FACULTY MANUAL
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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Mission, Vision & Values

Mission
Supplement: Approved by Mount Olive College Board of Trustees on 12/06/2010; effective 7/1/2011

Mount Olive College is a Christian faith-based, values-centered private institution rooted in the liberal arts tradition. We serve our students, our founding church, and our communities.

Vision
Supplement: Approved by Mount Olive College Board of Trustees on 8/23/11

Mount Olive College will exemplify lifelong learning and engaged participation among our students, faculty, staff, and constituents. To serve our students, our founding church, and the communities in which we are located, we will:

- Provide our students – regardless of age, location, or learning style – a high quality education rooted in the liberal arts and strengthened by Christian values
- Enrich and support the ministries of our founding church
- Customized innovative and beneficial services to each community in which we are located

Values
Supplement: Approved by Mount Olive College Board of Trustees on 8/23/11

The following core values are fundamental to achieving our mission and vision and are articulated in our College Covenant:

- Honesty and Trustworthiness
- Justice and Courage
- Responsibility and Gratitude
- Caring and Respect
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 wellbeing 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 cannot 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.

*Mount Olive College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, or handicap in the administration of its personnel and educational policies. It admits all qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

**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 degree
Provisions for 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.

Definition of Faculty

Full-time faculty members are those employed by the College whose primary role is teaching. All full-time faculty hold appointment and rank in an academic department. Those also included are; Division Chairs, Department Chairs, Program Coordinators, School Deans, the Registrar, library staff with faculty rank, the campus pastor, and designated RLS faculty. 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 typically held on Thursdays from 11 a.m.–12:15 pm. No office hours are to be held on Tuesdays (Chapel) from 11 a.m. – 11:30a.m. or Thursdays from 11a.m.–12:15 p.m.

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 and the Vice President for Academic Affairs.
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 Vice President for Academic Affairs, the Deans and the Director of Human Resources will direct the search and recruitment process.

Faculty Contracts

The office of the President will be responsible for initial contract appointments for full-time faculty. Contracts will reflect:

- The title of the position offered
- The salary and contract length
- The dates of employment

Notification of Reappointment

Letters of non-renewal are sent prior to April 1st. Such letters of non-renewal may result from changes in College resources, programs, enrollment, or problems of performance. Letters updating contract details for continuing Faculty will be sent prior to April 1st.

Multi-Year Contracts

A faculty member becomes eligible for a multi-year contract on the basis of years of effective service at Mount Olive College. (Link to Evaluation Tool)

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
- All subsequent fifth-year anniversaries will be a five-year contract
Salary

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.

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. (Link to Employee Manual)

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.

Performance Reviews

Faculty self–evaluations are completed in the Spring based on 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

- Evaluation meetings are held between Chair & faculty forwarded to their Dean
- The Chair meets with their Dean for summary of Faculty evaluation
- Faculty who qualify for promotion include promotional packet with the self–evaluation.
- The Dean forwards recommendations for renewal – non–renewal along with request for merit increase to the Vice President of Academic Affairs for final Determination and contract authorization.

Chairs and Program Coordinators are evaluated by the Faculty and their Dean with summary forwarded to the Vice President of Academic Affairs.
Deans are evaluated by the Chairs, Faculty, staff, and Vice President of Academic Affairs.

All evaluated parties have the right to request a performance review conference with the next order of supervision at any time.

The Vice President of Academic Affairs is evaluated by the Deans, Chairs, Faculty, Staff, and the President.

**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, 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 following annual performance reviews.

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.
Faculty Rank, Promotion and Sabbatical
Supplement: Approved by Mount Olive College Board of Trustees on May 3rd, 2011

Any credit toward years of service/teaching at other institutions, must be put in writing, approved by the Faculty Development Committee and placed in the new hire’s personnel file for future reference. The statement should be included in the promotional package when applying for rank.

Minimum Experience for FT Academic Ranks

- **Instructor**
  - Master’s degree with credentials in the academic discipline

- **Assistant Professor**
  - An earned doctorate or terminal degree,
  - or 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.
  - Candidates must have two years of teaching experience at Mount Olive College.
  - Candidates may apply in their second year of employment.

- **Associate Professor**
  - An earned doctorate or terminal degree, plus five years full time teaching at the assistant professor rank
  - or a Master’s degree with 20 years of professional experience, and five years full time teaching experience at the assistant professor rank.
  - The faculty member may apply for promotion in the fifth year.
  - Candidates must have two years of teaching experience at Mount Olive College.
  - Candidates may apply in their second year of employment.

- **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.
  - Candidates must have two years of teaching experience at Mount Olive College.
  - Candidates may apply in their second year of employment.

Mount Olive College Faculty Manual Revised 8/10/12 Dr, David H. Dommer Faculty Executive Committee Chair

Interim edition published 8-10-12
NOTE: Contains editorial changes and approved policy/procedure updates since 2008 BOT approved edition
*Exception to the above criteria may be made in cases of extraordinary achievement in a professional field.

- **Non-Teaching Ranked Faculty**
  - Faculty who hold non-teaching positions may apply for advancement in rank. The candidate’s promotional package should emphasize scholarship and service.

**Faculty Promotion**

Prior to the annual review the faculty member should discuss their interest in promotion with their Chair. If the Chair and faculty agree to proceed with the application process, a faculty member from a college or university other than Mount Olive College should be selected by the candidate to serve as an outside reviewer of the promotion package.

If an instructor applies for the Assistant Professor rank, the outside reviewer must hold the rank of Associate Professor or above. If an Associate Professor applies for an increase in rank (i.e., to Associate or Full), the outside reviewer must hold the rank of Full Professor.

