

MOUNT OLIVE COLLEGE

FACULTY MANUAL

Endorsed by Faculty (11/8/2007)
Approved by Board of Trustees (1/1/2008)

PREFACE

The purpose of this handbook is to describe policies and procedures as they pertain to employment of faculty at Mount Olive College. This handbook is presented as a matter of information only and supersedes all prior policies and procedures related to employment of faculty at Mount Olive College.

Changes in policy that have been approved by appropriate bodies, including the Board of Trustees; will supersede the provisions of this manual.

Mount Olive College is committed to continual review of its policies.

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Introduction

Mission

To operate and maintain a private church-affiliated college for the education of men and women that offers programs, including professional studies, that are rooted in the liberal arts tradition and provided in an environment nurtured by Christian values;

To maintain and support academic excellence through higher learning and higher values in a community made up of persons dedicated to the practice and advancement of Biblically based Christian ideals and Christ centered living in all aspects of life;

To seek and require higher standards in providing relevant educational programs reflecting and emphasis on the personal growth of each student at places and times that enhance the possible.

In Keeping with its Mission

Mount Olive College, a private liberal arts institution with multiple locations, is affiliated with the Convention of Original Free Will Baptists. The College exists to provide an integrated academic experience consisting of quality educational programs, a supportive learning environment, and individual growth opportunities that promote the total development of its students intellectually, socially, culturally, and spiritually.

The Preparation of Learners

Mount Olive College will provide:

- a liberal arts education that nurtures systemic thinking and communication skills, including
- disciplinary knowledge based in theory as well as application
- lifelong learning opportunities in harmony with spiritual, ethical, and moral growth
- transcultural experiences and global awareness

Mount Olive College encourages academic, physical, social, and spiritual growth to equip men and women for thinking, caring lives. To accomplish its academic and social goals, the College provides an atmosphere in which positive relationships can flourish. The College emphasizes the availability of its faculty and staff for advisement, counsel, and guidance, encouraging students to engage in conversation and discussion with their professors. The College strives to open students' minds and create in them a passion for lifelong learning, plus a tolerance for and discernment of diverse opinions. The College stresses personal ethics such as integrity, honesty, and industriousness.

The Realization of Learners

The purpose of Mount Olive College is realized in the lives of its students. This includes creating a community of scholars and scholarship. It is expected that Mount Olive College students will possess a sound conscience based on well-reasoned ethical principles that serve as a moral compass for life. It is further expected that decisions students will face on life's journey will be rooted in knowledge gained from their educational experience. Mount Olive College stresses maturity, recognizing the importance of balancing emotions with reason.

College Covenant

Mount Olive College strives for higher learning, higher standards and higher values for its board of trustees, administration, faculty, staff and students through its commitment to integrating a chosen set of virtues into all aspects of the College. These virtues illustrate what the College considers appropriate and necessary for fostering the development of a healthy, safe, and caring college community. The College community includes the board, administration, faculty, staff and students. Established by the Original Free Will Baptist Church, Mount Olive College calls for each person in this community to demonstrate the virtues modeled by Jesus Christ who taught that the demands of the gospel could be summarized in one word: love. . . . Love the Lord thy God with all thy heart... soul....mind and . . . strength love thy neighbor as thyself. There is none other commandment greater than these. (Mark 12:30-31) The New Testament word for love is agape which has been defined as sacrificial love and the desire for the highest well being of other persons. This kind of love provides the conceptual framework for the discussion of the virtues that persons in this community are called to manifest. The virtues are described below:

Honesty & Trustworthiness: People who are honest tell the whole truth to people who have the right to know the truth, which includes telling the truth about issues that people may be unaware exist but which directly affect them. They do not shade the truth, withhold parts of the truth, or remain silent when others are misrepresenting the truth. People who are trustworthy keep promises, commitments, and confidences, and are steadfast in their honesty, support and loyalty.

Justice & Courage: People who are just are fair in their interaction with others, treating them in ways that they themselves expect to be treated and are advocates for those who are not being treated justly. They do not place others at a disadvantage by harassing, intimidating, cheating, stealing, damaging their reputations or property, or in any other way deprive others of their rights to free speech, privacy, equal opportunity, and due process. Courageous people have a moral compass which they carry with them in all situations and follow it even when it costs them dearly. They do not rationalize their lack of courage by assuring themselves they can not correct the situation or it is not their responsibility to do so.

Responsibility & Gratitude: People who are responsible accept full accountability for all of their behavior, including mistakes and wrongdoing, and do all in their power to undo any harm their behaviors have caused. They do not shirk opportunities to admit their mistakes by making excuses, blaming others, or diminishing the gravity of their mistakes. People who have gratitude acknowledge the help and support they receive from others and demonstrate their thankfulness in clear and meaningful ways. They do not ignore the help they receive from others, forget to acknowledge it or feel that they somehow deserve the help, and hence experience no need to express gratitude.

Caring & Respect: Caring people are sensitive to the material, psychological, and spiritual needs of others, and are willing to make sacrifices to help others meet those needs, whether these individuals are friends or disenfranchised people. They do not assume a self-centered or permissive attitude, which frees them to concentrate on their own welfare and ignore that of everyone else. People who are respectful behave in a way that is appropriate for their environment including physical location, people and situation, and they are good stewards of our community. Respectable behavior mandates decent etiquette and quality of character.

