Vice President for Business Services.

b. Housing Allocation

• Single persons or husband and wife are allocated a one bedroom apartment.

• Husband, wife and one child are allocated a two bedroom apartment.

• Husband, wife and two or more children are allocated a three bedroom apartment.

If a larger apartment or house becomes available and is not being held for an incoming employee, a small family may be permitted to change housing, but not until August 15 after all new employees have been hired.

The rental on all college-owned housing is generally competitive with privately owned rental housing in Barbourville.

c. College Park

A section of the campus has been reserved for a restricted housing subdivision known as College Park. Residences are available for purchase in College Park at such times as they are offered for sale. The College reserves the right to repurchase the property under certain conditions.

Food Service

Faculty and staff are welcome to take meals in the College Dining Hall. Tickets for weekday meals may be purchased in the cafeteria from the manager of the food service.
FACULTY DEVELOPMENT PROGRAM

Union College encourages its faculty, insofar as possible, to take advantage of opportunities for research, advanced study, and professional meetings. In doing so, the College offers several options as part of its Faculty Development Program and provides reasonable funding from an endowment to support them.

The Faculty Development Program for Union College consists of the following components. Information on the application process is included with each option.

(1) **Sabbatical Leave** - Faculty members are eligible to apply for sabbatical leaves after seven years of continuous full-time service with the College. A sabbatical may be taken for a regular semester at full pay or for one year at one-half pay for the year. Application shall be made in writing with full particulars to the Faculty Relations Committee no later than November 1 of the year preceding the College fiscal year in which the leave is requested. Applications are reviewed by the Faculty Relations Committee and recommendations made to the President. Leaves are granted by the Board of Trustees.

(2) **Leave of Absence** - Leaves of absence without pay may be granted to faculty for reasons of health, advanced study, research, or other personal reasons. Application shall be made to the Vice President for Academic Affairs no later than November 1 of the year preceding the College fiscal year in which the leave is requested. The application must be approved by the President and granted by the Board of Trustees.

(3) **Advanced Study Assistance** - Union will endeavor to give financial assistance to faculty members engaged in approved graduate and post-doctoral studies primarily during summer and other short terms. An endowment has been established that provides for funds allocated for this program. Application should be made to the Vice President for Academic Affairs by November 1 of the academic year (including summer) in which the study will be conducted. Application forms are on-line on Union College web-site.

(4) **Independent Research** - A portion of the faculty development endowment funds has been allocated for independent research. In addition, institutional funds have been allocated specifically for the Graduate Program to encourage faculty in their research efforts. Application should be made to the Research and Lecture Committee by November 1 of the academic year in which the research will be conducted. Guidelines have been established for this program and applications are located in the Office of Academic Affairs or in the Office of the Chairperson for the Research and Lecture Committee.

(5) **Conferences and Seminars** - The endowment for faculty development provides funds for short-term leave for attending off-campus conferences and/or seminars. A faculty member may receive 100% of the requested expenses, up to $500 to attend professional meetings, and up to $600 if participating on the official program. Application shall be made to the Faculty Relations Committee. Applications are accepted on a "first come, first serve" basis until the allocated funds are depleted. Additional information can be obtained from the Faculty Relations Committee.

(6) **External Programs for Faculty Development** - Union College has membership in the following organization in which faculty development opportunities exist.
Appalachian College Association is a non-profit organization of 34 small, private, liberal arts colleges and universities in five states in the Appalachian region. This organization provides grants for study, research, enhancing teaching and learning, and student scholarships and internships.

i. Fellowships up to $30,000 for pre- or post-doctoral study or research. Specific guidelines apply for this program.

ii. Summer grants up to $6,000. Specific guidelines apply for this program.

iii. Faculty Travel Grants for a formal presentation at a professional meeting. Grants pay ½ of the travel costs. Maximum, $500 and are available up to five faculty per institution.

Information regarding application for these programs can be obtained from the Office of Academic Affairs or at:

http://www.acaweb.org/programs-services/faculty/professional-development

Deadline for the year-long grants and short-term grants is November 1st of the academic year preceding the summer or academic year for which the funds are requested. Travel grants are awarded on a calendar year cycle and are on a “first come, first serve” basis until the allotment is used.

(7) **In-Service Programs** - Funds are available for in-service programs that are of benefit and interest to the faculty as a whole. Suggestions for programs and consultants to be considered for the initial faculty conference each fall should be submitted to the Office of Academic Affairs by April 15 of the preceding academic year. Suggested programs for other workshops/seminars should also be submitted to the Office of Academic Affairs through department chairs.

(8) **Excellence in Teaching Award** - Funds are allocated each year to reward excellence in teaching. Up to two faculty members will be selected by the Faculty Relations Committee, based primarily on the criteria used to evaluate faculty members' performance. The procedure used to make this selection is also determined by the Faculty Relations Committee. The awards are presented each year at Commencement.

(9) **Excellence in Research Award** - An award has been established to encourage research among the faculty as well as to reward excellent work. The selection process is facilitated by the Research and Lecture Committee. One award is given annually at the Faculty/Staff Recognition program.

(10) **Plans for Individual Faculty Members** - Each year during the evaluation process, department chairs review the professional development activities of individual faculty members and evaluate strengths, weaknesses, and future plans for professional development. The Self-Evaluation Instrument provides the opportunity for discussion between the faculty member and his supervisor where individual faculty development plans can be developed.
(11) **Auditing Courses** - Faculty members are always encouraged to broaden their own backgrounds and perspectives by auditing classes in disciplines other than their own. As a matter of professional courtesy, however, permission of the professor should be requested in advance.

(12) **Study Restrictions** - Faculty employed by Union College may not receive college credit for a Union College course in which they are, or have been, the teacher of record.

Full-time faculty may take up to twelve (12) semester hours free of charge during the calendar year on written approval of the immediate supervisor and presented to the Business Office in advance of the registration. No more than seven (7) hours may be taken per semester. Part-time employees who work at least 1,040 hours per year may take up to six (6) semester hours free during the calendar year.

Supervisors have the authority to refuse permission for employees to take a course when job responsibilities necessitate the employee being present at the job site during regularly scheduled working hours. Supervisors are encouraged to accommodate employees in their efforts without sacrificing the department's efficiency, but the operation of the department has priority and will take precedence over any classes scheduled during work hours.

No graduate degree will be authorized for any Union College faculty member beyond the rank of Instructor. Instructors may qualify for a graduate degree only with the express, written approval of the Department Chair/Dean of the program and the Vice President for Academic Affairs prior to enrollment in any courses leading to that degree.

(13) **Administration of Salary, Promotion and Tenure** - All faculty salaries are reviewed annually. Following application by the faculty member, recommendations for promotion and tenure are submitted by the Department Chairs, and then forwarded to the Faculty Relations Committee. The Faculty Relations Committee forwards its recommendations to the Vice President for Academic Affairs. Recommendations of the Department Chairs regarding salary are forwarded to the Vice President for Academic Affairs who then will make recommendations to the President of the College. Recommendations to the Board of Trustees are made by the President of the College. All salary increases as part of the budgeting process, promotions, and tenure appointments require action by the Board of Trustees.

(14) **Special Considerations**

- Department Chairs will receive remuneration in addition to base pay in accordance with the effective salary scales at the time of their appointments.
- Non-standard contracts may be negotiated with faculty members engaged in sponsored research or involved in special service.
- No classes involving extra pay for faculty or paid use of adjunct faculty will be authorized unless arranged in advance with the Vice President for Academic Affairs, and a supplemental contract issued.
- Summer session salaries will be the same for both regular terms. The amounts paid in each academic year will be at the effective rates for that year for each of the Faculty ranks.
PERFORMANCE EVALUATIONS

Each faculty member will be evaluated annually by procedures approved by the Faculty Relations Committee.

EVALUATIONS

A. Annual Faculty Self-Evaluation-- The Faculty Relations Committee has approved a self-evaluation form covering the Fall/Spring/Summer term sequence to be completed by the faculty member. The faculty member and immediate supervisor discuss and sign the form. The faculty member retains a copy for his or her portfolio (D below), and the original is filed in the Office of Academic Affairs. A sample of this form is located in the Appendix.

B. Annual Administrative Evaluation-- Supervisors evaluate and discuss faculty members’ performance based on the criteria presented below. As part of this process they make regular classroom visits, review advising load and accuracy, review professional development activity, and review the portfolio. Both the faculty member and the supervisor sign the form and retain copies, and the original is filed in the Office of Academic Affairs. A sample of the form and guidelines for applying the criteria are located in the Appendix.

C. Student Evaluations-- Each term, students complete an evaluation form for each course in which they are enrolled, and these are filed in the Office of Academic Affairs. Information from the form is forwarded to the appropriate Department Chair/Dean who distribute them to faculty members for inclusion in their portfolios.

D. Portfolio--Each faculty member maintains a cumulative collection of materials including but not limited to the following items: self-evaluations, administrative evaluations, student evaluations, current curriculum vitae, sample syllabi and original course handouts, copies of published or presented research materials, and any other supporting documentation pertaining to the evaluation criteria. An updated cover letter highlighting the contents and summarizing qualifications should accompany the portfolio at each Faculty Relations Committee review stage leading to promotion and/or tenure. After each review, the committee returns the portfolio to the faculty member.
CRITERIA FOR EVALUATING THE PERFORMANCE OF FACULTY

(8) Excellent -- (4) Average -- (0) Poor

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<tr>
<th>Factor Weight</th>
<th>Factor Description</th>
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<tbody>
<tr>
<td>5</td>
<td>Effectiveness in the classroom</td>
</tr>
<tr>
<td>3</td>
<td>Competence in the discipline</td>
</tr>
<tr>
<td>3</td>
<td>Effectiveness in advising</td>
</tr>
<tr>
<td>2</td>
<td>Special service to students (outside official classroom and advising contexts)</td>
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<td>2</td>
<td>Service to institution</td>
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<tr>
<td>2</td>
<td>Professional activities and growth</td>
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<tr>
<td>2</td>
<td>Research and publications</td>
</tr>
<tr>
<td>2</td>
<td>Cooperation, collegiality, and dependability</td>
</tr>
<tr>
<td>1</td>
<td>Contributions to the community beyond the college campus</td>
</tr>
</tbody>
</table>

PROMOTION

Promotion will depend upon (1) meeting the minimum qualifications of education and experience required for the next rank, (2) performance justifying promotion, (3) maximum rank appropriate for the position, (4) distribution of faculty members among ranks, and (5) the availability of funds. When a faculty member has met the qualifications, he or she may apply for promotion as outlined below (section 4).