Both the candidate and the Chair must agree on who is chosen to review the promotional package. In the case of disagreement, the candidate can appeal to the Dean of the appropriate school and the Vice President for Academic Affairs for resolution.

The promotional package must be presented to the outside reviewer prior to the time the package is presented to the Chair for the annual review.

**Timeline**

A faculty member who is eligible for a promotion in rank must present a completed application form, (available through the dean and chair) the outside reviewer’s recommendation and supporting materials to the Chair at their annual review.

Following the Chair’s evaluation conference and review of the candidate’s application package, the Chair will submit a letter of recommendation with the packet to the Dean. If the Chair cannot recommend the candidate, a letter for non-recommendation will be submitted to the Dean.
The Dean will review the recommendation letter and packet and either send a letter of recommendation 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 submit a letter of recommendation with the packet to the Sabbatical and Promotions Sub-committee or a written explanation for the non-recommendation to the Dean of the school from which the promotional package came.

The Sabbatical and Promotions Sub-committee will consist of at least four faculty members holding the rank of professor.

The chair of the committee will submit a letter of recommendation 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.

**Criteria for Promotion**

The applicant should demonstrate evidence of meeting the following criteria in proportion to the rank sought. As faculty move up in rank, increased emphasis is placed on scholarship.

The following are examples of excellence in teaching, scholarship, and service.

**Teaching**

- 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
- Performs well on teaching evaluations

**Scholarship**

- 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 professional conferences
- Is engaged in extramural funding activities
• 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 at professional organizations at the state and national levels.

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 vision of the College
• Serves in leadership capacity with professional organizations on local, state or national levels

The Promotional Package and Time Line
• Attend Promotional Workshop – November
• Meet with Chair or immediate supervisor to discuss promotion
• Together with Chair (immediate supervisor) select outside reviewer
• Prepare electronic promotional package.
• The promotional package must include the application form (available online), current vita, and evidence of meeting the criteria as it relates to teaching, scholarship and service.
• Submit Promotional Package Outside Reviewer
• Submit Promotional Package (with letter from Outside Reviewer) to Chair
• Promotional Package is sent to Dean
• Promotional Package is sent to Vice President for Academic Affairs
• Promotional Package is sent by the Vice President for Academic Affairs to the Sabbatical and Promotions Sub-committee by the first week in March
• Sabbatical and Promotions Sub-committee meets and makes recommendations by the end of March
• Recommendations are sent to Vice President for Academic Affairs.
  o The Vice President for Academic Affairs sends the Sabbatical and Promotions Sub-committee decisions to the President for approval.
  o The President announces promotions.
Appealing Decisions when Applying for Advancement in Rank

Candidates for advancement in rank have the right to appeal decisions made by the Chair, the Dean of the appropriate school, the Vice President for Academic Affairs, and the Sabbatical and Promotions Sub-committee. If the candidate’s advancement in rank is denied by the Chair it can be appealed to the Dean of the appropriate school. If denied by the Dean the candidate can appeal to the Vice President for Academic Affairs. If denied by Vice President for Academic Affairs the candidate can appeal to the President of the College. The President can either send the promotional package to the Sabbatical and Promotions Sub-committee for review and act on the recommendation or approve the candidate for advancement (See page 65 for the appeals process).

Faculty Emeriti

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 from the College, upheld the mission and covenant of the College, and have held a conventional academic rank of Associate Professor or Professor.

A faculty member is eligible to be considered for rank of Faculty Emeriti after being separated from the College for one year.

Procedure for Obtaining the Rank of Faculty Emeriti

After consulting with department faculty members, the Chair will recommend in writing to the Dean of the appropriate school the name of the candidate recommended for the rank of Faculty Emeriti.

The Dean will recommend the candidate to the Vice President for Academic Affairs. If the Dean cannot recommend the candidate a letter for non-recommendation will be submitted to the Chair.

The Vice President for Academic Affairs will make the recommendation to the Sabbatical and Promotions Sub-committee. If the Vice President for Academic Affairs cannot recommend the candidate, a letter for non-recommendation will be submitted to the Dean.
The Sabbatical and Promotions Sub-committee will recommend the candidate to the President of the College. If the Sub-committee cannot recommend the candidate, the Chair of the Sub-committee will send a letter on non-recommendation to the Vice President for Academic Affairs.

Faculty emeriti are so designated and appointed by the Board of Trustees upon the recommendation of the President after consultation with the Executive Council.

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.

**Sabbatical Leave**

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. The faculty member is eligible to apply during their 6th year for sabbatical in their 7th year.

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 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.
General Employee Policies

All links below will enable you to navigate to the sections of the Employee Handbook that cover both 12-Month employees and Full-Time Faculty.

Benefits: (Links to Employee Handbook for all Bold Black Items)

Tuition-Grants-In-Aid

NCICU Exchange Program

Health Insurance

Continuation of Health Insurance Coverage

Dental Plan

Workers Compensation Plan

Optional Retirement Plan

Group Life Insurance Plans

Flexible Spending Accounts

Employee Discounts

Bereavement and Funeral Leave
Human Resources Policies and Information: (Links to Employee Handbook for all Bold Black Items)

Equal Employment Opportunity

Drug-Free & Alcohol Free Workplace Policy

Sexual Harassment Policy

Workplace Harassment Policy

Personnel Records

Accident Reports

Tobacco Use

Damage to Personal Property

Keys to College Facilities

Registration of Personal Vehicle

Inclement Weather

Salary Administration

Holidays

Court and Jury Duty

Military Leave
Administrative Policies Specific to Full-Time Faculty

This section of the Faculty manual will serve to indicate where roles, responsibilities, expectations, or policies for Full-Time Faculty differ from 12-month employees.