In summary, the board of trustees, administration, faculty, staff, and students at Mount Olive College recognize the importance of Christian values and high standards of education. While people come to this college from many backgrounds, each person who chooses to be a part of this community is expected to strive for these high standards.

Accreditation

A four-year, church-affiliated, liberal arts institution, Mount Olive College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate and baccalaureate degrees.

1. FACULTY AFFAIRS

FACULTY AFFAIRS

Definition of Faculty

Full-time faculty are those employed by the College whose primary role is teaching. All full-time faculty hold appointment and rank in an academic department. This includes; Department Chairs, School Deans, the Registrar, library staff with faculty rank, the campus minister, and designated RLS faculty/coaches. Full-time faculty may be assigned offices in any location based on need.

All full-time faculty have the responsibility of participation in faculty, school, and department meetings. These meetings are held on Thursdays from 11 a.m.-12 noon. No office hours are to be held on Tuesdays (Chapel) or Thursdays from 11a.m.-12 noon

The Faculty of the College, through its committees and regular meetings, acts to improve the academic offerings of the College by recommending programs, certificates, degrees requirements, and educational policy.

Through the Office of the Vice President for Academic Affairs, the faculty recommends the candidates for degrees to the President and the Board of Trustees. The officers of the faculty are the President of the College, the Provost and the Vice President for Academic Affairs. The Administrative Assistant for the Vice President for Academic Affairs records faculty meetings and maintains the official records of proceedings.

Academic Affairs Organizational Structure & Responsibilities

Academic units of the College are organized into schools and academic departments. This organization consists of three schools:

- School of Arts & Sciences
- Tillman School of Business
- School of Professional Studies

Each of the Schools is led by a Dean who reports to the Vice President for Academic Affairs. The responsibilities of the Dean include but are not limited to the following:

- A. Day-to-day operations of the school under a 12- month contract
- B. Responding to student needs and resolving grievances
- C. Administrative oversight of the departments of the school
- D. Administrative oversight of the faculty in the school in the areas of instruction and contributions to campus life, to the community, and to professional fields
- E. Communicating the views and concerns of Chairs, faculty members and students to the Vice President for Academic Affairs
- F. Communicating the policies and the decisions of the College to Chairs, faculty members and students
- G. Assisting the Vice President for Academic Affairs in the areas of planning, budgeting, and implementation of policies and systems
- H. Institutional tasks as assigned by the President, the Provost or the Vice President
- I. Representing and promoting the College and its programs in external forums
- J. Membership on the Academic Administrative Council
- k. Providing leadership in development of school-based programs, curriculum, and assessment

Academic departments shall be organized based on prevailing academic and institutional needs. Individual faculty members shall be assigned to departments by the Vice President for Academic

Affairs in consultation with the Dean of the school. Each department is headed by a Chair. The responsibilities of the Department Chair include but are not limited to the following:

- A. Membership on the Curriculum Council
- B. Course scheduling in consultation with the Dean
- C. Faculty development in consultation with the Dean
- D. Adjunct credentialing, interviewing, training, and contact
- E. Teach a three-quarter load under a 10-month contract (with administrative responsibilities through the end of May and beginning August 1)
- F. Hold department meetings
- G. Communication of all concerns of faculty and students to the Dean

The faculty report directly to the Department Chair. The responsibilities of the faculty include but are not limited to the following:

- A. Teach organized courses in accordance with the description in the catalog and needs of the campus as a whole (including all locations) under a 9-month teaching assignment contract
- B. Post and maintain a regular schedule of a minimum of ten office hours per week
- C. Meet all classes and notify the appropriate Chair, Dean and Vice President for Academic Affairs in writing when absence from class is necessary
- D. The schedule of classes is established by the Office of the Vice President for Academic Affairs and may not be altered without approval of that office
- E. Assist in programs of registration, orientation, and on-campus student visitations
- F. Maintain accurate attendance and class records
- G. Attend all faculty, school and department meetings, college conferences, specified convocations, graduations, workshops, seminars and other activities scheduled by the Office of the Vice President for Academic Affairs (full regalia will be required at graduation)
- H. At the beginning of each semester, file with the Office of the Vice President for Academic Affairs, the Dean and with the Department Chair a syllabus of each course the faculty is scheduled to teach.
- I. Send grades and other reports to the Registrar's Office at grading periods and upon request.
- J. Engage in curriculum development and teach in traditional, modular, accelerated, and online courses as needed
- K. Advise students, engage in scholarly activity, and actively participate in the committees of Academic Affairs, the institution, and schools

Academic Freedom and Responsibility

Mount Olive College is a private liberal arts institution with multiple locations. The college is affiliated with the Convention of Free Will Baptists. The College exists to provide an integrated academic experience consisting of quality education programs, a supportive learning environment, individual growth opportunities that promote the total development of its students intellectually, socially and spiritually. The College Covenant is to be honored in all situations.

This view of education requires an educational climate of both academic freedom for and responsibility by faculty and students. Academic freedom—the liberty to pursue the truth in one's field of study, to the best of their ability—is one of the most universally cherished concepts in American higher education and is one of the basic freedoms of a democratic society, which depends on a well-informed, thinking citizenry.

