

## FACULTY HANDBOOK COMMITTEE

### Suggested Changes 12.8.11

#### 1. Proposed modification:

##### II.E.5.d. Comments

Any member of the university community may send comments to the committee concerning the draft recommendations. The committee may invite any appropriate person to appear before the committee to discuss the input received, but this is at the sole discretion of the committee, and there shall be no right to a hearing on suggested input before the committee. No draft recommendation will be voted on by the committee until it has been posted for comment for at least ~~two weeks~~ thirty days, along with the language it supersedes, replaces or compliments, and the entire faculty has been notified and invited to comment on the draft recommendations.

Decision: Adopt modification

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#### 2. Proposed modification:

##### III.A.12. Class Schedules

Faculty members shall adhere strictly to the scheduled time and place of class meetings as reflected in the official class schedule. No change in either time or place of class meetings, including final examinations, may be made without the advance approval of the dean. No class may be added or dropped from the schedule without the approval of the AUH. Adhering to the regularly scheduled class meeting time is not intended to restrict in any way the instructor from meeting with students at additional times.

Decision: Decline.

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#### 3. Proposed modification:

##### III.A.16. Syllabi

Faculty members are required to have a syllabus for each course. According to the guidelines issued by the Southern Association of Colleges and Schools, each syllabus must contain the goals and requirements of the course, the nature of the course content, and the methods of evaluation to be

employed. The university requires that each syllabus contain the course number, title, section number and credit hours, the instructor contact information, information about academic honesty and the honor council, information about adding and dropping the course, information about requesting accommodations for disabilities, and information about the inclement weather policy. The syllabus must contain a clearly stated grading procedure and attendance policy, and requires faculty members to place each syllabus on file with the appropriate academic unit by the end of the first week of the semester. The university requires that each syllabus contain an attendance policy. The attendance policy must state any mandatory, unrepeatable components of the course, and the expected procedure for requesting and obtaining approval for scheduled absences. Faculty shall give reasonable and appropriate accommodation to students relating to religious observances and disabilities and shall make reasonable adjustments for students who are called to military service or jury duty, who are ill, have family emergencies, or serve as duly authorized representatives of the university at some event. It is the responsibility of the faculty member to determine whether or not an adjustment is reasonable for the course.

Decision: Adopt different modification

Faculty members are required to have a syllabus for each course. According to the guidelines issued by the Southern Association of Colleges and Schools, each syllabus must contain the goals and requirements of the course, the nature of the course content, and the methods of evaluation to be employed. Additionally, the university requires that each syllabus contain a clearly stated grading procedure and attendance policy other provisions. These are listed on the university's website containing syllabus requirements (<http://www.jmu.edu/curriculum/syllabus.shtml>). A syllabus may contain a link to the university's common policies regarding some of these required provisions (<http://www.jmu.edu/syllabus/>), and requires fFaculty members ~~to~~ must place each syllabus on file with the appropriate academic unit by the end of the first week of the semester. The university requires that each syllabus contain an attendance policy. The attendance policy must state any mandatory, unrepeatable components of the course, and the expected procedure for requesting and obtaining approval for scheduled absences. Faculty shall give reasonable and appropriate accommodation to students relating to religious observances and disabilities and shall make reasonable adjustments for students who are called to military service or jury duty, who are ill, have family emergencies, or serve as duly authorized representatives of the university at some event. It is the responsibility of the faculty member to determine whether or not an adjustment is reasonable for the course.



#### 4. Proposed modification:

##### III.A.18. Final Examinations

All final examinations are to be given during the final examination week; any take-home final examinations are to be returned to the instructor during the final examination week. It is appropriate to

administer a test during the last week of classes only when an additional examination, project, presentation, performance or other activity on which students will be evaluated is conducted, turned in, or due during the final examination period. Rescheduling a final examination to a time other than the scheduled period requires prior approval of the AUH. Changes to the regular exam schedule, including common exams, must be added to the official roster of finals by the Registrar's Office. In the case of conflicting exam times, the published exam schedule must take precedence.