Business Office / Accounting Department Guidelines

All faculty should be familiar with Business Office and/or Accounting Department Guidelines and Regulations with regards to policies such as, but not limited to: purchasing, check requests, travel reimbursement, use of College vehicles, use of Pelletier Creek property, etc.

These policies are printed under separate cover by the Business Office and the Accounting Department and related questions should be referred to the Vice President for Finance. You can print the appropriate form by accessing the MOC intranet once you have successfully logged in.

User Responsibilities of College Information Technology Resources

The College provides Internet, e-mail access, and various other IT systems as a business tool for employees at significant cost. That means that the College expects faculty to use the Internet, e-mail, and all IT systems only for the purpose of conducting College or College-related business. Limited use not related to College business must be kept to a reasonable level. Unauthorized access or excessive personal use of the Internet, the e-mail system, or any of the College’s IT systems will subject the employee to discipline, up to and including discharge. To view all MOC IT policies and procedures, please click on: [LINK TO CURRENT IT POLICY]

Benefits

Faculty does not accrue vacation, sick time or a personal day but are eligible for all other benefits the College offers.

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 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. The VPAA has a budget ($750 dollars is supplied for each full-time faculty member) specifically earmarked for Professional Development. 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.

**Family and Medical Leave Act**

Supplement: Approved by Mount Olive College Board of Trustees on May 3rd, 2011

Some employees may be eligible to receive family and medical leave (FMLA leave) pursuant to federal law. An employee may be eligible for this benefit if he or she has completed 12 months of service and worked at least 1,250 hours during the preceding 12 months. For those who are eligible, Mount Olive College provides as FMLA leave a total of up to twelve weeks of unpaid leave to, plus any accrued but unused vacation and sick leave, to employees (1) because of the birth of a child and to care for a newborn child, (2) because of the placement of a child with the employee for adoption or foster care, (3) because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or (4) because the employee's own serious health condition makes the employee unable to perform the functions of his or her job.

All Mount Olive College decisions regarding an employee's entitlement to family and medical leave (FMLA) will be based upon federal and state law requirements and will be approved by the Human Resource Director. We require our employees to use all of their accrued vacation and accrued sick leave at the beginning of their FMLA leave. After vacation and sick leave time has been exhausted, the remaining twelve weeks of FMLA leave is unpaid.

The FMLA leave year shall be measured from each request for leave, by booking at the preceding 12 months to determine if the employee is eligible, and if so how much leave he or she is entitled to receive.

Mount Olive College will require written medical certification to support a request for leave for an employee's own serious health condition or for the employee to care for a seriously ill child, spouse or parent. Upon request for leave, Mount Olive College will supply a copy of the medical...
certification form that must be completed by the health care provider. In its discretion, Mount Olive College may require a second medical opinion at its expense, and if necessary a third opinion, at Mount Olive College’s expense. While on leave, Mount Olive College may require the employee to periodically recertify the ongoing medical need for the leave.

When the need for leave is foreseeable, the employee shall provide reasonable prior notice, together with a written request for the leave. He or she shall also make efforts to schedule the leave so as not to unduly disrupt Mount Olive College operations. While an employee is on an approved family and medical leave of absence, Mount Olive College shall continue to pay the premiums for the employee's health insurance coverage.

The employee is required to make advance arrangements to pay for any portion of the health insurance coverage that he or she is responsible for. Further information regarding requirements to maintain health insurance coverage while on leave may be obtained from Human Resources.

In the event an employee elects not to return to work upon completion of family and medical leave of absence, Mount Olive College may recover from the employee the cost of any payments it made on behalf of the employee to maintain any employee benefit while the employee was on leave (unless failure to return to work was for reasons beyond the employee's control or due to the continuation, recurrence, or onset of a serious health condition of the employee or the employee’s family member).

Upon return from leave of absence, Mount Olive College will require written fitness for duty certification from the health care provider indicating that the employee is able to return to his or her former work or work schedule. Upon return from leave, an employee shall be entitled to return to the same job or an equivalent job. Family and medical leave taken under this policy shall be unpaid, except for any accrued vacation and accrued sick leave that must be taken at the beginning of any family and medical leave. Any employee who fails to comply with the requirements of this policy may be ineligible to receive leave and may be subject to disciplinary action up to and including termination.

26 Weeks of Leave (To Care for a Covered Service Member)

An eligible employee who is the spouse, child, parent, or next of kin of a “covered service member” is entitled to a total of 26 weeks of unpaid leave in a 12-month period to care for the service member. For purposes of this policy, a “covered service member” is a member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, therapy, or recuperation (or who is otherwise in outpatient service or on the temporary disability
retired list) due to a service-related injury or illness that renders the service member medically unable to perform military service. Service member leave shall only be available during a single 12-month period during the employee’s employment. The 26 weeks of service member leave shall include any other type of FMLA leave referenced above, such that the total amount of FMLA leave to which an eligible employee is entitled during a single 12-month period is 26 weeks.

**Classroom Absence**
Supplement: Approved by Mount Olive College Board of Trustees on May 3rd, 2011

**Preamble**
This policy is intended to supplement the Family Medical Leave Act (http://www.dol.gov/whd/fmla/).

**Policy**
If a faculty member will be absent from teaching duties, classroom instruction has a well-documented timetable which must be followed. The following three objectives are the principles guiding this policy.