TENURE

Permanent tenure is an attribute of all faculty ranks except instructor and is granted by the Board of Trustees upon the recommendation of the President, after consultation with the Vice President for Academic Affairs, the Dean of Education (as appropriate), and the Faculty Relations Committee.

A faculty member is placed on tenure track after meeting the following criteria: 1) rank of Assistant Professor or higher; and 2) successful first year review. The probationary period for tenure will be six years of full-time service at Union College while on tenure track, with the tenure decision taking place in January of the seventh year. If granted, tenure takes effect with the next full-time contract issued. If tenure is denied in the review year, the faculty member receives a terminal contract for the following year. However, under extraordinary circumstances, the tenure decision may be deferred for one year. Tenure is terminable only by voluntary resignation, retirement, death, incompetence, grave misconduct, a pattern of gross insubordination, or under extraordinary circumstances due to demonstrably bona fide institutional financial exigencies as declared by the Board of Trustees, or curriculum changes. An employment agreement shall be prepared annually for faculty on tenure to record rank, salary, period of employment, and other understandings.

No administrative position is tenured; however, tenured faculty who assume a full-time administrative position may retain their tenured status as faculty. Non-tenured faculty assuming
administrative duties on a full-time basis will not be eligible for tenure during the period of their administrative assignment, nor can such years be counted toward the time requirements for tenured status. Faculty who regularly teach less than three-fourths of a full-time academic load are not eligible for tenure.

PROCEDURES FOR FACULTY EVALUATION, PROMOTION, AND GRANTING OF TENURE

A. By April 1, the Vice President for Academic Affairs submits a list of faculty members eligible for review the following year to the chair of the Faculty Relations Committee. These reviews include: first-year non-tenure track; first-, third-, and fifth-year tenure track; and final tenure. The chair of the Faculty Relations Committee notifies the candidates and supervisors by April 15 that the portfolio and letters of reference are due by September 15. The self-evaluation forms covering the Fall-Spring-Summer term sequence are distributed in April, completed and submitted to supervisors by September 15 and are then submitted with the administrative evaluation form to the Office of Academic Affairs by September 30.

All faculty members, regardless of tenure status must submit a self-evaluation to their immediate supervisor by September 15. All non-tenured faculty members must also submit a portfolio with the self-evaluation. The supervisor must complete the administrative-evaluation and review it with the faculty member by September 30. Copies of the self- and administrative-evaluations must be submitted to the Office of Academic Affairs by October 1. (The portfolio will accompany the evaluations when the faculty member is up for review, promotion or tenure.)

B. The Faculty Relations Committee conducts first-year reviews of all tenure track faculty. Faculty Relations also conducts first-, third-, and fifth-year reviews of all faculty on tenure track in the fall following those years of service. The final tenure review takes place in the spring following the sixth academic year of tenure track service. The committee reviews all evaluative materials in section M.1 above, which must be supplemented by confidential supporting letters from colleagues and students as well as the supervisor (sent to the Office of Academic Affairs under separate cover). These letters should address the evaluative criteria in detail. The Faculty Relations Committee also reviews pertinent information from the faculty member’s dossier on file in the Office of Academic Affairs.

The same evaluative criteria and procedures are followed when faculty members apply for promotion to the next rank.

At its discretion, the Faculty Relations Committee may request the presence of the faculty member, the faculty member’s supervisor, and/or others to supply additional information.

C. Following the review, the Faculty Relations Committee recommends that the Vice President for Academic Affairs take appropriate steps to affirm strengths in the faculty member’s performance and discuss areas that may need improvement.

D. When the review for promotion or tenure is completed, the Faculty Relations Committee recommends to the Vice President for Academic Affairs and the President its position on the promotion or tenure.
E. The President consults with the Vice President for Academic Affairs and recommends candidates for promotion or tenure to the Board of Trustees at the Board’s spring meeting.

F. The President notifies each faculty member in writing of the action of the Board of Trustees. Successful candidates will be notified before contracts are issued, and those receiving tenure will be eligible for election to committees that require tenured status.

TERMINATION

A. Non-Tenured Faculty

Notice of contract non-renewal to all non-tenured faculty must be postmarked or delivered in person to the faculty member by no later than January 31 of the current contract year.

B. Tenured Faculty

Procedural standards on the dismissal of tenured faculty are set forth in Appendix A-5, Preliminary Proceedings Concerning the Fitness of a Faculty Member.

C. Retirement

Faculty who are age 55 and have at least 10 years of continuous college service preceding an intended retirement date are eligible to retire. There is no mandatory retirement age; however, employees with appropriate service requirements may retire beginning at age 59 ½ with no retirement annuity early withdrawal penalties. Faculty members are expected to give written notice of retirement in a timely manner, generally one semester in advance, to assist the process of finding a replacement.

GRIEVANCE PROCEDURES

A grievance lodged with the faculty or staff member's supervisor and not resolved at that level may be appealed to the Vice President for Academic Affairs. If that administrator is unable to resolve the problem to the mutual satisfaction of the parties involved, he/she shall refer the matter to the Human Resources Committee. After hearing the complaint, the Committee shall make a recommendation to the President of the College. The President's decision shall be final. A grievance pertaining to the Vice President for Academic Affairs should be filed with the President of the College. The President may elect to refer the matter to the Human Resources Committee who will conduct a hearing and make a recommendation to the President of the College. The President’s decision shall be final.

Appropriate written records shall be kept of all meetings involving formal charges or complaints. The legal rights of the individuals involved (both the complainant and the person charged) shall be protected at all times. Where formal meetings have been held, the written record shall be forwarded to the President's Office.
ADMISSION

Admission policies for both undergraduate and graduate programs can be found in the appropriate catalogs on MyUnion and the Union College web-site.

FINANCIAL AID

Union College believes that no student should be denied a high-quality education because of inadequate financial resources. Financial aid can cover tuition, fees, room, board, books, supplies, personal expenses and transportation. State, federal, and institutional financial aid will be offered to eligible students upon completion of FAFSA. The Director of Financial Aid and personnel in the Financial Aid Office award various types of financial aid assistance available at Union College.

REGISTRATION

Registration programs are held each summer, fall, and spring to serve all new students of Union College. This structured entry process aids students in understanding the nature and purpose of Union College and their relationship to the academic environment.

The immediate support group of students (parents, spouses and/or children) is provided information and orientation experiences as appropriate. Faculty members are asked to participate in the summer orientation/registration sessions to explain academic programs and to assist with the student's life goals and registration for classes. Faculty members are required to be in their offices on Confirmation Days for the fall and spring semesters from 9:00-4:30 p.m.

The Vice Presidents for Enrollment and for Student Development, and Director of the Center for Academic Success and Student Achievement (CASA,) and members of the Admissions staff are charged with the responsibility of designing and coordinating the registration process at Union for Summer Orientations.

BUSINESS OFFICE POLICIES

AUXILIARY ENTERPRISES

The Chief Financial Officer is responsible for the operation and control of auxiliary enterprises and provides liaison between the College and the food service, bookstore and physical plant managements.

PURCHASING

TAX STATUS

The College is exempt from most sales and use taxes. Purchases made by individuals for reimbursement will not be reimbursed for any such taxes paid. To avoid paying sales and use tax, request an exemption certificate from the Office of Business Services prior to making any purchase.
TAX-EXEMPT ID NUMBER

Because the college is a non-profit organization, the college is exempt from paying Kentucky sales tax. Therefore, it is the responsibility of the employee to ensure that when paying for items for the college that the tax-exempt number is utilized to avoid payment of sales tax. The tax-exempt number can be obtained from the Business Office.

RESPONSIBILITY

No employee or student of the College has the authority to make any purchase, commitment for purchase or enter into any contract for supplies, materials, services or equipment, or otherwise make any arrangements with suppliers that might be construed as financially binding to the College except through the Office of Business Services.

PROCEDURES— More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union.

1. Fill out a requisition form completely.
   A. Information that should be on the requisition.
      1. Department.
      2. Budget account number or numbers.
      3. Date of requisition.
      4. Date delivery required.
      5. Vendor name and address
      6. Signature of person requesting P. O.
      7. Description, quantity, unit, unit price, and amount.
         a. If you aren’t sure about the exact price, please estimate.

   B. You must have the requisition approved by your supervisor or departmental budget manager.
      1. The approving person should check the budget account to make sure that there is enough money in the account to cover the purchase.

2. Submit the requisition form to the Business Office for a Purchase Order number.
   A. Before a P. O. number is assigned, an additional budget check will be performed.
   B. If the purchase falls within the budget limits, a Purchase Order number will be assigned.
   C. After the P. O. number is assigned, the number will be communicated to the requester via email or phone. A hard copy purchase order will be submitted, if required.
      1. A copy will be kept on file in the Business Office.
      2. If you don’t need a hard copy (make a copy of the requisition for your records

3. When the order is received, sign the invoice and purchase order or a copy of the requisition.
   A. Return the signed documents to the Assistant Controller for payment.

If a supplier erroneously sends an invoice directly to the originator of a purchase requisition, it must be forwarded to the purchasing department immediately. No payment can be made without the invoice.
All departmental purchases in the College Store must be charged to a departmental budget. No purchase requisition is needed for bookstore purchases.