In order to nourish a climate of academic freedom, encourage its responsible use, and maintain a viable relationship with its church affiliation, without which it would lose its primary reason for being,

Mount Olive College has adopted a statement of academic freedom approved by the Board of Trustees:

Mount Olive College supports the concept of academic freedom and professional responsibility.

A. As a Christian college affiliated with the Convention of Original Free Will Baptists, members of the faculty are expected to be supportive of the central purpose of the institution and to provide an outstanding academic program within the context of Christian values. The rights and privileges of the faculty members should, therefore, be exercised with discretion and with a deep sense of loyalty to the institution and the college covenant.

B. In the development of knowledge and research endeavors, faculty and students are free to cultivate a spirit of inquiry and scholarly criticism.

C. Mount Olive College recognizes that commitment to every freedom carries with it attendant responsibilities. The College Covenant provides the guidelines for conduct.

D. Faculty members must fulfill their responsibility to society and to the profession by manifesting academic competence, professional discretion, and good citizenship.

E. A faculty member speaking or writing as a citizen will be free from institutional censorship or discipline but should recognize that professional position in the community imposes special obligations.

F. As professional educators, the faculty member must remember that the public may judge Mount Olive College by their utterances; therefore, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and, in controversial matters, indicate that they are not representing the college.

The primary elements of academic freedom include the rights:

- To conduct research and engage in creative pursuits
- To publish and communicate research results and creative works
- To discuss ideas and topics relevant to the discipline
- To participate in academic program development and determine appropriate curriculum and course content
- To determine pedagogy and evaluation procedures of student performance and learning
- To engage in public service
- To participate in governance of the College

Faculty Rights

The concept of faculty rights has been in existence in many colleges and universities for at least a half century. Indeed, the Mount Olive College Faculty Manual has had a section on faculty rights, not written by the faculty, for some time.

Responsibilities and rights are complementary parts of the same ethic and must be in balance in order to be effective. To complement the faculty duties and responsibilities previously described, the following are some balancing rights.

Faculty members have the right:

- To be kept current regarding administrative processes that will affect their welfare.
- To offer input through department chairs and administrators before final decisions that affect their welfare are made.
- To be treated with respect and fairness
- To be dealt with in forthright and honest ways and be given all the information necessary to make informed decisions pursuant to their welfare.
- To avail themselves of the due process and grievance procedures described in the Faculty Manual without prejudice.
- To introduce students to a range of points of view, so that they can become better informed and ultimately develop their own thoughts, attitudes, and beliefs.
- To be free to pursue their personal lives according to their own dictates, as long as their conduct does not violate professional ethics, interfere with the performance of their duties to the College and respect the values of the College.
- To maintain and enforce the academic requirements and standards stated in their syllabi which have been accepted by the Chair of the Department, Dean and/or the Vice President of Academic Affairs.
- To search for Truth, this typically entails examining many points of view, critically assessing accepted ideas, and developing new ways to understand the world.
- To have direct representation to all college committees whose work and decisions affect the welfare of the faculty.
- To work in an environment that is ecologically healthy and safe and psychologically, socially, and spiritually conducive to effectively living out the mission of the College.

The enumeration of these rights shall not be construed to represent all the rights the faculty possesses.

Faculty Appointments

Because the central function of Mount Olive College is to provide an educational program characterized by academic excellence within the framework of commitment to Christian values, the major responsibility of a faculty member is to provide quality experiences for students that will advance the objectives of the institution and help fulfill its basic mission.

Mount Olive College seeks faculty members who possess demonstrated professional competencies, traits of scholarship, and teaching abilities, as well as personal qualities appropriate for achieving the distinctive mission of the College as an institution of Christian higher education. Mount Olive College faculty members must have continuing personal and professional goals and interests compatible with the objectives of the College and the School's Strategic Plans. Persons who are appointed to faculty positions must hold professional competencies in their teaching discipline. Professional qualifications will be determined for each position as related to specific functions and duties to be performed. All

faculty members must meet qualifications in compliance with CS 3.7.1 (Faculty Competence) of the Principles of Accreditation, Southern Association of Colleges and Schools.

Selection of Faculty

Upon the approval of the President of the College, who is delegated by the Board of Trustees with the responsibility for determining staffing needs, the Provost, the Vice President for Academic Affairs, the Deans and the Director of Human Resources will direct the search and recruitment process.

Faculty Contracts

Initial contract appointment of full time faculty is by letter from the Office of the President. This letter will include the following:

- The title of the position offered
- The salary and contract length
- The dates of employment
- The responsibilities and expectations of faculty members as described in the Faculty Manual
- The fact that failure to comply with the terms of the letter of appointment and the policies presented in the Faculty Manual may result in non-renewal of the contract and may constitute adequate grounds for dismissal during the contract year
- Contact information from the Director of Human Resources including benefits

The College does not offer tenure but has multi-year contracts.

Letters of contract changes are issued by March 30. Faculty in mid-contract stages do not receive letters.

Letters of **non-renewal** are issued by March 30. Such letters of non-renewal may result from changes in College resources, programs, enrollment, or problems of performance.

Letters of **re-appointment** for new contracts are sent by March 30. Those in multi-year contracts will not receive a letter.

Letters including salary increases will be sent after March 30.