Decision: Adopt modification

5. Proposed addition:

III.B.2.d. Administrative Assignments

Instructional faculty members may be assigned administrative responsibilities, with or without a salary increment, and may be given titles such as center director, program coordinator, and other appropriate titles reflecting administrative duties. Administrative responsibilities include work directly related to the management of activities of the institution, department or work unit. Faculty members with administrative assignments hold their titles and assignments at the pleasure of the institution, and the appropriate administrator who assigns the title and responsibilities may remove the assignment and accompanying title, salary increment, and responsibilities at any time for any reason. Removal of an administrative assignment is not an appealable action.

Decision: Adopt modified addition

III.B.2.d. Administrative Assignments

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6. Proposed modification:

III.E.1. Evaluation Fundamentals

Each academic unit shall establish written procedures and criteria for the three types of evaluations. The procedures and criteria shall be submitted for approval to the dean, appropriate vice provost and provost. The faculty member and the evaluator have dual responsibility to cooperate in all aspects of the evaluation. Colleges may also establish written procedures and criteria for the three types of evaluations, and if they do so, the procedures and criteria shall be submitted for approval to the appropriate vice provost and provost.

Decision: Adopt different modification

Each academic unit shall establish written procedures and criteria for the three types of evaluations. The procedures and criteria shall be submitted for approval to the dean, appropriate vice provost and provost. The faculty member and the evaluator have dual responsibility to cooperate in all aspects of the evaluation. Colleges may also establish written guidelines, standards and criteria for the three types of evaluations, and if they do so, the guidelines, standards and criteria shall be submitted for approval to the faculty of the college before being sent for approval to the appropriate vice provost and provost.

7. Proposed modification:

III.E.7.b. Probationary Period

When an instructional faculty member is hired on tenure track, the agreed probationary period preceding consideration for tenure shall be stated in the initial employment contract. The maximum probationary period is seven years. Applications made prior to the penultimate year of the probationary period may be considered ~~but will receive favorable review only upon presentation of compelling evidence of accomplishment by the faculty member.~~

Decision: Decline.

8. Proposed modification:

III.E.7.c. Suspensions

The faculty member and the AUH may agree to suspend the running of the probationary period for a specific period of time under appropriate circumstances and with the approval of the dean and appropriate vice provost or provost. Appropriate circumstances may include medical or family needs and other situations warranting a temporary suspension of the tenure clock. A faculty member has the right to suspend the tenure clock once for a year if he or she takes one or more non-intermittent FMLA leaves of six weeks or more during their pre-tenure period. Medical situations that occur during the

summer but would have warranted FMLA leave during the academic year are also eligible for tenure-clock extension.

9. Proposed modification:

III.E.7.c. Suspensions

The faculty member and the AUH may agree to suspend the running of the probationary period for a specific period of time under appropriate circumstances and with the approval of the dean and appropriate vice provost or provost. Appropriate circumstances may include medical or family needs and other situations warranting a temporary suspension of the tenure clock. The faculty member may elect to suspend the running of the probationary period for a period of one year under any of the following circumstances:

- The faculty member uses 120 days or more of paid and/or unpaid disability, family, or other university sanctioned leave during any consecutive two year period within the probationary period.
- The faculty member adds a child to his or her family by either birth or adoption during the probationary period.

In any case, the faculty member must notify the AUH of his or her decision within 90 days of the qualifying event or circumstance. No faculty member may exercise this option more than twice.

Decision: Adopt different modification

III.E.7.c. Suspensions

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## 10. Proposed modification:

### III.F.1. Resignation

A faculty member may resign his or her appointment at any time provided that written notice is given at the earliest possible opportunity. It is expected that a faculty member will provide at least three months' notice.

If an instructional faculty member's resignation is effective after the end of the assigned duties for an academic semester, ~~pay will continue until the faculty member is compensated~~ will be paid the full amount of compensation due for the work performed in that semester, or pay that is due may be paid in a lump sum by the university at the next possible pay period, at the option of the university, and ~~benefits for the faculty member will terminate on the effective date~~ last day of the month the resignation becomes effective. An exception may be made if an academic unit head or other appropriate supervisor authorizes in writing that the resigning faculty member will remain active in the payroll system in order to receive benefits while the remaining salary due is paid out in regular payroll increments. However, the university reserves the right to restrict the faculty member's technology, building, and other access during this period.