Union College personnel may make personal purchases at the College Store. A 10 percent discount will apply to such purchases except textbooks. Sales tax will also apply to personal purchases.

Occasionally the need arises to make disbursements for transactions other than requisitioned supplies and equipment. These transactions may include dues, honoraria, travel advances, etc. Such disbursements are initiated by completing a check request form provided by the Office of Business Services. A Purchase Requisition must be approved before a check request is initiated. The check request form must be signed by the person originating the request and routed to the Department Head or Office Head for approval. An invoice or other documentation should be attached to the request. If approved by the Department Head or Office Head, it will be forwarded to the Office of Business services for payment.

PAYROLL

Faculty members are paid on the 15th of each month. Salaried non-academic personnel are paid on the 26th of each month. When this date falls on Saturday or Sunday, payday is the previous Friday. Hourly employees are paid every two weeks. Faculty paychecks for summer and special sessions will be issued on the 26th of each month.

SICK LEAVE/ABSENCE REPORTS

All faculty and administrative staff are required to report any sick leave/absences to their supervisors in order to document for potential disability and workman's compensation claims as well as for absences under the Family Medical Leave Act.

MISCELLANEOUS SERVICES AND POLICIES

CASHIER SERVICES

The Coordinator of Student Accounts and the Speed Hall Receptionist, located in the Office of Business Services, provides the following services:

- Cash small checks ($50 maximum) for students, faculty and staff; there is a service charge of $15 on checks returned by the bank for insufficient funds.
- College payments on student accounts and loans.
- College payments on campus traffic fines.

INVENTORY CONTROL

Inventory control of all furniture and equipment, including purchases of equipment with grant funds, is maintained by the Office of Business services. When the location of inventoried items is changed, the Office of Business services must be notified.

COLLEGE CREDIT CARDS

More detailed information may be found in the Employee Handbook publication located on the Employees tab of My Union. College credit cards may be obtained at the Business Office to be used to
purchase gasoline for campus and rental vehicles and other travel expenses when Union College personnel are away from campus on College business.

CAMPUS POST OFFICE

The Campus Post Office is a week-day operation with limited services from 8:00 a.m. - 4:30 p.m. Each faculty and staff member is assigned a box in a special section. Available services include: UPS (can insure with UPS); next-day/2nd day air, and parcel post. Postage stamps are available in the Campus Post Office. General campus all-boxes mailings are discouraged except for essential notices from administrative offices. Forty-eight hour advance is requested. Handbill/poster materials in key locations are generally viewed as being more effective than all-boxes mailings.

ECONOMICS IN MAILING AND OTHER OFFICE PRACTICES

It is seldom necessary to use new envelopes, regardless of size, in interoffice communications. New envelopes should not be used for interoffice communications unless the supply of old envelopes is exhausted.

College communications through the United States mail are entirely unnecessary. Campus mail should be used for interoffice communications unless a vacation period or other circumstance would cause an unacceptable delay in receiving campus mail.

All mailing lists should be checked for removal of unnecessary off-campus names in order to save postage.

Computer systems, lights, and air conditioners should be turned off in offices, conference rooms, etc., when not in use.

FACULTY TRAVEL

Additional policies regarding college related travel may be found in the Employee Handbook publication located on the Employees tab of My Union.

Faculty Professional Travel—The faculty professional travel budget is administered by the Faculty Relations Committee. Application for professional travel and reimbursement for same is made following procedures established by the Faculty Relations Committee.

Faculty Program Travel—Some academic programs require faculty travel. Application for faculty program travel is made to the Department Chair or Program Director as appropriate. Reimbursement for faculty program travel requires filling out a travel expense voucher and sending it, together with appropriate receipts, to the authorizing officer for approval. The authorizing officer will forward the approved voucher receipts to the Office of Business services.

COLLEGE WORK STUDY PROGRAM

Prior to each new academic year, Division Chairpersons, Department Heads, and Directors of various college offices are asked to file an anticipated employment needs request with the Office of Financial Aid. Requests may be made for specific returning students or new students who possess specific skills.
Supervisors must keep accurate records and sign student work study time sheets. These time sheets must be turned into the Financial Aid Office no later than the last working day of the month. This insures that payroll checks will be issued by the Office of Business Affairs on the 15th of each month.

INTERCOLLEGIATE SPORTS

Intercollegiate sports at Union College include varsity teams in the following sports for men and women:

<table>
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<tr>
<th>Men's Sports</th>
<th>Women's Sports</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
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<tr>
<td>Basketball</td>
<td>Bowling</td>
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<td>Bowling</td>
<td>Cheerleading</td>
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<td>Cheerleading</td>
<td>Cross Country</td>
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<td>Cross Country</td>
<td>Cycling</td>
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<tr>
<td>Cycling Golf</td>
<td>Indoor Track</td>
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<tr>
<td>Football</td>
<td>Soccer</td>
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<tr>
<td>Golf</td>
<td>Softball</td>
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<tr>
<td>Indoor Track</td>
<td>Swimming</td>
</tr>
<tr>
<td>Soccer</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Swimming</td>
<td>Volleyball</td>
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Union belongs to the National Association of Intercollegiate Athletics, the Appalachian Athletic Conference and the Mid-South Athletic Conference.

ATHLETIC DIRECTOR'S RESPONSIBILITIES

The Athletic Director shall be responsible for the administration of the total athletic program. Responsibilities include, but are not limited to:

- Leadership in the development of the athletic program as it relates to the total educational objectives of the institution.
- Provision of information and recommendations to the Intercollegiate Sports Committee regarding the athletic program and its policies.
- The development and administration of the athletic budget for all athletic teams. Must be responsible for any solicitation of money for use in the athletic department, subject to approval from the Vice President for Development and/or the President.
- Student athlete recruitment and administration of aid. He/she shall determine that the regulations of the Appalachian Athletic Conference, the Mid-South Athletic Conference and National Association of Intercollegiate Athletics (NAIA) regarding the awarding of grants-in-aid and student athlete recruitment are strictly followed. Further, he/she shall see that all coaches follow the highest ethical guidelines regarding all phases of athletics and athlete recruitment.
- The assignment of coaching responsibilities for all sports
- The conduct of the coaches, participants, and fans at all athletic events. It is the responsibility of the Athletic Director to see that the highest level of sportsmanship prevails at all times.
- The scheduling of athletic events. He/she shall work closely with the coaches of each sport in determining who shall be scheduled as well as the number of contests, based on quality of institutional opponent's program and economic feasibility.
• Determination of eligibility of all athletes according to the regulations of the NAIA.
• Coordination of the flow of information between the athletic staff and the Public Relations Office.
• Liaison between the Booster Club and the administration of Union College.
• Assistance to the Chief Financial Officer and Athletic Trainer regarding athletic insurance and claims.
• Coordination, assignment and maintenance of all athletic travel.
• Representation of Union College in local, state, and NAIA athletic meetings.
• Provision of leadership for administration of all home athletic events including sale of tickets, seating, hospitality of game officials and visiting teams, security, and maintenance.
• Supervision of a program of assessment activities for determining strengths and weaknesses of the athletic program with a goal of making necessary changes to improve the program.
PHYSICAL PLANT POLICIES

RESPONSIBILITIES OF THE PHYSICAL PLANT DEPARTMENT

The primary responsibility of the Physical Plant is to provide efficient, timely and economical services for the properties and facilities of Union College.

The Physical Plant Director is available and welcomes the opportunity to discuss with members of the College community issues related to physical facilities.

SERVICES PERFORMED BY THE PHYSICAL PLANT DEPARTMENT

The Physical Plant provides maintenance, custodial service and grounds maintenance for all buildings and grounds at Union College. The office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

PROCEDURES

For service during regular business hours please call the Work Control Desk at x-1272 (606-546-1272), send an e-mail to Workrequests@unionky.edu or enter your request directly on the Physical Plant page of the Union College web site.

Requests for improvements will have to be authorized by the Department Head and are addressed as funding allows. These requests should be forwarded to the Office of Academic Affairs for funding.

For Emergency needs, after hours and on weekends please call Campus Safety at x-1390. They will contact the Physical Plant on-call staff.

In case of fire in any Union College building, Union College faculty, staff, and students are to follow these procedures:

1. Sound fire alarm.
2. Follow fire drill procedure.
3. Call Barbourville Fire Department.
4. Call campus security officer.
5. Call Barbourville Police Department (crowd and vehicle control).
6. Call President of the College or the Dean of Students.

Union College personnel are to follow the procedures listed below in the event that a serious crime, such as rape, homicide, suicide or kidnapping, involving students or college personnel occurs.

1. Call Barbourville Police.
2. Call campus security officer.
3. Call the Dean of Students who will then call the President of the College, the Vice President for Internal Relations, and the Vice President for Academic Affairs as needed.
Union College personnel are to follow the procedures listed below in the event that a serious crime, such as drug or theft, occurs on the campus.

1. Call the Dean of Students.
2. Call campus security officer.
3. The Dean of Students and campus security officer will make a decision if the Barbourville Police should be called.

In order to maintain building security, all buildings, classrooms, and other areas containing valuable property should be locked when not occupied by authorized persons.

Faculty members should close windows and turn off lights when leaving their office, classroom or conference room. When leaving a building after hours and on weekends faculty are requested to lock the outside door of the building.

There may be times at night when you need to contact our security people. If that need arises, please do the following:

1. Call the Barbourville City Police.
2. Identify yourself, the nature of the problem, and the building and/or location where assistance is needed.

The police dispatcher will contact our security people by radio and give them your information and request. We believe that this will provide everyone with much better service.
COLLEGE COMMUNICATIONS POLICIES

The Office of College Communications serves the public relations, media relations, and marketing needs of the College through a staff that specializes in design, writing, editing, photography, and digital and print publication management, including the College’s website.