Performance Review follows the following procedure:

- A. Faculty (including chairs)** self evaluation in early February based on student evaluations, effectiveness of teaching/advising, service to the college community, curriculum and program development, professional development, professional scholarship, promotion, and goals for the upcoming academic year
- B.** Evaluation meeting between Chair & faculty in mid February with summaries moved to Dean by late February. Chair meets with Dean for the Chair's self process. Faculty who qualify for promotion include promotional packet with the self evaluation.
- C. Chair evaluation by faculty and by Dean** in early March with summary to be forwarded to Academic Affairs Office for by mid March.
- D. Dean evaluation** by Chairs, faculty, staff, and VPAA by late March
- E.** The faculty/Chair/Dean has the right to request a performance review conference with the next order of supervision in the last week of March

F. The Academic Administrative Council and Curriculum Council will evaluate the VPAA later in the spring at the time designated by the President

Multi-Year Contracts

A faculty member becomes eligible for a multi-year contract on the basis of years of service at Mount Olive College.

The Vice President for Academic Affairs will recommend the faculty member's contract to the President based on the evaluation process. The College has the option to offer a one-year contract rather than a multi-year contract.

The following schedule of eligibility for multi-year contracts will be used as a guideline:

- First year of employment will be a one-year contract.
- Second year of employment will be a one-year contract.
- Third year of employment will be a two-year contract.
- Fifth year of employment will be a three-year contract.
- Eighth year of employment will be a five-year contract.
- Fifth-year anniversary following the eighth year will be a five-year contract

A faculty member who leaves Mount Olive College during a contract period must submit a formal letter of resignation to the Vice President for Academic Affairs by May 15 prior to the next academic year.

Salary Criteria

The central function of Mount Olive College is to provide an educational program characterized by academic excellence consistent with a commitment to Christian faith and practice. Faculty's effectiveness will be determined by the ability to bring students to realize their highest potential, a record of personal growth as a scholar, a record of college and community service as a professional, and the ability to communicate the overall philosophy of the institution to students and to friends of the College. Faculty salary, therefore, reflects teaching effectiveness, contributions to the total development of students, and contributions to the development of the institution. The intention is to recognize faculty members who facilitate learning, motivate students to achieve their best, demonstrate a concern for the full development of students as persons, show traits of personal growth in his or her field, and contribute to the general welfare and advancement of the College. All faculty receive annual COLA (cost of living). Merit pay is based on the evaluation as a whole.

The College endeavors to attract and retain able faculty members by offering fair compensation. Faculty salary is based on the general criteria of the previous paragraph, teaching effectiveness as described above and on academic preparation, length of service, and performance as determined through the evaluation process. The College reviews faculty salaries and benefits annually. The College provides a retirement plan, medical insurance for the faculty member, and the opportunity to cover family members under a group medical plan.

The evaluation process provides for salary review based on performance profiles that reflect the faculty's effectiveness in such areas as: teaching, scholarly development, professional activity, student advisement, department development, College and community service.

Faculty Rank and Promotion

A faculty member who is eligible for a promotion in rank should present a completed application form (available through the dean and chair) and supporting materials to the Department Chair at the annual review with the Chair in early February. It is the responsibility of the faculty to read the guidelines carefully for minimum qualifications for promotion.

Following the Chair's evaluation conference in February, the Chair will either review and submit a letter of recommendation with the packet to the Dean or in writing explain why the Chair cannot recommend at this time.

The Dean will review the recommendation letter and packet and either send a letter with the packet to the Vice President for Academic Affairs (VPAA) or return the packet to the Chair with a letter of explanation for non recommendation.

The VPAA will review and either submits a letter of recommendation with the packet to the Promotion Review Committee or in writing explanation the non recommendation to the Dean.

The Promotion Review Committee will consist of four faculty holding the rank of professor from schools within MOC and one professor from outside of the college. The candidate for promotion will be available to meet with the committee. This committee will meet in March.

The chair of the Committee will submit a letter of recommendation by the end of March to the VPAA who, in turn, will submit a letter of recommendation with completed packet by the end of March to the President. The final decision rests with the President. Announcement of promotions will be made at Fall College Conference. Appropriate additional pay raises will be reflected in the pay letter sent after March.

Minimum Criteria for Promotion

The applicant should demonstrate evidence of meeting the following criteria in proportion to the rank sought. As faculty move up in promotional rank, increased emphasis is placed on scholarship. The following are examples of excellence in teaching, scholarship and service:

- Teaching
 - Performs well on teaching and advising evaluations
 - Holds students to high standards
 - Gives grades that accurately and fairly reflect academic performance
 - Treats students and colleagues with respect, fairness and care
 - Is respected by peers, colleagues and supervisors
 - Continues to be a life long learner bringing a global, technical and transformational perspective
- Scholarship
 - Level one:
 - Citation as "expert" by peers in published works
 - Granted Scholar Status by renowned academic organizations
 - Research in peer-reviewed academic literature
 - Articles in practitioner general interest publications
 - Books, book chapters, cases, reports, monographs, etc.
 - Reviews and referees for journals and national conferences
 - Applies for and occasionally receives external funds for the college
 - Level two:
 - Undertaking individual or collaborative work/research/study
 - Continues education or studies as appropriate to the discipline
 - Participates in academic or professional meetings, seminars, conferences, workshops, etc.
 - Participates in exhibits, concerts, readings or performances
 - Demonstration of knowledge and expertise to peers by presentation or publication