1. First and foremost, students should be provided a “seamless” experience when a professor must go on leave (Usually if the absence is for a short duration or a small percentage of class meetings, the use of technology or colleague coverage will allow for this smooth transition).
2. The College should be notified as soon as possible to allow sufficient time for appropriate classroom accommodations. Notification/discussion should start with the appropriate Chair.
3. The College recognizes the duress placed upon a faculty member during medical leave. The College will try its best to minimize the financial stress during that time.

**Suggested Course of Action**
For short term leave, (less than 20% of the classroom meeting time), attempts should be made to “cover” the classes with one's colleagues. There will be no compensation in this case, but the faculty members are free to work out something mutually agreeable. Over time, it is hoped that this spirit of cooperation will be reciprocated as professors of higher education have a history of being “collegial” due to the nature of their profession. It is recognized that the 20% criterion is just a suggested time line as courses are taught over a wide range of time periods at Mount Olive College.

If the absence is for a long duration (20% or greater of the percentage of class meetings), which can include preplanned (ex. pregnancy leave, planned surgery, etc.) leaves, other strategies will be examined which will include discussions with the Chair and Dean, in coordination with the VPAA, taking the necessary steps to cover the courses. If possible, a
faculty member's obligations may be “front loaded” or “back loaded”. The faculty member would complete her or his duties within the academic year so that the absent faculty member would continue to receive full pay.

For cases where the above does not apply or for extended leave as obligated by the Family Medical Leave Act (12 weeks of unpaid leave or 26 weeks for military service personnel), the College must be given proper medical certification. He or she must meet with the Director of Human Resources after conferring with the Chair and Dean. In complying with the Family Medical Leave Act (FMLA), faculty members requesting medical leave for a serious health condition must provide the College with the appropriate medical certification.

Since faculty members do not accrue sick and vacation time, they will be entitled to a continuation of their base salary based on the faculty member’s Mount Olive College years of service. The College will henceforth provide faculty with paid extended leave days with the following conditions (to be used for their own personal health issues and only under FMLA conditions).

1. The faculty member will receive two weeks (14 calendar days) after their first year of service to the College.
2. Faculty will be given an additional week (7 calendar days) of paid “extended leave” for each additional year of service up to a maximum of 90 days. For disabilities extending beyond 90 days, the College’s Long Term Disability Policy will apply.
3. Extended leave days may not be “traded” between faculty members.
4. The extended leave policy will be implemented retroactively. So someone with 5 years of service will have 6 weeks (42 days) of accumulated extended leave at the start of the program.
5. The Chair will document/keep track of “extended leave” days.
6. Upon leaving the College, faculty will not be paid for their accumulated extended leave.

The certified medical condition may be more physical in nature, such as surgery, or it may be more of a mental health issue such as severe depression or drug addiction.

Epilog

It is recognized that some medical leave needs may not fall exactly in one of the above categories. In those situations, the principles laid out in the preamble will guide the solution.
Administrative Structure & Faculty Responsibilities

Academic Affairs Organizational Structure & Responsibilities

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

I. School of Arts & Sciences
   a. Division of Letters
   b. Division of Pure and Applied Science
   c. Division of Human Services
   d. Division of Arts and Education

II. Tillman School of Business
   a. Division of Management Services
   b. Division of Management Systems

Deans

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:

- Day-to-day operations of the school under a 12-month contract
- Administrative oversight of the divisions of the school
- Communicate the views and concerns of Division Chairs, faculty members and students to the Vice President for Academic Affairs
- Communicate the policies and the decisions of the College to Division Chairs, faculty members and students
- Assist the Vice President for Academic Affairs in the areas of planning, budgeting, and implementation of policies and systems
- Representing and promoting the College and its programs in external forums
- Provide leadership in development of school-based programs, curriculum, scholarship, and assessment
- Assist in programs of registration, orientation, and on-campus student visitations

Division Chairs

Academic divisions shall be organized based on prevailing academic and institutional needs. In addition to the Faculty duties below, the responsibilities of the Division Chair include but are not limited to the following:

- Day-to-day operations of the division under a 12-month contract
- Administrative oversight of the faculty in the division in the areas of instruction and contributions to campus life, to the community, and to professional fields
Course scheduling in consultation with the Dean
Faculty development and evaluation in consultation with the Dean
Adjunct credentialing, interviewing, training, and contact
Teach a 6 credit hours per semester (fall and spring)
Communication of all concerns of faculty and students to the Dean
Assist in programs of registration, orientation, and on-campus student visitations
Provide leadership in development of division-based programs, curriculum, scholarship, and assessment
Review syllabi for consistency
Grade appeal contact once the student has contacted the initial instructor

Program Coordinator and Department Chair
Each academic area is led by a Program Coordinator (TSB) or Department Chair (SAS) in charge of assessment and compliance with SACS and ACBSP (Tillman School of Business). In addition to the Faculty duties below, the responsibilities of the Program Coordinator or Department Chair include but are not limited to the following:

- Syllabi maintenance, proposal of revisions, and assurance of use of standardized syllabi within the assigned program.
- Recommendation of course scheduling/cancellation within the assigned program.
- Assists with faculty course assignments and credentialing.

Faculty
Individual faculty members shall be assigned to divisions by the Vice President for Academic Affairs in consultation with the Dean of the school. The responsibilities of the faculty include but are not limited to the following:

- 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
- Post and maintain a regular schedule of a minimum of ten office hours per week
- Meet all classes and notify the appropriate Chair when absence from class is necessary
- 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
- Maintain accurate attendance, grade book and class records in Moodle
- Attend all academic meetings, college conferences, and a minimum of one graduation per academic year (full regalia will be required at graduation)
- At the beginning of each semester, file with the Office of the Vice President for Academic Affairs, the Dean and the Chair a syllabus for each course the faculty is scheduled to teach.
• Engage in curriculum development and teach in traditional, modular, accelerated, and online courses as needed
• Advise students, engage in scholarly activity, and actively participate in College committees
• Be available to students in a timely manner using MOC technology
• Teach 12 credit hours per semester (fall and spring)

**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 week)
- Online (5–10 weeks)
- SJAFB (8-week format)
- 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 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 areas 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 the 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.