MEDIA CONTACT

The Office of College Communications (OCC) is the official media contact for the College. The Director of College Communications is the official media spokesperson. Depending on the subject matter, OCC may request that faculty, staff, students, or others provide a response or interview on topics in which they have expertise, but only after screening the media inquiry first.

Letters to the editor, opinions, columns, etc. that represent a personal point of view and do not speak on behalf of the College (or cannot be construed as such) are not subject to prior review or approval. If there is any doubt, please check with OCC.

NEWS RELEASES, ANNOUNCEMENTS, AND PUBLICITY

The Office of College Communications and the Sports Information Office are responsible for the official release of information related to College activities.

All news releases or story ideas concerning faculty, students, student activities, special events, and the College should be submitted to OCC. OCC staff will determine suitability for distribution and then write and distribute releases to targeted media sources. Submissions and ideas may be sent to communications@unionky.edu.

Story ideas or news release drafts must be submitted at least two weeks prior to the desired publication date. Photography to accompany potential news releases should be arranged through OCC.

All public programs held on campus are of potential interest to news media. Please notify OCC of such programs at least two weeks in advance.

PHOTOGRAPHY

Campus photography needs are met by OCC staff, which includes a professional photographer who uses professional-grade equipment. Requests for campus photography should be made five working days in advance. Requests may be sent to communications@unionky.edu.

At times, others on campus may wish to submit photography to be considered for print publication or news releases. Digital photos in JPG format with a minimum resolution of 300 dpi (for a 3 x 5 photo) meet the minimum standard for print publications. (Most people take digital photos at 72 dpi. Please note that this resolution is too low for print.)

MARKETING AND PUBLICATIONS

To ensure consistency of institutional message and identity, all marketing materials and publications—anything for an external audience—must be created and/or coordinated with and approved by OCC. Marketing materials include print, radio, digital, outdoor, and TV advertising; College-related social media projects or efforts; promotional pieces such as publications (print and digital), fliers, brochures, postcards, posters, banners, and videos; or any other item intended for or likely to reach external audiences.

To utilize the services of OCC in developing promotional material, please adhere to the following guidelines:
• **Advertising** requires 4-6 weeks to plan appropriately. Most often, coordinating an ad requires time for concept, design, copy, production, approval flows, media buys, and placement. All ads must be placed by OCC.

• **Publications**, including new material for our largest publication—the Union College website—require a minimum of 6 weeks’ advance notice. Publication planning also requires time for concept, design, copy, photography, editing, approval flows, pre-press work, post-production work, and printing or publication to the web. Please consult with OCC about a reasonable timeline for your project, since this may vary based on the complexity and size of projects.

• **Outside Vendors**: All proposals for promotional materials designed or produced by outside vendors or freelancers should be presented to OCC for approval and coordination.

• Due to limited staff, OCC does not produce promotional materials for student events or other events for internal audiences.

• **Purchase Orders**: Please note that the Business Office requires approval from OCC before requisitions for advertising and printing are processed. If OCC has no familiarity with your project at the time the requisition arrives, the project will be delayed while the work is reviewed and possibly revised, edited, etc. To avoid project and production delays, it is essential to work with OCC from time of concept.

**COLLEGE LOGO AND IDENTITY STANDARDS**

Use of the Union College logo, logotype, seal, and athletic logos (including the Bulldog) must adhere to the Identity Standards Manual, available on the Union College website. Questions not covered in the manual and requests for logos should be directed to the director of OCC (Union logos) or the sports information director (Union athletic logos). Logos provided by OCC and Sports Information are the only logos that should be used by members of the campus community.

**BULLETIN BOARDS**

Bulletin board, student publications, and other communication media on campus should be used for communicating career, academic, and cultural information relevant to student/faculty affairs. Advertisements of social affairs or other activities sponsored by non-college organizations or individuals should be referred to the Dean of Student Development.
STUDENT SERVICES POLICIES

RESPONSIBILITIES OF THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

The Dean of Students directs various services and special events provided by the Student Development Program. The Student Development Staff Program manages the Patridge Campus Center, provides oversight of the Minton Cafeteria and for the food service provider; Stevenson, Pfeiffer, Lakeside, Manchester Street Housing and Stewart residential buildings; Soldiers and Sailors Intramural/Wellness Center; College Courts married student apartments; the sand volleyball court; campus safety. Among the services provided by the Student Development Program are: residential student services, commuter student programming, campus activities/clubs/organizations, photo I.D. card/residential security program, intramural programming, campus judicial program, directs the campus lifestyles educational programming, and counseling program.

THE STUDENT HANDBOOK

The student handbook is printed annually. Portions of the campus calendar is included but is kept current via the college’s website through a concerted effort from student life, athletics, and the Events Coordinator. The student handbook, the College catalog, and residential living agreements form the main body of literature detailing the expectations and contract terms that apply to students each school year.

COLLEGE MASTER CALENDAR

Student Development and Athletics support the Events Coordinator in updating the campus master calendar, which can be viewed on the college’s website. Conflicts that may involve space reserved for student use are to be resolved by the Assistant Dean for Students in consultation with parties involved. There are "down" periods of each school year when College facilities are not available. The College works deliberately to insure that major events do not compete with each other and that all events that are being planned enjoy strong support. The Student Development Staff serves in an important consulting capacity to assist in planning and finding funds for campus activities. The following priority listing applies in resolving conflicts:

1. Academic calendar events.
2. Activities involving signed College contracts including artist series, athletic events, music/entertainment events.
3. Spiritual life activities.
4. Academic Division laboratory productions including plays, concerts, recitals, fairs.
5. Major Campus Activities events open to the entire student community.
7. Minor social events.
8. Outside/off-campus groups wishing to use campus facilities.

CAMPUS CLUBS AND ORGANIZATIONS

Campus clubs and organizations must seek and gain the approval of the faculty each year in order to operate on campus and to be able to receive funding from Union College Student Government. Staff/faculty advisors, sponsoring organizations/divisions, and officers are to see that college policies and regulations are followed and that individual conduct is appropriate. College policies and regulations

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apply to any college event held either on or off-campus. Sponsors may reserve space for a club’s special events by contacting the Student Development office. Information typically required includes: name, purpose, titles/names of officers, name(s) of advisor(s)/sponsor(s). Each organization must have a current faculty/staff sponsor; many organizations include faculty and staff members in their membership. Typically there are 25-30 active clubs and organizations. Two comprehensive key Student Development organizations are Union College Community Government, the college’s student government body, with the Dean of Students as advisor; Campus Activities Board with the Director of Student Activities and Leadership as advisor. Funds may be available through Union College Community Government for sponsored events. Additional information is available in Union and You and can be gathered by speaking to a community government representative.

CAMPUS HOUSING AND GUEST ROOMS

The College operates four residential buildings for unmarried students: Pfeiffer Hall, Stevenson Hall, College Courts and Lakeside Hall. Stewart Apartments and Manchester Street Houses is made up of gender-based apartments and generally serves upper classification students who meet a minimum grade point average. A small number of apartments are maintained for married student couples in College Courts.

The College maintains two guest rooms in College Courts, which can be scheduled through the Events Coordinator. Furnishings and refurbishing of the guest rooms has been a continuing project of the Trustee spouses. Each guest room has a small refrigerator, color TV, coffee percolator, alarm clock, telephone, linens/towels, and soap. Use of the guest rooms is restricted as follows:

1. They are to be used only by invited guests of the College including trustees, guest speakers and artists, consultants, prospects for employment to the faculty and staff of the College.
2. Students or prospective students are not permitted to use guest rooms. Students/prospective students’ guests may be housed in residence halls by arrangement with the Student Development Office.
3. Use of alcoholic beverages and smoking are prohibited in these guest facilities.
4. Damages to guest room furnishings will be charged against the department sponsoring the guest who may be responsible for the damage.

COLLEGE SWITCHBOARD

The College switchboard is located in Speed Hall. The switchboard is placed on a tape-recorded message service after hours. The college’s telephone system provides three features: Direct Inward Dialing, Automated Attendant and Voice Mail.

1. Direct Inward Dialing allows individuals or offices with extension numbers beginning with "1" to be reached by calling (606) 546 - then the extension number. This allows incoming calls to reach these extensions directly, bypassing the switchboard attendant.

2. The main switchboard number is (606) 546-4151. An automated attendant greets incoming calls when the switchboard is closed. After a brief recorded message, callers who know the extension number they are trying to reach may connect by dialing that number. An operator, available during the switchboard operating hours, directs callers that need help in reaching the correct individual or office.
3. Voice mail enables Union College employees to receive messages when the offices are closed or employees are away from their desks.

Contact the Department of Information Technology with extension number changes or any problems that arise. Local calls may be made from faculty/staff phones by first dialing "9", then dialing the full seven digits. The switchboard may be reached from an extension by dialing "0".

Long distance calls may be made from faculty/staff extension phones by dialing normally and then entering the access code number after the beep. Access codes are available from the Business Office.

COLLEGE PHOTO I.D. PROGRAM

All members of the faculty and staff need a college-issued I.D. card. Cards are made through the Residence Life Office. These are generally made during the orientation period before the opening of each academic year and at other times by arrangement. Faculty and staff are requested not to come through for I.D. service during the period that students are being registered and processed. There is no charge to faculty and staff for an I.D. card. There may be a nominal charge, however, for replacing a lost I.D. card.
OFFICE OF ADVANCEMENT

Development – Alumni Relations –College/Community Relations

REQUESTS, PROSPECTS & GIFTS FOR UNION
A unified approach to typical procedures for solicitations, processing gifts, and thanking donors to the College

Prior Written Approvals Required: All faculty and staff are required to gain approval from the Advancement Office prior to the implementation of any fundraising plans or solicitations of any individuals, corporations, area businesses, or foundations. In addition, all faculty and staff are required to obtain approval of fundraising projects from their appropriate department chair, or area supervisor before approaching the Advancement Office for assistance or approval.