- Service
 Contributes talent, expertise, and creativity to the College
 Supports student and faculty activities
 Makes efforts that go beyond contractual obligations
 Makes contributions that enhance the welfare of the community
 Supports the mission, covenant and the vision of the college

Minimum Experience for FT Academic Ranks

Instructor

Master's degree with 18 semester hours in the teaching field

Assistant Professor

An earned doctorate or terminal degree, or
 A Master's degree with 20 years of professional experience, or
 Instructors holding a Master's degree with six years of successful full time collegiate teaching, of which two years must have been at Mount Olive College, and demonstrated professional competency may be eligible to apply

Associate Professor

An earned doctorate or terminal degree, plus five years full time teaching at the assistant professor rank. The faculty member may apply for promotion in the fifth year, or
 A Master's degree with 20 years of professional experience, and five years full time teaching at the assistant professor rank. The faculty member may apply for promotion in the fifth year
 Emphasis on recent scholarship (level II) will be an important factor.

Professor

An earned doctorate or terminal degree, plus five years of full time teaching at the associate professor level. The faculty member may apply for promotion in the fifth year.
 Emphasis on recent scholarship (level I & II) will be an important factor.

Exception to the above criteria may be made in cases of extraordinary achievement in a professional field.

Faculty Emeriti

Faculty emeriti are so designated and appointed by the Board of Trustees upon the recommendation of the President after consultation with the Executive Council. The initial recommendation will follow the organizational process. Faculty emeriti will have made distinguished contributions to teaching and scholarship at Mount Olive College; have been a full-time member of the College community for at least ten consecutive years, have retired or died before retirement, upheld the mission and covenant of the College, and have held a conventional academic rank of Associate Professor or Professor.

Persons with emeriti status will have their names in the College Catalog with the rank and title held at the time of retirement. They will receive external mailings from the College and be granted an email account if desired. They will be invited to participate in academic processions and to attend other college-wide functions.

Faculty Rank Grievance Procedure for Multi-year Contracts and Promotion

A faculty member who is denied a promotion in academic rank may apply during the next academic year.

A faculty member who wishes to appeal a decision concerning contracts and/or promotion must, within thirty working days of notification in writing, present a letter clearly stating the reason for requesting an appeal. The letter must be addressed to the President, with copies to the Vice President for Academic Affairs, the School Dean, and the Department Chair.

The basis for an appeal must be related to one of the following reasons: (a) bias with personal malice, (b) failure to follow due process, or (c) infringement of rights to free speech.

Within ten working days after receipt of the letter of appeal, the President will arrange a meeting with the faculty member, the Vice President for Academic Affairs, the School Dean, and the Department Chair to discuss the stated concern.

On matters of promotion, the decision of the President shall be final. On matters of multi-year contracts, the faculty member may make further appeal, through the Office of the President, to the Academic Affairs Committee of the Board of Trustees within five working days after receiving the decision of the President.

Faculty Workload

Mount Olive College has developed a faculty workload policy. Faculty will be assigned a workload aligned as appropriate with all accreditation requirements, will not be assigned a heavier load than they can discharge with professional competence and to protect the College against faculty members assuming outside responsibilities that might encroach upon either the quality or the quantity of work they are employed by the institution to perform. Mount Olive College is geographically distributed in eastern North Carolina. Mount Olive College offers courses in a variety of formats and locations. They are as follows:

- Traditional (semester)
- Modular (5-7 weeks, one night per weeks)
- Online (5 -10 weeks)
- SJAFB (8-week format)
- Mini May (4 weeks)
- Directed Study (not considered in load count)

Faculty are asked to teach a schedule of various course offerings at different locations. Faculty teaching loads are created on an individual basis in cooperation with Department Chairs, Deans and the Vice President for Academic Affairs. The following will be considered when assigning individual teaching loads:

- number of preparations for a given semester
- number of new courses to be taught by faculty member in a given semester
- requirements for curriculum design and modification
- travel time needed to meet course load obligations
- student enrollment in all courses

Although individual departments can best determine how faculty contracts will be fulfilled in terms of course loads, no faculty member's load can exceed 24 semester hours over the course of an academic year without the faculty member's agreement and overload compensation. Overloads are considered on a need-only basis with approval of the Dean and Chair.

Canceling of classes will be determined by enrollment in cooperation with the Chairs, Deans and VPAA.

Ten office hours per week dedicated to students should be proportionally distributed at all assigned locations. Committee work, advising, curriculum/program design and other college related responsibilities complete the full time load.

Teaching /Consulting for other Institutions

Full-time faculty have many responsibilities as listed above, with this in consideration, consulting and teaching for other institutions or organizations must receive written pre-approval from the Chair, Dean, and Vice President for Academic Affairs. This is required on a per-term basis.

Faculty Committees

In addition to the responsibilities and opportunities assigned to faculty by the Board of Trustees and officers of the College that are described in previous sections of this Faculty Manual, faculty have the opportunity for input into the formulation of College policies and practices through participation in College committees and may be asked to serve as advisor to one or more campus clubs, organizations, publications, or special student activities.