**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 six-step process:

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

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

1. Department or Program
2. School and Dean
3. Academic Curriculum Council
4. Recommendation of the proposed course to the General Faculty
5. Approval by College Administration

**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 require written pre-approval from the Chair, Dean, and Vice President for Academic Affairs. This is required on a per-term basis.
Access to Student Information Policy

Because of the federal requirements governing the protection of student educational records, it is important that you know your responsibilities when provided access to sensitive information. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education. Breaches of FERPA could result in the revocation of all federally awarded financial aid funding. Breaches of institutional policy could result in revocation of your access to student record privileges (PowerCampus and/or Self Service and/or Moodle), revocation of your Mount Olive College computer account, or dismissal from the College, depending upon the severity of the breach.

All College personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes ensuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each staff or faculty member. FERPA stipulates that information may be released to College officials or employees only when the disclosure of information is to one who has “legitimate educational interest” in the student information. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one’s job responsibilities.

Any questions regarding the release of student information should be directed to the Registrar’s Office.
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/Program Coordinator, Division 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 appropriate Chair, Dean and/or the Vice President for 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.
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.
- 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.
- In the development of knowledge and research endeavors, faculty and students are free to cultivate a spirit of inquiry and scholarly criticism.
- Mount Olive College recognizes that commitment to every freedom carries with it attendant responsibilities. The College Covenant provides the guidelines for conduct.
- Faculty members must fulfill their responsibility to society and to the profession by manifesting academic competency, professional discretion, and good citizenship.
- 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.
- 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 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 appropriate Division and Department Chairs/Program Coordinators.

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 Division and Department Chairs/Program Coordinators 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.

**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 (Division and Department Chairs/Program Coordinators 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:

A. Failure to consistently apply College policies or precedents
B. Failure to follow due process
C. Failure to consider all the relevant facts
D. Failure to remain personally and professionally objective
E. 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 Division and Department Chairs/Program Coordinators 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 for 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 for 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 for Academic Affairs can uphold the grievance and, if it is within the authority of the Vice President for Academic Affairs, she/he can rectify the situation. If this is not the case, the Vice President for 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 multi-year 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.
Due Process
Supplement: Approved by Mount Olive College Board of Trustees on February 21, 2012

This policy addresses the procedure for full-time faculty members alleged to have violated College rules or policies. Faculty members are defined as full time employees whose primary role is teaching course loads on 9-, 10-, or 12-month contracts. Faculty/coaches who teach at least 6 credit hours each semester and library staff who hold faculty rank and faculty contracts are also viewed as full-time faculty, per the Faculty Manual.

This policy supersedes the Mount Olive College Employee Handbook’s disciplinary procedures except with regard to disciplinary action related to job appraisal.

In order to initiate a disciplinary procedure, the complainant must have an issue that appears to be a clear violation of formal College policy. The complaint must be lodged within 90 calendar days of the alleged occurrence. The complaint is forwarded to the President or the President’s representative who determines whether the complaint merits disciplinary intervention by the College. If the complaint is deemed to merit a disciplinary procedure, it is forwarded to the faculty member’s supervisor for adjudication.

The procedure is comprised of three levels, depending on the nature of the violation. The accused faculty member’s supervisor will determine the level of intervention except in cases in which suspension or termination is a possible sanction. These cases require a full procedure before the Hearing Committee, which is described below.

Informal Intervention: This procedure addresses relatively minor allegations that have relatively minor sanctions.

Procedure: The faculty member accused of violating a College rule or policy addressed in the Faculty Manual and/or the Employee Handbook meets with the appropriate supervisor with the purpose of resolving the issue in a mutually satisfactory manner. If the situation is resolved, no further action is taken by the faculty member or the College. The procedure and resolution will be documented by the supervisor and placed in the faculty member’s personnel file. In the absence of further complaints, the documentation will be removed from the file after one year.

Timeline: The informal intervention procedure must be completed within five business days of the supervisor receiving the complaint.

Appeal: A faculty member who disagrees with the decision and/or the sanction in this procedure has the right to appeal the decision within three business days to the Chair of the
Hearing Committee who will consult with members of the Committee to decide if one or more of the grounds for appeal are met. If the appeal is upheld, a full procedure will be initiated.

**Intermediate Procedure:** This procedure addresses cases that call for a more thorough investigation because the allegation is more serious and the possible sanction more severe.

**Procedure:** In these cases, the College will designate an unbiased College member (such as the faculty member’s supervisor or Human Resources officer) to gather further information. The accused faculty member shall be notified of the specific grounds for the allegation, given the opportunity to present reasons why no further action should be taken, and have access to all evidence in the case. The procedure and resolution will be documented by the supervisor and placed permanently in the faculty member’s personnel file.

**Timeline:** The intermediate procedure must be completed within ten business days of the time the violation is reported.

**Appeal:** A faculty member who disagrees with the decision and/or the sanction in this procedure has the right to appeal the decision within three business days to the Chair of the Hearing Committee who will consult with members of the Committee to decide if one or more of the grounds for appeal are met. If the appeal is upheld, a full hearing procedure will be initiated.

**Full Hearing Procedure:** This procedure addresses cases in which suspension or termination is a possible sanction or cases in which a faculty member appeals the decisions or sanctions from the informal or intermediate procedures.