This screening process will help us avoid potential problems with multiple and overlapping requests to the same individual or organization. It will also enable all involved to prepare for more efficient processing and timely acknowledgement of gifts.

In order to help make each request productive, our staff will need some time to give full consideration to:

• The prospect’s history of giving to Union College and/or other philanthropic efforts.
• The prospect’s affiliation with the program or project.
• The College’s past, pending or future plans for solicitation of that particular prospect.
• The amount to be requested and the level of priority associated with the project.

All checks should be made payable to Union College. If the gift is intended for specific use within a department, either the check or accompanying documentation should convey that information.

When a contribution is received, it should be sent or delivered to the Advancement Office, Attn: Glenda Schilt, Advancement Services Coordinator, along with any pertinent information about the gift or the donor - including full name, current address, phone number, and their relationship to the college (an alum, parent, friend, etc.).

All gifts to the College need to be processed by the development staff:
1. so that appropriate recognition is given and credit is recorded for the donor;
2. to ensure the contribution is accounted for in the gift system; and
3. to properly generate an official College receipt for the donor’s records.

Additional letters of appreciation from those departments or students benefiting from the gift are not only appropriate but also encouraged. (A copy of these should be sent to the Advancement Office for the donor’s file)

Publicizing Gifts to Union
As appropriate, when a major gift is received the Advancement Office informs the Office of Communications. The Office of Communications in collaboration with the Advancement Office handles publicity for major gifts received by the College, including press releases and photos to the appropriate newspapers.
Donors may be contacted for additional details, including quotes to be included in news releases and/or articles. If a donor prefers not to publicize his or her gift, please indicate so when submitting the contribution and other documentation to the Advancement Office.

A Gift-In-Kind may include equipment, materials, supplies, books, art and other non-negotiable items that are accepted with the intention that they be retained and used by Union College for our educational purposes. For gift processing, the Advancement Office will need documentation such as a copy of a letter describing the item(s) from either the donor or from the faculty or staff member receiving the gift. In some cases, titles, serial numbers, model descriptions or other identifiers help distinguish these kinds of gifts. It is important to note that it is the responsibility of the donor --- not the College --- to put a value on these types of gifts. However, we need an estimated value of the donation for our purposes. For IRS purposes, any gift-in-kind valued at $5,000 or more requires a qualified appraisal.

Naming Opportunities are managed through the Advancement Office in cooperation with the Office of the President.

For more information, please contact the Advancement Office at extension 1659.
APPENDIX A-1

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1976

The Federal Family Education Rights and Privacy Act of 1976 regulates the collection and use of personal data. It is designed to protect one's rights to privacy by permitting individuals to exercise some control over information kept on them.

Union College has carefully considered policy as to the information which will be part of student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are separate and the conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records contain only information about academic status. Information from disciplinary files is not available to unauthorized persons on campus, or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students.

Provision is also made for periodic routine destruction of non-current disciplinary records.

Administrative staff and faculty members will respect confidential information about students which they acquire in the course of their work.

Explicit Policy Statement

Information from disciplinary or counseling files will be available to the Vice President for Student Development and Dean of Students, and school counselor(s). Other school officials such as members of the faculty, faculty advisors and resident counselors may have access to the student files upon the written approval of the student when necessary. The Vice President for Student Development and Dean of Students will determine when it is necessary.

All records in the office of the dean of students are regarded as confidential and are placed in locked files where they are kept until graduation or for a period of two years from the student's last date of enrollment. At this time they will be destroyed. Inquiries from prospective employers are not answered without the written consent of the student.

Records in the Office of Financial Aid submitted by parents will not be available to students without the express written consent of the parent(s) or guardian.

Union College has designated the following items of information as directory information and available to anyone, unless the student has specific objections: major field of study, participation in officially recognized activity and sports, member's athletic teams, date of attendance at Union, degrees and awards received, and the most previous educational institution attended. There will be an opportunity each semester for those students objecting to any of the above information being available to register their objections and remove the objected material from public scrutiny.
The Anti-discrimination regulations can be found in the Employee Handbook. More detailed information about these regulations may be found in the Handbook on the Employees tab of My Union.
APPENDIX A-3

ANTI-DISCRIMINATION COMPLAINTS

The procedure for Anti-discrimination complaints can be found in the Employee Handbook. More detailed information about these procedures may be found in the Handbook on the Employees tab of My Union.
APPENDIX A-4

STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

NOTE: This general policy statement is a modified version of the Joint Statement on Rights and Freedoms of Students drawn up by the Association of American Colleges, The American Association of University Professors, and other groups (1963).

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. This cannot be accomplished, however, without order. Lacking order, institutions of higher learning fail to exemplify the virtues they have historically proclaimed, fail to meet their basic responsibility to protect the rights of all members of the community, and fail to discharge the essential and desirable educational functions for which they were created and for which they continue to exist. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university make clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
A. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files, or results from psychological testing should not be available to unauthorized persons on-campus, or to any person off-campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provision is also made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. Each organization should have and should be free to choose its campus advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations are required to submit annually a statement of purpose, criteria for
membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without regard to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression.

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. The sponsoring individual student or student group or organization shall consult with, and seek the counsel of, the Student Publications and Communications committee as to whether or not such proposed activity will contribute to the aims of the College as a center of free inquiry and sound learning in a free academic atmosphere.

   a. If that Committee finds that such proposed activity will not contribute to such aims, such sponsoring student or group organization shall have the privilege of presenting the matter to the President of the College, who shall determine finally whether such activity would contribute to such aims and not be in derogation of the College's officially declared objectives.

   b. That Committee, and the President of the College, in their administration of the foregoing principles, shall resolve any doubts either may have in favor of the students' greatest freedom in the pursuit of truth and inquiry within the limits of a mature and responsible self-restraint, and consider whether the proposed activity represents the desire of the sponsoring student or student group or organization and not the will of an influence external to the College and its students.

   c. Permission to carry on such proposed activity shall not signify Union College's approval of, or responsibility for, any viewpoint expressed through it or of the one expressing it; and the sponsoring student or organization should exercise prudence in the promotion of the activity and accept the consequences thereof.

   d. Student Participation in Institutional Government. As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.
e. Student Publications. Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the College. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All College published and financed student publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship. College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on-campus and off-campus.

B. Institutional Authority and Civil Penalties. Activities of students may upon occasion result in a violation of the law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. The institution does not, however, impose punishment for violations of the law in lieu of action by law enforcement agencies and courts. Students who violate the law may incur penalties prescribed by civil authorities, but institutional
authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.
APPENDIX A-5

PRELIMINARY PROCEEDINGS CONCERNING THE FITNESS OF A FACULTY MEMBER

NOTE: (This statement on standards for dismissal proceedings for tenured faculty was approved by the Association of American Colleges and the American Association of University Professors in their Annual Meeting, 1958. The Faculty Relations Committee of Union College endorsed the statement on March 17, 1970 and the Board of Trustees endorsed it at its Annual Meeting on May 9, 1970.)

When reason arises to question the fitness of a college or university faculty member who has tenure or whose term of appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, a standing or ad hoc committee elected by the faculty and charged with the function of rendering confidential advice in such situations should informally inquire into the situation to effect an adjustment if possible and, if none is effected, to determine whether in this view formal proceedings to consider his dismissal should be instituted. If the committee recommends that such proceedings should be begun, or if the President of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action should be commenced under the procedures which follow. Except where there is a disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal should then be jointly formulated by the President and the Faculty Hearing Committee; if there is disagreement, the President or his representative should formulate the statement.

Commencement of Formal Proceedings

The formal proceedings should be commenced by a communication addressed to the faculty member by the President of the institution, informing the faculty member of the statement formulated, and informing him that, if he so requests, a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him. He should answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

Suspension of the Faculty Member

Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Unless legal considerations forbid, any such suspension should be with pay.

Hearing Committee

The committee of faculty members to conduct the hearing and reach a decision should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the President's letter to the faculty member has been sent. The choice of members of the Hearing Committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own chairman.
Committee Proceedings

The committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee should consider the case on the basis of the obtainable information and decide whether he should be removed; otherwise the hearing should go forward. The committee, in consultation with the President and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member should be received.

The President should have the option of attendance during the hearing. He may designate an appropriate representative to assist in developing the case, but the committee should determine the order of proof, should normally conduct the questioning of witnesses, and if necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the President. The faculty member should have the additional procedural rights set forth in the 1949 Statement of Principles on Academic Freedom and Tenure, and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the President should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statement, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

Consideration by Hearing Committee

The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to the decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The President and the faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the President's Office.

Consideration by Governing Body

The President should transmit to the governing body the full report of the Hearing Committee, stating its action. On the assumption that the governing board has accepted the principle of the Faculty Hearing Committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review would be based on the record of the previous hearing,
accompanied by opportunity for argument, oral, written or both, by the principals at the hearing or their representatives. The decision of the Hearing Committee should either be sustained or the proceeding be returned to the Committee with objections specified. In such a case the Committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the Hearing Committee's original action, if this has not previously been made known.
APPENDIX A-6

RESOLUTION OF ACADEMIC PROBLEMS

All academic problems (including but not limited to appeal of final grade, charge of plagiarism or other forms of academic dishonesty) will be handled through the Office of Academic Affairs.

Definitions:

Plagiarism is defined as the conscious, deliberate appropriation of previously authored material for presentation as one's own work without proper acknowledgment of the source of the appropriated material. The appropriated material may or may not be copyrighted and may include but not necessarily be restricted to books, periodicals, newspapers, another person's paper, films, tapes, recordings, maps, charts, diagrams, graphs, scientific experiments and data.

To avoid plagiarism or the appearance of plagiarism, the following items must be documented properly:

1. Directly quoted material.
2. Indirectly quoted material in the form of summaries, precis and paraphrases.
3. Copied maps, charts, diagrams, graphs, or similar materials.
4. The source of the information from which the writer has constructed a map, chart, diagram, graph, or similar device through which to present information.
5. Any idea or opinion which the writer has not reached independently.
6. Specific factual material which is not considered "common knowledge." (Common knowledge is usually defined as factual material which is found in a minimum of three reliable, reputable sources.)

