

CAMPBELL

U N I V E R S I T Y

FACULTY HANDBOOK

JANUARY 2017

Dear Colleague:

This 2017 version of the Faculty Handbook is for members of the undergraduate faculties of Campbell University. In addition to policy specific to undergraduate faculty, the Handbook contains policies applicable to the larger University and its other faculties and staff.

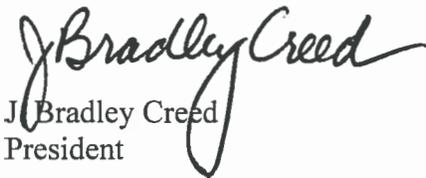
This document is designed to articulate clearly the policies of the University established to support its Mission and the nature of faculty roles at the University. In addition, the Handbook covers many other important matters, such as accreditation, administrative structure, and governance.

We are all aware that faculty are busy people who find it difficult to review and digest all the information contained in various University publications. This Handbook is an attempt to document and state in a concise form those special policies the faculty need to know in order to understand the mutual responsibilities of the faculty and the University.

I trust that you will find this Handbook helpful.

Again, we thank you for your continuing contribution to the University.

Sincerely,


J. Bradley Creed
President

DISCLAIMER

Campbell University, Inc., is pleased to provide its faculty a formal Handbook. Its design reflects Campbell's belief that people are the University's most important resource.

This handbook is designed to acquaint the faculty member with Campbell University's benefits and policies by covering the questions most frequently asked. Because it is difficult to address every issue that may arise in the course of employment, the University will attempt to monitor such issues and resolve them in a fair and impartial manner. If necessary, more complete information on University policies can be obtained from the appropriate Dean or from the Office of the Vice President for Academic Affairs.

The effective date of this manual is January 1, 2017. These policies and benefits are subject to change from time to time at the University's discretion. As new programs or policies develop, the pertinent parts of this manual may be added, modified, or deleted.

This Faculty Handbook is intended as a guideline for faculty and should not be construed as an offer to contract or as a contract between the University and any faculty member or a warranty of benefits.

The University trustees may modify or rescind policies or benefits at any time, for any reason, with or without notice. It may unilaterally change any of the provisions of this handbook in its sole discretion and without notice to any employee. The University reserves the right to correct any errors made in preparation of this Handbook. This Faculty Handbook supersedes all previous faculty handbooks, in addition to management memos that may have been issued on subjects covered herein.

MAJOR MILESTONES IN THE UNIVERSITY'S HISTORY

- January 5, 1887: Buies Creek Academy is opened to twenty-one students by founder James Archibald Campbell.
- December 20, 1900: All but one building is destroyed by fire.
- January 8, 1901: The school reopens.
- 1903: Completion of Kivett Building.
- 1913: First dormitory (Treat Hall) opens for women residents.
- 1923: First dormitory (Layton Hall) for men.
- 1925: Completion of Carrie Rich Library.
- November 17, 1926: Name changes to Campbell Junior College; enrollment is 767 students.
- 1926: Completion of D. Rich Administration Building.
- 1928: Formation of Epsilon Pi Eta chapter.
- March 18, 1934: Death of the founder and President.
- March 26, 1934: Leslie Hartwell Campbell becomes the second President.
- September 11, 1961: The School becomes an accredited Senior College; enrollment is 1,447.
- June 6, 1967: Norman Adrian Wiggins becomes the third President.
- 1974: Establishment of Phi Kappa Phi.
- February 1976: First classes at Fort Bragg.
- August 30, 1976: Establishment of the School of Law with admission of a charter class of 97 students.
- August 20, 1977: First graduate program in Education (MEd).
- 1977: Organization of Omicron Delta Kappa circle.
- August 29, 1978: First graduate program in Business (MBA).

MAJOR MILESTONES IN THE UNIVERSITY'S HISTORY
(Continued)

- June 6, 1979: With the graduation of the first law class, the name is changed to Campbell University.
- October 11, 1979: Establishment of the Malaysia program at Tunku Abdul Rahman College.
- July 19, 1980: Establishment of study program at South Wales Baptist College.
- October 11, 1983: Establishment of the Lundy-Fetterman School of Business.
- September 1984: Dedication of Taylor Bott Rogers Fine Arts Center.
- December 2, 1985: Establishment of the School of Education.
- January 16, 1986: Celebration of the Campbell University Centennial begins.
- August 25, 1986: Admission of the charter class in the School of Pharmacy.
- 1993: Completion of Wiggins Hall to house the Law School.
- August 19, 1996: Admission of the founding class in the Divinity School.
- June 1999: Completion of the Lundy-Fetterman School of Business Building.
- October 2001: Completion of the Lundy-Fetterman Museum and Exhibit Hall.
- May 29, 2003: Norman A. Wiggins becomes the University's first Chancellor.
- May 29, 2003: Jerry M. Wallace becomes the fourth President of Campbell University.
- August 2004: Completion of the renovation of the D. Rich Memorial Building and Turner Auditorium.
- January, 2006: Formal beginning of the Study Abroad Program.
- October 2007: Completion of Ronald W. Maddox Hall.
- August, 2008: Reinstatement of Intercollegiate Football after a 50-year absence.
- October 2008: Completion of the John W. Pope Jr. Convocation Center.