**Procedure:** These cases are heard by the Hearing Committee, which is comprised of two faculty members and two administrators. The faculty members will be chosen by the faculty to serve three–year terms, and the administrators will be chosen by the administration and serve three–year terms.

The Hearing Committee will elect one member to be Chair. One alternate faculty member and one alternate administration member will also be chosen to act in the place of any committee member directly or indirectly involved in the case or if a regular member cannot be present. In cases of a tie vote, the Chair will make the final decision. The procedure and resolution will be documented and placed permanently in the faculty member’s personnel file.

In a full procedure, the accused faculty member is entitled:
• To have the hearing held by committee members who are unbiased.
• To be notified in writing of the proposed action, the grounds asserted for it, the relevant timelines, and the range of possible sanctions if found responsible
• To have the opportunity to present reasons why the proposed action ought not be taken
• To call and examine witnesses on both sides of the issue. Because of this entitlement, anonymous accusations or those by individuals who choose not to participate in the hearing will not be sufficient to initiate a hearing.
• To access all the evidence in the case. This includes knowing the names of the complainants and their witnesses and the applicable policies and rules.
• To have the finding of responsibility based solely on the evidence in the case being heard. If the accused is found responsible, it is acceptable to consider the accused individual’s disciplinary history and other related factors only in the sanction phase of the hearing.
• To choose an advisor from the College faculty or staff who may attend but not participate in the hearing.
• To receive a statement of reasons for the committee’s decision.

**Timeline:** For cases originally heard by the Hearing Committee, the ruling must be made within ten business days of the time the case is received by the Committee. In cases that are appeals of informal and intermediate procedures, the Hearing Committee process must be completed within ten business days of receiving the appeal.

**Recommendation and Appeal:** Any recommendation of termination or suspension by the Hearing Committee is automatically referred to the President. The President is the only College official who can authorize termination. Subsequent to any Hearing Committee recommendation, an appeal may be made by the accused to the President of the College whose decision is final.

**Standard of Proof:** The standard of proof in all procedures will be “clear and convincing evidence,” which lies between the lower standard of “preponderance of the evidence” and the higher standard of “beyond a reasonable doubt.”

**Adherence to Timelines:** Barring extraordinary circumstances, if the administration fails to meet timelines, the charge(s) against the faculty member will be dismissed. If the accused faculty member fails to meet timelines, the disciplinary procedure will be held in the faculty member’s absence and the faculty member will be advised of the outcome. In this situation, a faculty member who is found responsible for violating College policy retains the same right of appeal that would be applicable if the faculty member had attended the procedure.
**Grounds for appeal:** The following grounds for appeal pertain to all three levels of the procedure.

- The rule or policy that the accused was found responsible for violating is unclear and ambiguous.
- There is significant new information relevant to the case that was not available at the time of the original hearing.
- There is evidence that the person or Committee who adjudicated the original hearing was unduly biased in deciding the case.
- The sanction imposed was capricious (i.e., the sanction was clearly excessive when compared with previous sanctions for similar violations under similar circumstances).
- Specified procedural error or errors in the interpretations of College regulations were so substantial as to deny the accused a fair hearing.

**Furlough of the Faculty Member:** In cases in which the College has a reasonable concern that the accused faculty member might be an imminent threat to himself or herself, others, and/or College property, the President may temporarily furlough the faculty member and require the faculty member to remain off campus except for procedural meetings. However, this action does not preclude granting a timely full hearing as soon as circumstances permit.
Standing Academic Committees serve the College by acting as work groups for Faculty to address issues related to our system of shared governance with administration and responsible stewardship of academic policies, processes, and curricula. Election procedures for posts on these committees are outlined below.

Except where indicated, the following academic committees are both governed by and comprised of full-time faculty (defined as those whose primary responsibility is teaching). The committees communicate with the faculty through monthly faculty meetings led by the Faculty Executive Committee (FEC). The means by which each committee's charge is accomplished is at the discretion of each respective committee. All agenda items and recommendations arising from the following committees will be submitted to the Faculty Executive Committee Chair or Secretary at least one week prior to the faculty meeting. Each committee or group is responsible for an annual review of their own charge and membership. All committee members are voting members unless otherwise indicated.

**Faculty Executive Committee:** The charge of the Faculty Executive Committee is to:

- A. Organize and conduct faculty meetings
- B. Disseminate recommendations of the faculty to appropriate parties
- C. Function as a two-way information conduit between faculty and administration
- D. Follow up on recommendations from the faculty
- E. Report to the faculty via appropriate committees
- F. Integrate, update, and disseminate changes to the Faculty Manual as appropriate

**Membership:** The FEC consists of seven members elected from the full-time faculty. The following positions will comprise the FEC:

- A. Chair: Elected by full-time faculty
- B. Secretary: Elected by full-time faculty
- C. Parliamentarian: Elected by full-time faculty
- D. Faculty Senate designee: Elected by Faculty Senate members
- E. Academic Curriculum Council (ACC) designee: Elected by ACC members
- F. Faculty Representative to the Board of Trustees: Elected by full-time faculty
- G. Standing Academic Committee designee: Elected by the chairs of Standing Academic Committees
The Chair, Secretary, and Parliamentarian shall be elected to a two year term of service. Renewal shall be limited to three consecutive terms. Multiple positions on the committee may not be held by the same individual, with the exception of a Vice Chair, who will be elected from the members of the FEC and who will serve in the capacity of Chair if circumstances are warranted. A member of the FEC may be removed by a vote of no confidence from either a majority of the members of the FEC or by a majority of the Faculty.