Collaboration is defined as two or more persons working together when prohibited, explicitly or implicitly, by the instructor; therefore, it must be understood that a tutor has but one function—to supplement the teaching of the classroom instructor. Similarly, a typist does nothing but type. Tutors and typists, then, shall attend to their prescribed tasks and shall do no editing, revising, rewriting, or ghost writing.

Cheating is defined as any act(s) of deceiving or swindling or fraud to include, but not be limited to: copying of another person's work, use of unauthorized notes or materials in tests and examinations, use of stolen tests, examinations or other materials, and the purchase or acquisition of papers to present as one's own work.

Appeals Procedure

Upon identifying an academic problem, a student or a member of the faculty should request a conference with the other involved person(s) within five school days for the expressed purpose of resolving the problem informally at this level. Immediately, the instructor should notify his supervisor that the problem exists. If the problem is not resolved within five school days after the initial request for conference, the student or instructor may appeal for further consideration by submitting the appropriate
request form to the Office of Academic Affairs. All charges of academic dishonesty that are serious enough to affect the final grades of a student should be reported to the Vice President for Academic Affairs. The Vice President for Academic Affairs will attempt to mediate the dispute within five school days from the date of the request form.

If mediation is unsuccessful, the Vice President for Academic Affairs will appoint an Ad Hoc Hearing Committee to arbitrate the issue. The committee will be formed of three faculty members chosen, one each, from the departments not involved in the original dispute. One of these committee members shall be assigned as chairperson of the committee.

A hearing date will be set within ten school days following completion and submission of the request form. Both the student and the instructor shall have ample opportunity to explain and set forth their reasons for their actions.

The student may present his own complaint or designate a person of his own choosing to appear with or for him at the hearing. The instructor shall have similar rights.

Other persons may be called as witnesses, either by the student, the instructor, or the committee including the Head of the Department and the Chairperson of the Department involved in the issue.

All appeal hearings shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

Within five school days from the close of the hearing, the Ad Hoc Hearing Committee shall advise the student and instructor of its decision and shall make its decision known in official form to the Vice President for Academic Affairs.

The decision of the committee shall be considered final and will represent the terminal act in the appeal procedure.

Penalties

Incidents of academic dishonesty will be dealt with by the individual instructor, who may consult with the Department Head, Department Chairperson, or Vice President for Academic Affairs.

The instructor may impose one of the following penalties:

1. Administer another examination or outside assignment.
2. Assign a grade of "F" for the examination or outside assignment.
3. Assign a grade of "F" for the course, expelling the student from the course.

In severe or repeated incidences of academic dishonesty, the Vice President for Academic Affairs may suspend or expel a student from the College, after appropriate consultation.

Administration

The time lines set forth above represent due process limits to be followed in normal situations and in no way are meant to impair a speedy resolution when required. However, the avenue of appeal must be followed.
Records

In cases involving academic dishonesty, a copy of the forms and decisions of the committees shall be kept in confidential files by the Vice President for Academic Affairs.
APPENDIX A-7

CANONS OF THE COLLEGIATE PRESS

Society of Professional Journalists,
Sigma Delta Chi, Code of Ethics

(Adopted by the 1973 annual convention of Sigma Delta Chi)

The Society of Professional Journalists, Sigma Delta Chi, believes the duty of journalists is to serve the truth.

We believe the agencies of mass communication are carriers of public discussion and information, acting on their Constitutional mandate and freedom to learn and report the facts.

We believe in public enlightenment as the forerunner of justice, and in our Constitutional role to seek the truth as part of the public's right to know the truth.

We believe those responsibilities carry obligations that require journalists to perform with intelligence, objectivity, accuracy, and fairness.

To these ends, we declare acceptance of the standards of practice here set forth.

Responsibilities

The public's right to know of events of public importance and interest is the overriding mission of the mass media. The purpose of distributing news and enlightened opinion is to serve the general welfare. Journalists who use their professional status as representatives of the public for selfish or other unworthy motives violate a high trust.

Freedom of the Press

Freedom of the press is to be guarded as an inalienable right of the people in a free society. It carries with it the freedom and the responsibility to discuss, question, and challenge actions and utterances of our government and of our public and private institutions. Journalists uphold the right to speak unpopular opinions and the privilege to agree with the majority.

Ethics

Journalists must be free of obligation to any interest other than the public's right to know the truth.

1. Truth is our ultimate goal.
2. Objectivity in reporting the news is another goal, which serves as the mark of an experienced professional. It is a standard of performance toward which we strive. We honor those who achieve it.
3. There is no excuse for inaccuracies or lack of thoroughness.
4. Newspaper headlines should be fully warranted by the contents of the articles they accompany. Photographs and telecasts should give an accurate picture of an event and not highlight a minor incident out of context.

5. Sound practice makes clear distinction between news reports and expressions of opinion. News reports should be free of opinion or bias and represent all sides of an issue.

6. Partisanship in editorial comment which knowingly departs from the truth violates the spirit of American journalism.

7. Journalists recognize their responsibility for offering informed analysis, comment, and editorial opinion on public events and issues. They accept the obligation to present such material by individuals whose competence, experience, and judgment qualify them for it.

8. Special articles or presentations devoted to advocacy or the writer's own conclusions and interpretations should be labeled as such.

Fair Play

Journalists at all times will show respect for the dignity, privacy, rights, and well-being of people encountered in the course of gathering and presenting the news.

1. The news media should not communicate unofficial charges affecting reputation or moral character without giving the accused a chance to reply.

2. The news media must guard against invading a person's right to privacy.

3. The media should not pander to morbid curiosity about details of vice and crime.

4. It is the duty of news media to make prompt and complete correction of their errors.

5. Journalists should be accountable to the public for their reports and the public should be encouraged to voice its grievances against the media. Open dialogue with our readers, viewers, and listeners should be fostered.

Pledge

Journalists should actively censure and try to prevent violations of these standards, and they should encourage their observance by all news people. Adherence to this code of ethics is intended to preserve the bond of mutual trust and respect between American journalists and the American people.
APPENDIX A-8

FLOOD EVACUATION PLAN

Union College is located in the flood plain of the Cumberland River. In the past, floods have caused substantial property damage and posed serious threats to the safety of the residents of the valley. In recent years, Tye Bend Cut Off was built to divert the flow of water from the city. Legislation has been passed to provide raising of the flood wall to a level high enough to protect the city from danger of flooding.

The Flood Evacuation Plan is coordinated with local government organizations. If it should become necessary to activate the plan, everyone, faculty, staff, and students will be totally involved. Your supervisor will direct you in such an event. An updated version is located in the Office of the President if faculty are interested in reviewing it.

The following levels of warning will be provided by City Officials in the event of a possible flood. These levels will be in effect for all persons within the confines of the floodwall.

Warning Level 1. This is the initial level of warning and is designed to alert public officials and other key participants. Level 1 will begin at a river stage of 20 feet and will remain in effect until flood stage of 27 feet is reached.

Warning Level 2. This level will be effectuated when a stage of 27 feet is reached in combination with a rate of rise of 1 ft/hour or greater or when a stage of 37 feet is reached with any rate of rise. Should any of these situations occur, there would be considerable danger that the river could continue to rise and reach a stage which would over-top the levee.

Warning Level 3. This level begins when a stage of 32 feet or greater is reached in combination with a rate of rise of 1 ft/hour or greater or when a stage of 37 feet is reached with any rate of rise. Should any of these situations occur, there would be considerable danger that the river could continue to rise and reach a stage which would over-top the levee.

Warning Level 4. This is the level at which evacuation becomes imperative. When this level is reached, an extremely dangerous situation has developed. It is possible for the river to rise from a stage of 38 feet to the levee crest in as little as four hours; thus prompt and positive action is needed to protect the lives of the citizens of Barbourville.

The evacuation signal, a long blast followed by three short blasts will be given by sounding the city siren. This will be sounded continuously for five minutes, repeated at 15 minute intervals during the first hour of evacuation.