**MAJOR MILESTONES IN THE UNIVERSITY'S HISTORY
(Continued)**

- August 2009: Completion of Butler Chapel.
- September 2009: Norman Adrian Wiggins School of Law moves to Raleigh, NC.
- June 2009: School of Pharmacy becomes College of Pharmacy and Health Sciences.
- June 2010: Wiggins Memorial Library is opened.
- May 2012: Lundy-Fetterman School of Business is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- July 2012: School of Medicine receives provisional accreditation from the Commission on Osteopathic College Accreditation (COCA).
- May 2013: Completion of Leon Levine Hall of Medical Sciences.
- August 2013: School of Medicine opens with charter class.
- January 2014: Campbell University offers first Online Degree Programs.
- July 1, 2015: J. Bradley Creed becomes the fifth President of Campbell University.
- June 2016: Completion of Tracey F. Smith Hall of Nursing & Health Sciences.
- August 2016: School of Engineering opens with charter class.

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I. GENERAL

Mission Statement

Mission

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the University:

- I. presents a worldview informed by Christian principles and perspectives;
- II. affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
- III. influences development of moral courage, social sensitivity, and ethical responsibility;
- IV. gathers a diverse community of learners;
- V. delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels through traditional, extended campus, and online programs;
- VI. transfers to students the vast body of knowledge and values accumulated over the ages;
- VII. encourages students to think critically and creatively;
- VIII. fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
- IX. forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
- X. provides students with servant leadership opportunities;
- XI. cooperates with other educational institutions to expand learning opportunities for students;
- XII. offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

CODE OF ETHICS

Christian higher education has always been the focus at the University. Campbell University is Christian in character and Baptist in heritage, and it is expected that all those employed by the University will support its stated Mission. As detailed in the Campbell University Mission Statement, Campbell is committed to teaching students to think with Christian values as their basic guidelines. To perpetuate these ideals and principles, it is the responsibility of each employee to maintain a high standard of personal behavior. Accordingly, the University provides its employees with a code of ethics and professional conduct to which they are expected to adhere.

University employees, by virtue of employment, agree to abide by the rules and ethical precepts which govern the University community. Based upon the foregoing, all employees shall comply with the following Code of Ethics and Professional Conduct:

- Understand and support the University's Mission Statement.
- Exemplify principles of ethical and lawful behavior.
- Uphold professional standards of federal, state, and local regulatory agencies and boards.
- Protect students from conditions under our control such as: health and safety, maintain appropriate relationships, and assign grades based on competencies and performance.
- Acknowledge diverse views of students, parents, and fellow employees working collaboratively to provide an opportunity of growth and education within the institution.
- Protect the property rights of others from theft, damage, or misuse.
- Adhere to University policies and regulations, including the rules governing campus organizations, and the use of property and facilities.
- Maintain a standard of dress which insures neatness, cleanliness, and appropriateness of attire.
- Engage honestly and truthfully in the performance of professional duties.
- Treat all students, faculty, and staff with respect including refraining from abusive behavior, sexual exploitation, solicitation, harassment, or other Title IX prohibited behaviors.
- Maintain the confidentiality of any records as required by this manual or law.

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY

Campbell University maintains a continuing policy of nondiscrimination in employment as approved by the Trustees and issued by the President. It is our policy to provide equal opportunity in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Employees and applicants of Campbell University will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

If you believe that you have been discriminated against in any manner as described above, you should notify your supervisor; department manager; or, as an alternative, the Vice President for Business and Treasurer, or the President. Campbell University will continue to direct its management personnel to take such action as may be required to prevent behavior prohibited by this policy. All matters will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy is also prohibited.

Campbell University also maintains affirmative action programs to promote the employment opportunities of minorities, females, qualified individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, and Active Duty Wartime or Campaign Badge Veteran.

Employees or applicants who wish to review the narrative portions of the Affirmative Action Programs for Protected Veterans and for Individuals With Disabilities may schedule an appointment to do so by contacting the Vice President for Business and Treasurer at Campbell's Buies Creek campus, during normal business hours.