Academic Integrity and Appeals Committee: The charge of the Academic Integrity and Appeals Committee includes:

A. Acting as an adjudicating body for grade appeals and violations of the academic integrity policy
B. Making recommendations to promote standards, policies, and procedures regarding all aspects of academic integrity
C. Initiating programs and policies to promote honesty, responsibility, and respect within the academic community
D. Reviewing and recommending changes to the Faculty Manual regarding any policies and procedures pertaining to academic integrity and the grade appeals process

Membership: The Academic Integrity and Appeals Committee shall consist of five members elected from the full-time faculty (defined as those whose primary responsibility is teaching) who will serve a term of 3 years. Each school shall be represented on the committee.

Academic Life Committee: The charge of the Academic Life Committee is to make recommendations pertaining to the intellectual, cultural, physical, and spiritual aspects of the college community. The committee is charged to bring students and faculty into collaboration regarding:

A. The spirit of shared scholarship
B. Positive character formation
C. Critical and imaginative thinking
D. A love of reading
E. An appreciation of the arts
F. An understanding of the thinking that underlies the scientific process
G. The enhancement of spaces and grounds

Additionally, it will be the responsibility of this committee to review and recommend changes to the Faculty Manual relative to any policies and procedures described above.
Membership: The Academic Life Committee would consist of five members:

1. Three members elected from the full-time faculty who will serve a term of 2 years. Each school shall be represented on the committee
2. One designee from the Office of Student Development
3. The Assistant Director of Student Development
4. One designee from the Athletic Department
5. A representative from the student body elected through SGA

Academic Scholarship and Awards Committee: The charge of the Academic Scholarship and Awards Committee is to:

A. Coordinate campus-wide scholarship program activities
B. Pursue, examine, and oversee travel abroad and study abroad opportunities for students enrolled in either the Honors or Braswell Scholars Program
C. Review, evaluate, and select recipients for the Honors and Braswell Scholars Program
D. Review, evaluate, and make recommendations regarding the criteria, processes, and selection of college-wide academic scholarship and award recipients
E. Review and recommend changes to the Faculty Manual relative to any policies and procedures described above

Membership: The Academic Scholarship and Awards Committee shall consist of:

A. Three members elected from the full-time faculty that are current or former instructors in the Honors program. One position, to be determined by the committee, will be open each academic year. Each school shall be represented on the committee
B. Three members elected from the full-time faculty that are current or former members of the Education Department. One position, to be determined by the committee, will be open each academic year.
C. One additional full-time faculty member not part of the Honors program or Education Department who will serve a term of 3 years.
D. One designee from the Admissions Office (non-voting member)

Teaching Honors Courses: This is an open process and anyone is eligible to request to teach in the program. There will be at least two opportunities each year for faculty to volunteer to teach an Honors course. The Chair of the Honors Committee will notify the entire faculty via email to determine interest in teaching in the Honors program.
**Faculty Development Committee:** The charge of the Faculty Development committee shall be to:

A. Review and recommend policies related to the professional development and advancement of full-time faculty
B. Review and recommend policies related to faculty promotion and sabbatical leave
C. Review applications and recommend faculty for promotion and sabbatical leave
D. Review, research, and provide feedback on faculty salaries, retirement plans and other benefits, and inform faculty of new information and policy changes
E. Review nominations and select the Professor of the year award for excellence in teaching
F. Review and recommend changes to the Faculty Manual relative to any policies and procedures described above

**Membership:** The Faculty Development Committee would consist of five members elected from the full-time faculty who will serve a term of 3 years. Each school shall be represented on the committee.

**Academic Curriculum Council:** The charge of the Academic Curriculum Council is to review, revise, and recommend policies and procedures related to curriculum and instruction. Curriculum-related business can be brought forth from academic programs, schools, and from within the ACC. All recommendations arising from this committee are then sent to the general faculty for approval. The ACC is further charged to review and recommend changes to the Faculty Manual relative to all policies and procedures relating to curriculum and instruction.

**Membership:**

A. 1 member from each of the 4 Divisions of the School of Arts and Sciences (4 total members)
B. 2 members from each of the 2 Divisions of the Tillman School of Business (4 total members)
C. One additional full-time faculty member elected at large
D. The Registrar
E. The Assistant Registrar

**Instructional Support Committee:** The charge of the Instructional Support Committee is to make recommendations to the Faculty, Staff, and Administration of the College relative to all matters of instructional support including but not limited to:

A. Providing a faculty perspective on library and IT Department regarding goals, priorities, and plans
B. Serving as a liaison among the faculty, library, and the IT Department regarding policy and delivery of services
C. Advocating for library and IT plans and resources as they affect students and faculty
D. Making recommendations for library and IT resources and policies that will enhance instruction
E. Reviewing and recommending changes to the Faculty Manual relative to instructional support services, policies, and procedures

Membership: The Instructional Support Committee would consist of:

1. Two members elected from the full-time faculty who will serve a term of 3 years. Each school shall be represented on the committee
2. The current Director of Technology from the Information Technology Department
3. The current Online Coordinator from the Information Technology Department
4. A designee from the Moye Library who will serve a term of 3 years and be determined by the Library.

Faculty Senate: For a complete description of all Faculty Senate charges please review the Mount Olive College Faculty Senate bylaws in Appendix A of this manual. The charge of the Faculty Senate will be to:

A. Act as an advisory and consultative body to the administration on issues concerning faculty affairs
B. Act as a liaison and mediator between the faculty and administration
C. Protect academic freedom while monitoring academic responsibility
D. Coordinate a due process procedure to assist faculty with grievance issues and to act as an advocate or mediator when such an issue arises
E. Review and recommend changes to the Faculty Manual relative to all issues pertaining to faculty affairs

Membership: The Faculty Senate shall consist of seven members elected from the full-time faculty. For a complete explanation of nomination and election procedures, and a rotational schedule of members, please see Appendix A.