BUILDINGS ELEVATIONS OF UNION COLLEGE

NOTE: Level datum referenced from C&GS Bench mark at Barbourville City School. Flood level protection elevation of 988.8 feet MSL provided by Corps of Engineers Data.
<table>
<thead>
<tr>
<th>BUILDINGS</th>
<th>Basement</th>
<th>1st Floor</th>
<th>2nd Floor</th>
<th>3rd Floor</th>
<th>FLOODWALL REF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Place</td>
<td>- -</td>
<td>991.1</td>
<td>- -</td>
<td>- -</td>
<td>+2.3 FT.</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>- -</td>
<td>999.3</td>
<td>- -</td>
<td>- -</td>
<td>+ .2 FT.</td>
</tr>
<tr>
<td>Chapel</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td></td>
</tr>
<tr>
<td>College Courts I</td>
<td>- -</td>
<td>987.2</td>
<td>- -</td>
<td>- -</td>
<td>-1.6 FT.</td>
</tr>
<tr>
<td>College Courts (Staff)</td>
<td>- -</td>
<td>983.5</td>
<td>- -</td>
<td>- -</td>
<td>-5.3 FT.</td>
</tr>
<tr>
<td>Fine Arts Building</td>
<td>- -</td>
<td>989.2</td>
<td>- -</td>
<td>- -</td>
<td>+ .4 FT.</td>
</tr>
<tr>
<td>Lakeside Center</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td></td>
</tr>
<tr>
<td>Lakeside Dormitory</td>
<td>- -</td>
<td>974.7</td>
<td>984.9</td>
<td>995.1</td>
<td>+6.3 FT.</td>
</tr>
<tr>
<td>Langford Apartments</td>
<td>- -</td>
<td>980.4</td>
<td>989.7</td>
<td>- -</td>
<td>= .9 FT.</td>
</tr>
<tr>
<td>Library</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td></td>
</tr>
<tr>
<td>DATA Processing &amp; Post Office</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>+4.0 FT.</td>
</tr>
<tr>
<td>Memorial Gymnasium</td>
<td>- -</td>
<td>985.1</td>
<td>996.1</td>
<td>- -</td>
<td>+7.5 FT.</td>
</tr>
<tr>
<td>Pfeiffer Hall</td>
<td>- -</td>
<td>993.7</td>
<td>- -</td>
<td>- -</td>
<td>+4.9 FT.</td>
</tr>
<tr>
<td>Physical Education Bldg.</td>
<td>- -</td>
<td>991.7</td>
<td>- -</td>
<td>- -</td>
<td>+2.9 FT.</td>
</tr>
<tr>
<td>Religious Life Center</td>
<td>- -</td>
<td>990.0</td>
<td>- -</td>
<td>- -</td>
<td>+1.2 FT.</td>
</tr>
<tr>
<td>Science Center</td>
<td>- -</td>
<td>976.2</td>
<td>989.4</td>
<td>- -</td>
<td>+ .6 FT.</td>
</tr>
<tr>
<td>Speed Hall</td>
<td>- -</td>
<td>994.9</td>
<td>- -</td>
<td>- -</td>
<td>+6.1 FT.</td>
</tr>
<tr>
<td>Stevenson Hall</td>
<td>982.7</td>
<td>991.9</td>
<td>- -</td>
<td>- -</td>
<td>+3.1 FT.</td>
</tr>
<tr>
<td>Student Center/Cafeteria</td>
<td>- -</td>
<td>983.2</td>
<td>996.2</td>
<td>- -</td>
<td>+7.4 FT.</td>
</tr>
<tr>
<td>Weight Room</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td></td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A-9

FACULTY SELF-EVALUATION FORM

NAME:

RANK:

DATE OF EMPLOYMENT:   EVALUATION PERIOD: Sept. 20__ - Aug. 20___

Criteria for evaluating the performance of faculty.

(8) Excellent - (4) Average - (0) Poor

Instructions: Using the attached guidelines for the following criteria, evaluate your own performance for the current evaluation period, including for each criterion a description of your strengths and areas for growth. Provide specific information in support or explanation of your ratings. Refer or respond to student evaluations where applicable. Please keep in mind that a rating of 4 should reflect an average or typical level of performance. Attach additional sheets as necessary.

<table>
<thead>
<tr>
<th>Factor</th>
<th>(8)</th>
<th>(4)</th>
<th>(0)</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Effectiveness in the classroom</td>
<td></td>
<td></td>
<td></td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>List courses and other components of your teaching load each term:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List other assignments that were not part of your official teaching load:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate number of students per term:</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of preparations per term:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Competence in the discipline</td>
<td></td>
<td></td>
<td></td>
<td>X 3</td>
<td></td>
</tr>
<tr>
<td>3. Effectiveness in advising</td>
<td></td>
<td></td>
<td></td>
<td>X 3</td>
<td></td>
</tr>
<tr>
<td>How many students were assigned to you over the current evaluation period?</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Special service to students (outside official classroom and advising contexts)</td>
<td></td>
<td></td>
<td></td>
<td>X 2</td>
<td></td>
</tr>
<tr>
<td>5. Service to institution</td>
<td></td>
<td></td>
<td></td>
<td>X 2</td>
<td></td>
</tr>
</tbody>
</table>

111
6. Professional activities and growth
   •--------•--------•  X 2  ___

7. Research and publications
   •--------•--------•  X 2  ___

8. Cooperation, collegiality, dependability
   •--------•--------•  X 2  ___

   8  4  0

9. Contributions to the community
   beyond the college campus
   •--------•--------•  X 1  ___

Total Points ________

10. Discuss other activities and interests that help describe you. (Not to be rated.)

11. Describe your goals (including for professional development) for the future. (Not to be rated.)

Optional comments by supervisor (add additional pages as necessary):

__________________________________________________________________________

Supervisor’s signature  Faculty member’s signature

Date:_________________________  Date:_________________________
APPENDIX A-10

Administrative Evaluation of Faculty

Name: ______________________________________ Rank: ____________________ Tenure? (Yes/No)

Date of Employment: _______________ Evaluation Period: 20____ - 20____

Criteria for evaluating the performance of faculty.

8 Excellent: Performance significantly exceeds established expectations.
6 Above Average: Performance exceeds established expectations. Some opportunity exists for improvement.
4 Average: Performance consistently meets expectations. Areas for improvement can be identified.
2 Below Average: Performance is below expectations. Improvement areas are evident, and the faculty member should take action to improve performance.
0 Unsatisfactory: Performance is consistently below expectations. The faculty member must take immediate action to improve performance.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Weight</th>
<th>Total</th>
<th>Supervisor’s Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Effectiveness in the classroom</td>
<td></td>
<td>X 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Competence in the discipline</td>
<td></td>
<td>X 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Effectiveness in advising</td>
<td></td>
<td>X 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Special service to students (outside official classroom and advising contexts)</td>
<td></td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Service to institution</td>
<td></td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Professional activities and growth</td>
<td></td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Research and publications</td>
<td></td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Cooperation, collegiality, dependability</td>
<td></td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Contributions to the community beyond the college campus</td>
<td></td>
<td>X 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor: The faculty member’s portfolio offers supporting materials relating to the evaluation process. (yes or no)
Signature of the faculty member indicates an opportunity to review this evaluation with the supervisor, but does not constitute an endorsement of the content of the evaluation. Optional comments by faculty member (use back or additional pages as necessary):

Faculty signature		Date	Supervisor’s signature		Date
Appendix A

POLICIES AND PROCEDURES FOR ONLINE AND HYBRID COURSES

SPRING 2015 Update
DEFINITION OF ACADEMIC COURSE DELIVERY FORMATS

Union College utilizes the following methods for the delivery of course content:

- Traditional
  - Traditional, Web-Enhanced
- Fully Online
- Hybrid

a) Traditional - all course delivery occurs face-to-face; no reduction in contact hours.
   - A traditional course may be web-enhanced (also referred to as web-facilitated), in which online course activity complements class sessions without reducing the number of required class meetings. Web-Enhanced courses, like traditional courses, use the classroom for all sessions. However, Web-Enhanced courses utilize Internet resources and activities to supplement the classroom experience, such as electronic delivery of course materials, electronic learning assessment, online communication tools, etc. It is possible to create an online component for any course offered at Union on the College’s course management system (uLearn CMS).

b) Hybrid (also sometimes referred to as blended) - online course activity replaces 30-80 percent (a minimum of 30% and less than 80%) of required face-to-face meetings.

c) Online – an online course is a course in which online course activity replaces 80-100 percent (a minimum of 80% and maximum of 100%) of required face-to-face meetings.

OWNERSHIP OF ONLINE COURSE MATERIAL


The Distance Education Committee recommends that the Intellectual Property provisions in the faculty handbook be modified to explicitly address the ownership of course content, as it relates to online and hybrid course development. In general terms, Intellectual Property of course content is considered the property of the creator; however, it is recognized that the degree to which the institution invests in the creation of a work influences ownership. Therefore, the Distance Education Committee recommends that the following principles be applied:

a) Faculty members will retain ownership rights for any original course content developed by the faculty member unless substantial additional resources are provided by the institution and the faculty member has signed a written agreement outlining an alternative arrangement.

b) Ownership of intellectual property should be negotiated in cases where courses are developed under separate arrangements in which either additional compensation, work-for-hire arrangements, or substantial college resources are provided. In this situation, a standard intellectual property agreement has been adopted as part of the Contract for Development of Online or Hybrid Courses.
The Contract for Development of Online or Hybrid Courses, specifying intellectual and copyright interests, must be executed in order for the College to own course material developed by others. In the absence of such a written agreement, the faculty member is considered to own the course.

The contract reads as follows:

As the course developer, you and Union College will share all rights to materials developed for this online course. It is understood that Union College has the right to use these materials without charge as part of this course in perpetuity. However, this does not prohibit you from using the materials that you developed, in accordance with standard intellectual property rights and this agreement.

You agree to indemnify Union College, its trustees, agents, and employees against any damages, or costs including legal costs, resulting from suits or claims for breach of copyright brought against any of them arising out of the violation of copyright in any materials you include in this course.

c) Alternate intellectual property arrangements may be made, on a case-by-case basis, as part of the approval procedure, and should replace the above copyright arrangement statement within the Contract for Development of Online or Hybrid Courses. In such cases, the particulars of the custom arrangement should be outlined in detail.

Intellectual property rights in these cases may be held by the College, jointly held by the faculty member and College, or remain with the faculty member but with negotiated institutional use of the materials. The movement toward Open Education Resources, in which the work is made freely available through initiatives such as a Creative Commons license, represents a third possibility.

Nevertheless, you may use the following as a guide in negotiating a possible custom intellectual property arrangement:

In the case of institutional ownership, the following rights may be licensed to the creator:

- The right to make reproductions for use in teaching, scholarship, and research
- The right to borrow portions of the work for use in other works
- The right to make derivative works, even if the author assigns copyright to a third party
- The right to alter the work, add to the work, or update the content of the work
- The right to be identified as the author of the work
- The right of portability (the right to take the work to, and use the work with, a new employer)
- The right to be informed in advance of any uses, reproductions, or distributions of the work
- The right to retain for his/her institution the right to duplication of the work

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In the case of creator ownership, the following rights might be licensed to the institution:

- The right to retain for the institution duplication of the work for teaching, scholarship, and research
- The right, on a limited basis, to make derivative works if the author(s) assign copyright ownership to a third party
- The right to control whether the institution’s name or logo is displayed in association with the work
- The right to require an appropriate acknowledgment of College support of the creation of the work
- The right to borrow portions of the work for use in compilations or other composite works
- The right to reproduce the work for uses directly related to advancing the mission or maintaining the culture of the College
- The right to be informed in advance of any uses, reproductions, or distributions

COMPENSATION

Faculty who develop course material for the College, in which the College retains some ownership will be paid a standard stipend per course, the amount depending on the nature of the arrangement and the level of work involved. This compensation provides the College rights, but not the exclusive rights (see Ownership of Intellectual Property above), to the intellectual property of the course. Courses developed through the Title III grant will be jointly owned by the College and the course developer.