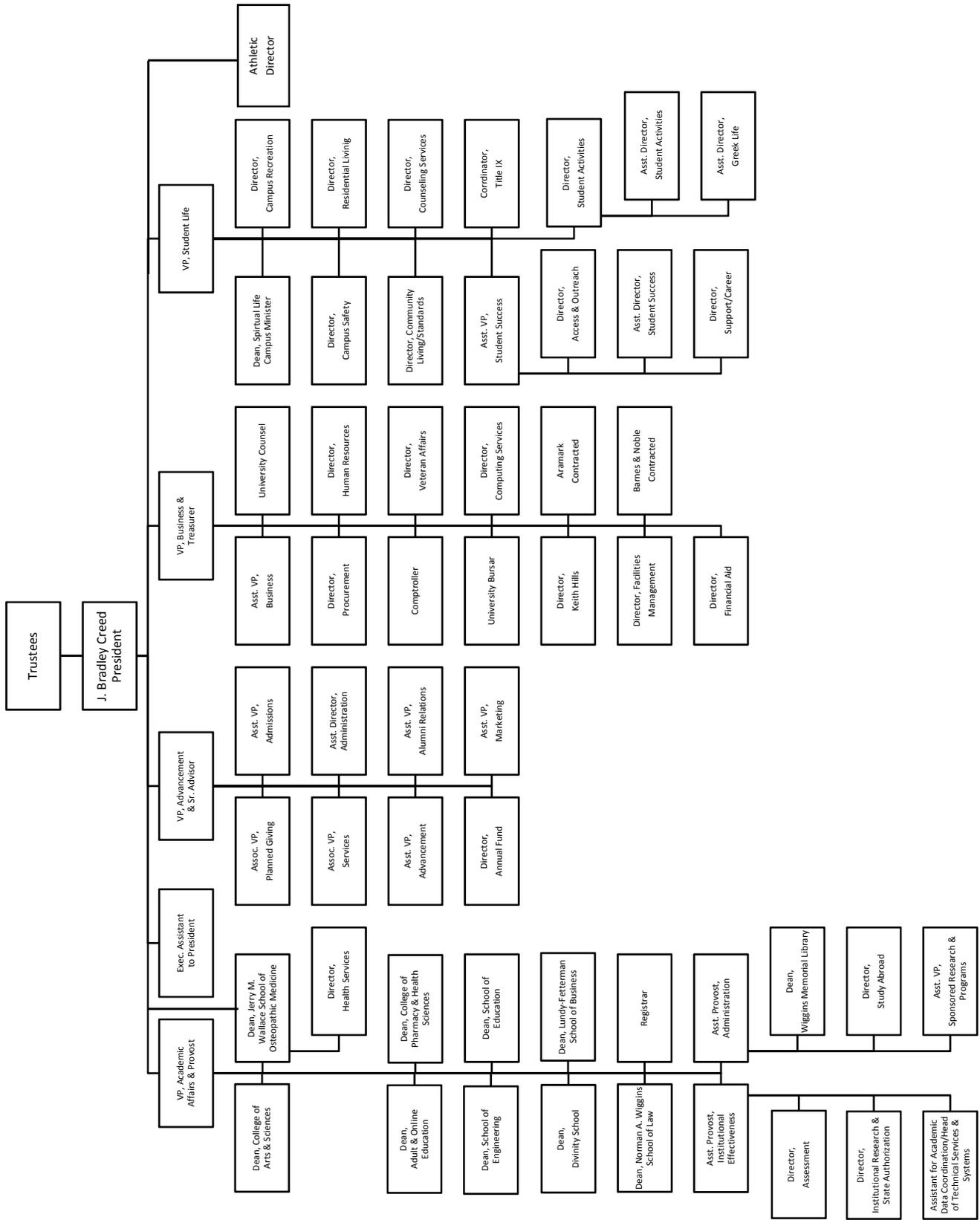
GENETIC INFORMATION NONDISCRIMINATION POLICY

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts the university's acquisition of genetic information through any university owned or used equipment, computers, or internet systems, and strictly limits disclosure of genetic information. If you are requested to provide a medical certification for any valid purpose, you will not be asked as part of that certification to provide genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