The Board of Trustees assigns to the **Executive Council**, the **Faculty**, and the **Staff** of Mount Olive College varying degrees of responsibility for the progress and the well being of the College. Within this organizational structure, it is the responsibility of the Vice President for Academic Affairs, who serves on the Executive Council and administers the area of Academic Affairs, to improve the educational program through the united efforts of the academic schools and departments and the academic support services of the Library, and the Office of the Registrar. It is the role of the faculty to improve the educational program by offering excellent instruction and advisement to students and by working through the appropriate channels of organizational structure to initiate, develop, implement, or refer policy issues related to the educational program of the College.

The channels of development and change within Academic Affairs that provide faculty opportunity to improve the educational program are the department meetings and departmental committees, faculty meetings, the standing committees of Academic Affairs, the Schools and Offices of the Deans, and the Office of the Vice President for Academic Affairs. Faculty may also serve on standing committees in other administrative areas and thereby effect change in other than academic matters.

Business relating to curriculum, policy and instruction is referred to the General Faculty through the Academic Curriculum Council. The General Faculty considers and makes recommendations on business brought to it by the various departments and offices within Academic Affairs; by the offices of other administrative areas of the College; and by the standing committees of Academic Affairs. The standing committees of Academic Affairs include these:

- Academic Appeals/Academic Integrity
- Chemical Safety and Animal Welfare (NSF)
- Commencement
- Honors Program
- Library Advisory
- IRB
- Study Abroad/Global Ventures
- Academic Promotion/Sabbatical
- Faculty Development

Academic Affairs will have two advisory councils:

- Academic Curriculum Council (the Department Chairs, Assistant Registrar)

Each School will review curriculum proposals prior to moving items to the Academic Curriculum Council.

- Academic Executive Council (Deans, Registrar, Librarian, VPAA)

These Councils will work together in shared responsibility as the recommending bodies to the General Faculty in all matters concerning the Academic Affairs of the College. The Vice President for Academic Affairs will be the ex officio member of all councils and committees within the Academic Affairs Office. The Vice President for Academic Affairs will be a member of the Executive Council reporting to the President of the College.

The minutes of these various groups will be sent to the Office of Academic Affairs and be posted on the intranet. The Executive Council and the Board of Trustees are charged with the final responsibility for the quality, progress, and well being of the College.

New Academic Program Development

The following procedure for program development is established to provide the input of a large number of individuals representing the sponsoring church, the Board of Trustees, the administration, the faculty, and the community.

Proposals and ideas for new programs of study, which may originate with any of these groups, are carefully evaluated to determine the need for the new curriculum and to assure that it is consistent with the purpose of Mount Olive College. Special consultation and other resources may be used in the development of a tentative program of study.

The development of a new program of study is a five-step process:

1. Department, Chair and Dean
2. Academic Curriculum Council
3. General Faculty
4. Executive Council/President
5. If appropriate, Board of Trustees

The development of new courses for an existing program of study is a four-step procedure:

1. Department, Chair and Dean
2. Academic Curriculum Council
3. Recommendation of the proposed course to the General Faculty

Professional Development

Faculty development funding is available to encourage academic and professional endeavors. The College supports faculty development in the following ways:

- Provide expenses for graduate courses at a rate not to exceed \$250.00 for each three-semester-hour course. The courses must be fully pre-approved by the Chair, Dean, and VPAA.
- Provide up to \$50.00 per year for membership in a professional organization.

- Provide opportunities to attend selected professional meetings, workshops, and seminars. A faculty member must meet with their Department Chair to request pre-approval for reimbursement for attendance/participation in conference activity (Faculty Development Form two months prior). Without this pre-approval, reimbursement will not be considered.
Reimbursement after the conference must be submitted within two weeks of the end of the conference. Each department has limited funds in their budget (\$1,000 is supplied for each full-time faculty member). A written summary of major benefits derived from the conference must be submitted to the chair when the expense report is filed.
- Increase library holdings with titles relating to college teaching and current topics in higher education.

Sabbatical Leave1

The purposes of a sabbatical leave are to advance the professional development of faculty members as individuals, as well as to increase the quality of their teaching, research, mentoring, and creative endeavors. This growth will strengthen the academic and spiritual foundations of the College as well as enhance its reputation.

Faculty members will accomplish these goals by immersing themselves in activities such as scholarly reading and research, writing books and articles, attending courses and workshops, taking part in educational travel, pursuing creative ideas and endeavors, and sharing these discoveries with other professionals in their field. Such an immersion requires time away from a standard academic year.

These activities can be pursued through two types of sabbatical leave: a one semester leave at the full salary including salary adjustments that would have been earned in the sabbatical year or a two semester leave at half that salary.

Eligibility for Applying for a Sabbatical Leave

Any faculty member who has reached the rank of associate or full professor and has served the College for six consecutive years of full-time teaching is eligible to apply for a sabbatical leave.

Any time away from consecutive years of service, for example leaves of absence for any reason, will not be counted as consecutive full-time service, unless the administration of the College allows an exception in specific circumstances.

A sabbatical leave is neither a right nor a reward for service to the College. It is a privilege granted by the College to faculty members who meet the criteria for being awarded a sabbatical leave.