For an A&P faculty member, or if an instructional faculty member's resignation is effective during an academic semester, the pay will stop with the next regular payroll deposit, and benefits will terminate on the last day of the month the resignation becomes effective.

### III.F.2. Expiration of Contract and At-Will Termination

Failure to renew the appointment of a faculty member on a fixed-term contract upon the expiration of the contract requires no action by the university and no notice to the faculty member. It is not an appealable personnel action. If an instructional faculty member's appointment expires at the end of the assigned duties for an academic semester, the faculty member will be paid the full amount of compensation due for the work performed in that semester in a lump sum at the next possible pay period, and benefits for the faculty member will terminate on the last day of the month the appointment expires.

At-will employees may be terminated at any time upon notification from the university. Such termination is not an appealable personnel action. Pay and benefits for a faculty member ~~on a fixed term contract or~~ in an at-will status will cease upon termination ~~or expiration of the contract.~~

#### III.F.3.m. Pay and Benefits

For an instructional faculty member whose nonrenewal is effective after the end of the assigned duties for an academic semester, the faculty member will be paid the full amount of compensation for the work performed in that semester at the next possible pay period in a lump sum, and benefits for the faculty member will terminate on the last day of the month in which the nonrenewal becomes effective. An exception may be made if an academic unit head or other appropriate supervisor authorizes in writing that the nonrenewed faculty member will remain active in the payroll system in order to receive

benefits while the remaining salary due is paid out in regular payroll. However, the university reserves the right to restrict the faculty member's technology, building and other access during this period.

#### III.F.4. Termination

In addition to dismissal as a sanction outlined elsewhere in the Faculty Handbook (e.g., III.A.25., III.E.8.), the appointment of a tenured or untenured faculty member may be terminated by the university in the event of a bona fide financial exigency, program reduction, discontinuance or elimination, or for medical reasons that prevent a faculty member from fulfilling the responsibilities of his or her position. For faculty appointments with a specified term, termination may occur before the expiration of the term.

If an instructional faculty member's termination is effective after the end of the assigned duties for an academic semester, ~~pay will continue until the faculty member is compensated~~ will be paid the full amount of compensation due for the work performed in that semester, ~~or pay that is due may be paid in a lump sum by the university, at the option of the university at the next possible pay period, and-~~ b ~~Benefits for the faculty member will not continue past the~~ terminate on the last day of the month in which the faculty member's termination becomes effective ~~date of the termination.~~

For an A&P faculty member, or if an instructional faculty member's termination is effective during an academic semester, the pay will stop with the next regular payroll deposit, and benefits will terminate on the last day of the month the termination becomes effective.

Decision: Adopt modification

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#### 11. Proposed modification

##### III.F.3.c. Academic Unit's Recommendations

The written recommendations of the AUPAC and AUH shall include a justification of their conclusions. These recommendations shall be submitted to the dean. If the AUH makes the initial recommendation, the AUH shall inform the AUPAC that a recommendation has been sent to the dean, and the AUPAC will submit its recommendation to the dean within five days of the initial recommendation for nonrenewal. If the AUPAC makes the initial recommendation, the AUPAC shall inform the AUH that a recommendation has been sent to the dean, and the AUH will submit his or her recommendation to the dean within five days of the initial recommendation of nonrenewal. If an administrator outside of the academic home unit initiates the nonrenewal consideration, both the AUPAC and the AUH shall submit their recommendations to the dean within five day of the initial recommendation. After the dean has received both the AUPAC and AUH recommendations, a copy of the AUPAC recommendation shall be provided to the AUH and concurrently a copy of the AUH recommendation shall be provided to the AUPAC.

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Decision: adopt modification.

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12. Proposed addition:

III.H.3. Solicitation for Private Funds

Faculty members must discuss requests that will require private funding with academic unit heads and deans for initial approval and inclusion within the college's annual fundraising plan. Plans must be reviewed with the development office before discussions with prospect and before preparing a formal written request for funding. The development office will work closely with the initiator of the request and is responsible for the final approval of all solicitation efforts including all fund raising materials, the timing of solicitations and the list of those to be solicited. Requests should include reasons for the funds, the amount of the request needed, and names of individuals or groups to be cultivated as decided in consultation with the Development Office. See Manual of Policies and Procedures Policy 5101.

Decision: Adopt modification.