ACADEMIC EXPECTATIONS AND STANDARDS

The academic expectations and standards of online courses should be comparable to equivalent face-to-face courses.

RETENTION PROCEDURES FOR COURSE SITES AND USER ACCOUNTS

- Courses: will remain in uLearn for a period of at least two years. Faculty are encouraged to save personal back-up copies for long-term retention.
- Enrollments:
  - uLearn course enrollments are synced to the enrollments appearing in MyUnion on an hourly basis. Consequently, course creation and course enrollment will happen automatically for all Union courses, including adds/drops that occur throughout the term. Student enrollments are added to uLearn courses one day prior to the course start date, and are removed from the course two weeks after the last day of classes for a term.
  - Courses are accessible to students only during the term in which they are taught, pursuant to the TEACH Act. Students are removed from a course at the end of a term. However, faculty retain the ability to add/remove students from their course, even after enrollment has been suspended. For instance, instructors may re-add students who have yet to complete the course.

ONLINE/HYBRID FACULTY COMMUNICATION POLICY

Instructors who are teaching online or hybrid courses are expected to check their online messages on a
regular schedule to be made known to their students. It is expected that instructors will respond to messages within 48 hours. Instructors should make a reasonable effort to contact students who, at any point in the term, have not been active in the course or in contact with the instructor in a week.

ENROLLMENT QUOTAS

Online courses should adhere to a maximum of 25 students per class section.

SYLLABUS COMPONENTS FOR ONLINE AND HYBRID COURSES

At a minimum, a syllabus for online or hybrid courses should include the following elements. Items that must appear in the syllabus verbatim are noted with an asterisk, and the required statement is enclosed in quotation marks and noted in red. All other statements included here are examples that can be modified by the instructor.

I. Course Objectives

II. Instructor Office Hours and phone number

III. Email address

IV. *Communication and feedback statements

Instructors should specify when and how often email and phone messages will be checked. This portion of the message must be included verbatim:
“Under normal circumstances, a student can expect a response to an email or phone message within 48 hours.”

Instructors are welcome to promise a shorter response time if they choose and add other details such as the time of day when they typically respond to email and the extent to which they check messages on the weekends.

Instructors should also specify when students can expect grades and feedback on tests and assignments.

V. Book Information (Title, Author, ISBN, etc.)

VI. Information regarding any required proctored testing

VII. Dates of on-campus meetings of hybrid courses

VIII. Grading Information

IX. Student participation/interaction requirements

EXAMPLE:
Students enrolled in this course must log in to uLearn during the first week of class and report problems to the instructor immediately.
X. **ADA Statement (required verbatim)**

“Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact one of the following: the Director of Student Support Services, Sharp Academic Center, Room 3119, phone number (606) 546-1259 or the Education Retention Specialist, Sharp Academic Center, Room 3110, phone number (606) 546-1257. Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine eligibility. DO NOT request accommodations directly from the professor or instructor. Professors and/or instructors are NOT authorized to make reasonable accommodations.”

XI. **Email Statement (required verbatim)**

“The only authorized email address for academic, administrative, and co-curricular communications between Union College and its students is through the <unionky.edu> email system. Each student is responsible, for monitoring his/her Union College email account frequently (preferably daily).”

XII. **Online Attendance Policy (required verbatim)**

“Documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate attendance. A student demonstrates attendance by submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.

By the end of the second week (or first week for an eight week sub-term or three days for an interim course) faculty are responsible for submitting to Financial Aid a list of students who have not attended class.”

XIII. **Academic Integrity Statement (will vary by department)**

XIV. **Statement about Minimum Technology Requirements**

**EXAMPLE:**

Students are expected to have a sufficient level of technical literacy, as well as a stable and reliable means of accessing and participating in the course. Students are responsible for submitting assignments on time, irrespective of any limitation on the part of the student's technical ability, equipment, or Internet connection.

- **Technical literacy:** At minimum, students should:
  - have an understanding of basic computer usage.
  - be able to use an office software suite (such as Microsoft Office or Open Office).
  - be able to use a Web browser to download files, post to discussion boards, participate in chats, and search the Internet.
  - be able to use email.
- **Hardware:** Any computer or device capable of sufficiently running an internet browser and office productivity suite.
- **Browser:** The latest version of any standards-supporting browser (Internet Explorer, Chrome, Firefox, Safari, etc.).
- **Software:**
  - Office software suite such as Microsoft Office or Open Office (*Note: word processing files should be saved as [.docx], [.doc], or [.rtf]).
PDF Reader (ex. Adobe Reader, FoxIt, etc).

- Reliable, fast, and stable connection to the Internet (DSL or cable is preferred).

*Note: If there are additional technology competencies, equipment, or software needed for a particular course, instructors should add these to the list.*

XV. **Netiquette Statement**

**EXAMPLE:**
Netiquette is online etiquette. All participants in online courses should be aware of proper online behavior and respect each other.

- Use language appropriate for an educational environment:
- Do not dominate any discussion. Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 or 😒 can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone’s ability to read or write.
- Share tips with other students.
- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable, but be careful that it is not misinterpreted. For example, are you being humorous or sarcastic?
- Remember that the College values diversity and encourages free and open discourse. Be respectful of differences while engaging in online discussions.
- See the Union College Acceptable Use Policy, available from the College website, for further details and instructions.

XVI. **Statement about Emergency or Interruption in Computer Service**

**EXAMPLE:**
Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning, as they do in any learning environment. Have a back-up plan for completing course work, such as using the computers at a local library, in case your computer crashes or your service is interrupted. In addition, you are encouraged to save backup copies of any assignments posted online.

*Note: Instructors should also specify how emergencies or interruption in service will affect assignment deadlines.*

XVII. **Course Availability**

**EXAMPLE:**
Students will be able to access this course from the course start date through the end of the term. In compliance with the TEACH Act, students who complete the course will not be able
to access the course once the course ends. Students are therefore encouraged to maintain personal records of any assignments, grade history, etc. that they wish to retain for future purposes.

XVIII. *Copyright Statement* (required verbatim)

“Some of the materials posted to this course site are protected by copyright law. These materials are only for the use of students enrolled in this course and only for the purposes of this course. They may not be further retained or disseminated.”

ONLINE-LEARNING POLICY RECOMMENDATIONS — INSTRUCTOR-TRAINING AND COURSE APPROVAL

BACKGROUND

As online and hybrid learning continues to play an ever greater role higher education, it is important for institutions to have measures in place to ensure its quality and consistency. In-house training, certifications from outside agencies, and peer mentoring are a few of the approaches that schools are taking to ensure that their instructors are prepared to meet the challenges of teaching online. While the common learning management systems in use today (Moodle, Blackboard, etc.) are designed to be user-friendly, there is still a learning curve to being able to use them effectively and to their full extent. Likewise, there are also the general aspects of online teaching that require special awareness such as effective course design, consistency with face-to-face courses, and communication with students. Providing instructors with the training and resources they need to teach online will not only increase the potential for learning and engagement from the perspective of the students but also will make the experience more positive and productive for the instructor as well.

ONLINE INSTRUCTOR TRAINING

Two self-paced online training courses will be developed and facilitated through the Teaching and Learning Center. All new online instructors, both those teaching courses with pre-existing content and those developing original courses, will be required to take one or both of these courses.

- **Introduction to Online Learning**: All instructors teaching an online/hybrid course are required beforehand to complete Introduction to Online Learning. The course addresses Union’s policies and procedures and covers various aspects of online learning from the pedagogical to the technical. It is designed to provide the skills needed to facilitate an online/hybrid course through Union’s learning management system, uLearn.

- **Introduction to Online Course Design and Development**: All instructors developing an online/hybrid course “from scratch” are also required to complete Introduction to Online Course Design and Development. Ideally, this course should be completed at least 6 months before instructors teach their first independently-developed online/hybrid course. The course will address basic elements of instructional design which participants will apply to the development of portions of their own courses.

These self-paced courses will be offered several times throughout the year over a period of three weeks. The courses will be moderated by a Union College instructor with experience teaching online. The content of the courses will be overseen by the Online Learning Activity Coordinator.
Instructors can bypass the Introduction to Online Course Design and Development course requirement by demonstrating proficiency through a certification from an online learning organization (e.g., LERN Certified Online Instructor, the Online Learning Consortium, Quality Matters), documentation of comparable training from a previous institution, or a portfolio containing samples of previous work. A judgment will be made at the discretion of the instructor's department chair and the Online Learning Activity Coordinator.

The training is optional but recommended for current online instructors, particularly those who have not participated in the Title III incentive program. The training is also recommended for instructors who do not teach online or hybrid courses; the college's LMS can be used to enhance face-to-face courses, and basic principles of instructional design are relevant to the development of traditional courses.

**ONLINE COURSE APPROVAL**

Instructors developing a new online/hybrid course are required to submit the Online Course Readiness Checklist to their department chair and the Online Learning Activity Coordinator for approval. This document should be submitted at least one month before the course begins. Readiness will be verified by the Online Learning Activities Coordinator.

**EXCEPTIONS**

It is recognized that exceptions to these policies may be necessary due to extenuating circumstances such as the addition of a course section or the hiring of an instructor shortly before the beginning of a term. Exceptions will be approved at the discretion of the instructor's department chair and the Online Learning Activity Coordinator. One option in these instances may be for the instructor to complete the training during the initial weeks of the term.