General Education Requirement (GER) Advisory Committee: The charge of the GER Advisory committee is:

1. To assess the effectiveness of MOC’s general education curriculum and propose recommendations for strengthening this program toward the end of improving student learning, and
2. To insure compliance to SACS-COC Comprehensive Standard 3.5.1: “The institution identifies college-level general education competencies and the extent to which students have attained them.”

3. To make recommendations to the Faculty regarding changes to the GER arising from assessment

4. To propose any changes to GER SLOs to the Academic Curriculum Council (ACC) for final approval by the Faculty

5. To approve recommendations that have passed through the Department and School for courses that would satisfy GER SLOs and assign appropriate categories. If supported, recommendations would require ACC and Faculty approval.

6. To approve courses for inclusion within the GER framework that have passed through the Department and School levels. If supported, the GER committee would recommend changes to the ACC for final approval by the Faculty

7. To make recommendations to Departments for changes to courses within the GER based upon assessment data

Any recommendation from the GER committee to Departments regarding changes to courses would be adjudicated by the ACC, and if continued to remain unresolved would be brought to the Faculty at the discretion of the schedule for faculty meetings determined by the FEC.

**Membership:** The GER Advisory Committee shall consist of six members elected from the full-time faculty (defined as those whose primary responsibility is teaching) and the Coordinator of Assessment Activities, all of which are voting members. Each school shall be represented on the committee. The Dean of the School of Arts and Sciences (SAS) shall be invited to meetings at the discretion of the committee when his expertise is needed, and the committee would provide reports directly to both the Dean of SAS and the Standing Academic Committee representative of the FEC.
APPENDIX A

MOUNT OLIVE COLLEGE FACULTY SENATE BY-LAWS
Supplement: Approved by Mount Olive College Board of Trustees on May 3rd, 2011

I. Preamble

These bylaws provide for the governance of the Faculty Senate at Mount Olive College.

II. Purpose

A. The members of the Faculty Senate will

   1) Act as an advisory and consultative committee to the administration on issues concerning faculty affairs.
   2) Act as a liaison and mediator between faculty and administration.
   3) Coordinate a due process procedure to assist faculty with grievance issues and to act as an advocate or mediator when such issues arise.
   4) Review and recommend changes to the Faculty Manual relative to all issues pertaining to faculty affairs.

B. Members of the Faculty Senate are the uninstructed representatives of their constituents. It is the responsibility of the members of the Faculty Senate to seek out the opinions of their constituencies. Having exercised such responsibility, the members of the Faculty Senate are free to make decisions and vote on matters according to their own reasoned judgments.

III. Responsibilities

A. Provide representation to the Faculty Executive Committee of Mount Olive College
B. Participate in shared governance duties as appropriate and within the scope of its charter.
C. Develop and review policies to enhance an environment of rich academic learning and teaching.
D. Provide the means by which the administration may be informed of representative morale, opinions and concerns of fulltime faculty.

Mount Olive College Faculty Manual Revised 8/10/12 Dr. David H. Dommer Faculty Executive Committee Chair

Interim edition published 8-10-12
NOTE: Contains editorial changes and approved policy/procedure updates since 2008 BOT approved edition
IV. Membership

The Faculty Senate shall be comprised of seven members with representation from both Schools. Only fulltime faculty whose primary responsibility is teaching may be Senators.

V. Nominations & Election

A. Nominations for a Senate seat will be announced at a regularly scheduled Faculty Meeting and through electronic mail to all constituents after Spring Break each year.
B. Nominations will be accepted by a designated member of faculty for a period of no less than one week.
C. Nominees must agree to run for office before their names will be included in the ballot.
D. Elections will be held electronically through Moodle after Easter Break. Balloting will be open for no less than two weeks.
E. A special election will be called in the event that a seat is vacated during the academic year. The initial term of office for the elected Senator will be for the remainder of the academic year plus one and will count as the first term of office.

VI. Officers

Senators will elect a chair, vice chair, secretary at the start of each academic year. In the event that an officer resigns mid-term, a replacement will be voted in for the remainder of the academic year.

VII. Terms

A. Senators are elected to two–year terms and may serve up to three consecutive terms of office.
B. Terms will begin after Easter Break of the academic year to permit new Senator Orientation before Summer Break. Senators who join during the academic year to fill a vacancy will serve one year and whatever period remains in the first academic year (1 year + remaining months of the current year).
C. Senators in office at the time of revision to these bylaws were elected to 3–year terms and will fulfill their original obligations.
VIII. Removal from Senate

A. A senator may be removed from office by a simple majority of the serving senators.
B. Any or all members of the Senate may be removed from office by a simple majority of voting constituents.

IX. Meetings

A. The Senate will hold regularly scheduled monthly meetings.
B. Meeting dates and times will be established at the start of each semester to accommodate Senator schedules.
C. Meetings are open to faculty, staff, and administration.
D. A simple majority of Senators constitutes a quorum.
E. Agenda items will be called for by the chair in advance of the meeting.
F. The secretary will record and distribute minutes to Senators and upload approved minutes to Moodle.

X. Amendments to the By-Laws

A. Amendments may be proposed by any member of the full-time teaching faculty.
B. An amendment must be distributed to the full-time teaching faculty in advance of the next Faculty Meeting.
C. Amendments must be voted on by the full-time teaching faculty.
D. An amendment must pass by a two-thirds majority of those who vote in order to be recommended to the College Board of Trustees for adoption.