Criteria for Granting Sabbatical Leaves

Sabbatical leaves are granted according to the following criteria as applied to the proposed project:

- whether it is likely to further the professional development of the faculty member
- whether it is likely to strengthen the faculty member's department and the College as a whole
- whether the faculty member's past performance makes it likely that the project will be successfully completed by the end of the sabbatical period
- whether its' scholarly value is proportionate to the investment of the faculty member and the College
- whether a replacement can be found for the faculty member who may be granted a sabbatical leave

In cases of projects of equal merit, generally priority will be given to the faculty member with seniority in rank and years of service.

Application Process

The formal application for sabbatical leave begins with completing the application form and submitting it to the Chair of the faculty member's department by September 15 prior to the academic year for which the sabbatical leave is requested. After determining that the faculty member meets the stated requirements for a sabbatical leave, the chair forwards a recommendation to the Dean of the School who, after careful consideration, forwards a recommendation to the Vice President for Academic Affairs, who, after considering all related issues, forwards a recommendation to the President of the College, who makes the final decision. If the Chair decides not to forward a letter of recommendation to the Dean of the School, the faculty member may appeal to the Dean of the School.

If the application is denied at any level, the Vice President for Academic Affairs will meet with the faculty member, give the faculty member a written copy of the reasons for denial, and offer suggestions for success in a future application.

The Sabbatical Report

Within 30 days after the beginning of the semester following the sabbatical, the faculty member will submit a report to the Vice President for Academic Affairs detailing how the accomplishments of the sabbatical were beneficial to the faculty member and to the College. The Vice President for Academic Affairs may request that the faculty member give a presentation to the faculty, sharing what was gained during the sabbatical leave.

Conditions of Sabbatical Leave

The granting of a sabbatical leave has certain conditions attached to it. These conditions are:

- recipients may not accept financial compensation, other than their salary from the College, for any work done during the sabbatical leave without the written approval of the Vice President for Academic Affairs and the President of the College
- recipients may not accept teaching or consulting assignments at the College or any other institution without the written permission of the Vice President for Academic Affairs and the President of the College
- recipients are obligated to return to the College for the following academic year. If this is not done, the recipient will reimburse the College in terms agreed upon before the sabbatical leave is begun. In cases of hardship, the College may forgo this condition.

Summary

In summary, a sabbatical leave is an important opportunity for faculty members to immerse themselves in their discipline without the distractions of a normal teaching schedule. However, the amount of work done during a sabbatical leave is likely to be as much, and in many cases more, than would have been done during a normal teaching schedule.

Reduction in Force, Non-renewal, Dismissal for Cause

Circumstances may demand that adjustments or reductions in full-time faculty be made due to reorganization of the educational program, inadequate enrollment, or marked decrease in the income of the College, or a state of financial emergency.

Non-renewal is the decision of the College not to renew an appointment for another term. Letters of non-renewal are issued by March 15.

A faculty member may be dismissed for just cause, upon thirty days written notice. Grounds for dismissal may include, but are not limited to, incompetence, inadequate performance of duties, and misconduct. In the event of dismissal for cause, the faculty member shall be paid their salary up to the date of dismissal. If the dismissal is due to moral turpitude or because of a state of emergency, no advanced notice shall be required, and compensation will terminate at the time of the dismissal. Any grievance resulting from dismissal will be processed in accordance with the established College review procedures.

Review Procedures

The Board of Trustees of Mount Olive College supports the concept of due process for faculty members who may have grievances, which cannot be resolved by normal procedures. The purpose of this policy is to provide equitable and orderly processes by which to resolve such grievances.

Definitions of Terms

Faculty Member is used herein to mean a full-time faculty member who is not classified as an administrator (Deans & Chairs maintain both designations).

Grievance is a difference or a dispute between a faculty member and administrator(s), or other faculty member(s), with respect to the policies, regulations, or procedures of Mount Olive College as they relate to the work of the faculty member.

Law used herein includes all federal and state court decisions, all-federal and state statutes, and all regulations and policies emanating therefrom. Legal counsel retained by Mount Olive College will resolve questions of applicable law or interpretations.

Grievance Procedures

It is recognized that intelligent and good people can disagree with each other. In a college environment, issues that can cause disagreement are policies, procedures, regulations, evaluations, contracts, sanctions, harassment, promotion, assignments, workload, working conditions, and so on.

In its continuing efforts to ensure that faculty members are treated in respectful, honest and just ways, the College has a grievance procedure of which faculty members may avail themselves.

To avoid the lodging of frivolous grievances, grievances must be based on one or more of the following criteria:

1. Failure to consistently apply College policies or precedents
2. Failure to follow due process
3. Failure to consider all the relevant facts
4. Failure to remain personally and professionally objective
5. Failure to evenly enforce regulations and apply sanctions

The grievance procedure has three levels.

Level I: The faculty member will discuss the grievance with his/her department Chair and/or Dean. The purpose is to bring about, in an informal manner, a successful resolution to the matter.

The faculty member must lodge the grievance within seven (7) work days after he/she becomes aware of the problem. These grievance meetings will begin within seven (7) work days of the filing of the grievance and finish seven (7) work days after that.

Level II: If the matter cannot be resolved at the first level, the faculty member may file a written request to the Vice President of Academic Affairs for a formal hearing of the grievance. This must be done within seven (7) work days of the completion of Level I.

If the Vice President of Academic Affairs is directly or indirectly an interested party, she/he will immediately refer the grievance to the President. If this is not the case, the Vice President of Academic Affairs can uphold the grievance and, if it is within the authority of the Vice President of Academic Affairs, she/he can rectify the situation. If this is not the case, the Vice President of Academic Affairs can forward the finding and recommendation to the President who will make a finding. If the Vice President for Academic Affairs denies the grievance, the faculty member may accept this decision as final or move on to Level III.

Level III: At this level, the faculty member files a written appeal to the President within seven (7) work days of having his/her appeal denied by the Vice President for Academic Affairs. The faculty member may request that the President hear the appeal and make a decision, or may request that the President convene a grievance committee to consider and decide the case. This will be done within seven (7) work days of receiving the grievance.

The Grievance Committee will be composed of seven (7) members, three disinterested administrators chosen by the President and four disinterested faculty members chosen by the Faculty.

This committee will convene within seven (7) work days of being selected. It will choose a Chair and when and how to schedule the meetings and contact the faculty member lodging the grievance. It will abide by the following procedures:

1. The principals in the disagreement must be allowed to be present at all meetings, except those at which committee members are deciding the case.
2. The faculty member filing the appeal must attend all meetings, but the person who is the object of the grievance may choose not to attend but must forward to the committee all relevant materials to support his/her actions in the case. If there is no direct or indirect presentation by the individual who is the object of the grievance, the faculty member will prevail in the grievance.
3. Other than the principals, witnesses, and committee members, no one will be permitted to attend the hearing, including advisors and attorneys.
4. The committee may set a time limit for each side to present its case so that the process will progress in a timely manner and be completed within seven (7) work days after the committee first met.
5. The final decision of the committee will be reached by a simple majority vote based on the preponderance of evidence.
6. The hearing will not be recorded in any way. However, the committee will write a brief summary of the case, along with its decision. This report will not include the

reasons for the decision or an accounting of how the individual members voted or what the final vote was.

A copy of this report will be sent to the principals and to the President, who will make the final decision. The only exception is in the case of multiyear contracts in which the faculty member, through the Office of the President, can make a further appeal to the Academic Affairs Committee of the Board of Trustees which will review the appeal. The President's referral to the Academic Affairs Committee of the Board of Trustees will be made within seven (7) work days of the time he/she received it. The Academic Affairs Committee will review the appeal when next it meets, and the decision will be final.

If the faculty member fails to follow this process, which includes meeting all deadlines, he/she will not prevail in the case. The same applies to those who are the objects of the grievance. Without this condition, an orderly and fair process cannot be maintained.

Faculty members have the right to initiate the grievance process and will not be punished, directly or indirectly, in any way for exercising this right. They also have the right to expect that all reasonable attempts will be made by all participants, including committee members, to ensure confidentiality. However, the faculty member is not bound by confidentiality and has the right to release others of their duty to maintain confidentiality.

In summary, the grievance process is a safeguard for the rights of the faculty that the College holds to be as sacred as the rights of all members of the College community and which evolve from the College's Mission Statement and the values espoused therein.

2. FACULTY SENATE

The Faculty Senate

The Faculty Senate at Mount Olive College is based on the premise that mutual respect and open communication will exist among all members of the College community. It is expected that faculty, administration, and Board of Trustees will interact in collegial ways that reflect the Christian values of the College.

The purpose of the Faculty Senate is to participate in shared governance in order to increase the effectiveness of the faculty in fulfilling the College mission. The Faculty Senate seeks to advance the educational standards, professional development, and general welfare of the faculty in order to strengthen the College community and advance College goals.

The purpose of the Faculty Senate will be accomplished by:

- Facilitating two-way communication between the faculty and President and between the faculty and other members of the administration;
- Fostering collegiality among the faculty;
- Acting as an advisory and consultative body to the administration on issues concerning faculty affairs;
- Acting as a liaison and mediator between the faculty and administration.

The Faculty Senate has the following responsibilities:

Communication

- To institute educational forums to inform faculty of local, state, and national educational issues directly affecting collegiate teaching and personnel.
- To provide a forum for effective conflict prevention and resolution.
- To work with the Academic Affairs Councils and the Executive Council in a collegial and advisory manner to further strengthen the academic structure of the College.
- To prepare and present to the Board of Trustees an annual report concerning faculty perceptions of the significant issues of the year, which may include faculty morale, relationships with administration, salaries and benefits.
- To communicate with the Student Government Association on issues of mutual interest.

Consultation

- To make recommendations to administrative offices regarding mutual issues of interest, such as revisions of the faculty handbook.
- To review and provide feedback on procedures for recruitment, evaluation, retention, rank, and termination of faculty.
- To research and provide feedback on faculty salaries, retirement plans and other benefits, and to inform the faculty of new information/changes that occur.
- To recommend the appointment of faculty representatives to appropriate personnel committees.

Advocacy

- To protect academic freedom while monitoring academic responsibility.
- To coordinate a due process procedure to assist faculty with grievance issues and to act as an advocate or mediator when such issues arise.
- To establish ad hoc committees to address specific faculty needs.

Membership:

The membership of the Faculty Senate is composed of seven full-time faculty members elected by the full-time faculty to serve a three-year term.

In summary, the Faculty Senate is based on the idea that shared governance strengthens the College not only by giving the faculty a voice in decision making but also a voice in representing the needs and rights of the faculty.