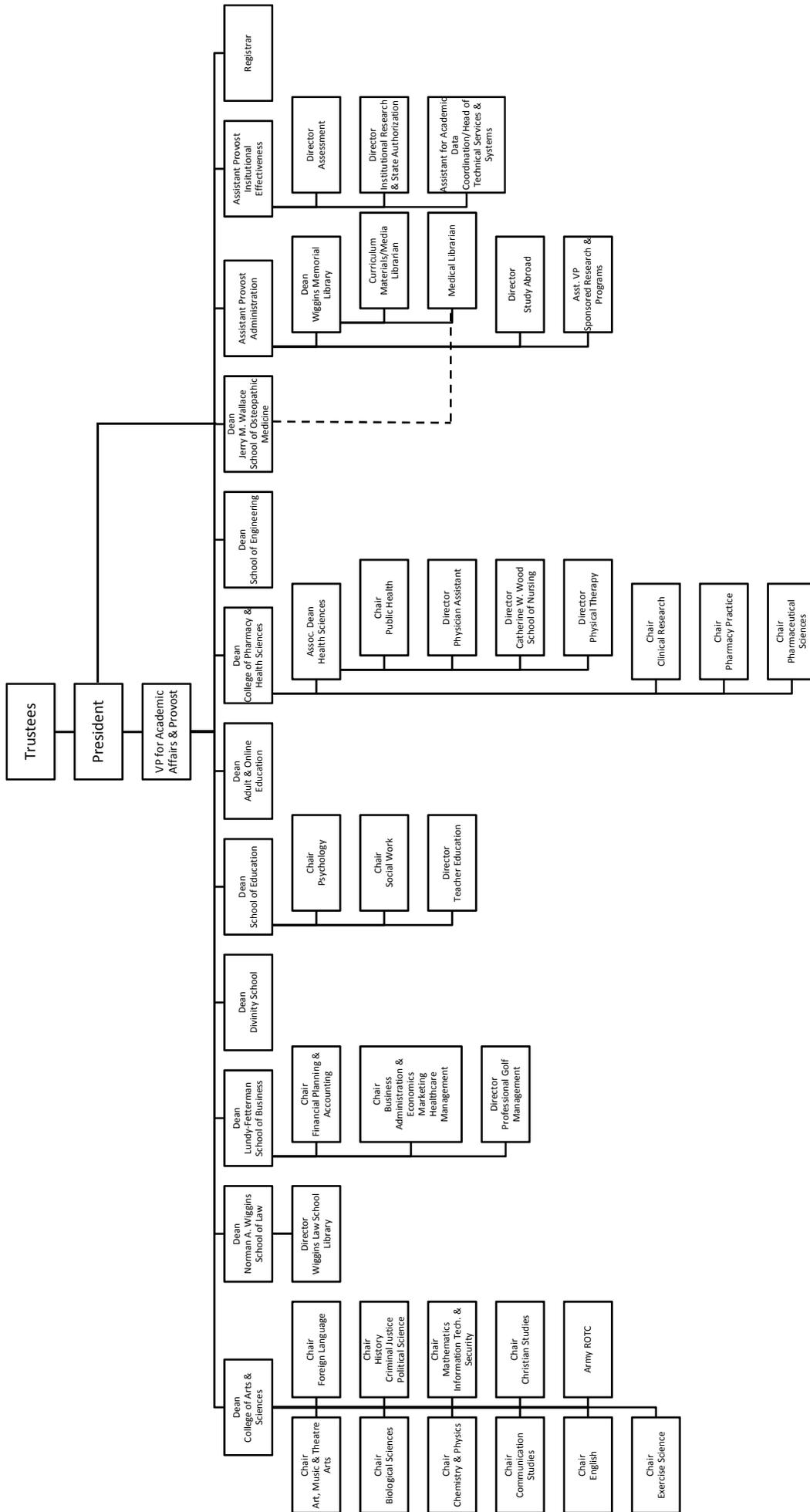
CONFIDENTIALITY

The University serves students and the public. In many cases, an employee may be exposed to information that is of a confidential and sensitive nature, including but not limited to personally identifiable information of students protected by the Family Educational Rights and Privacy Act (FERPA). This information should not be disclosed to unauthorized persons. Any proven breach of confidentiality may result in disciplinary action up to and including termination.

Campbell University Administrative Structure



Campbell University Academic Structure



UNIVERSITY ACCREDITATION

For information regarding Campbell University accreditations, please visit <http://www.campbell.edu/accreditation>

GOVERNANCE

The Board of Trustees has the legal authority to manage, control, and administer the affairs of the University. The Board is the final authority as to all matters relating to or in any way affecting the operation and well-being of the University.

Campbell is affiliated with the Baptist State Convention of North Carolina, the Cooperative Baptist Fellowship of North Carolina, and the National Cooperative Baptist Fellowship. The University's relationship with its affiliates is voluntary and each mutually affirms that Campbell University is an autonomous entity governed by its Board of Trustees.

II. FACULTY STATUS, OBLIGATIONS, AND RESPONSIBILITIES

DEFINITION OF FACULTY STATUS

1. Full-time status as a member of the Campbell University faculty commences upon acceptance of a teaching or professional contract offer that includes the following information:

- a. the responsibilities to be undertaken;
- b. the academic or administrative rank to be carried;
- c. the salary, including applicable fringe benefits;
- d. the effective date;
- e. the duration of the service;
- f. other items deemed relevant by the administrative officer involved.

2. Part-time Status: The University understands part-time status to be with those persons who are employed full-time at the University in non-faculty positions, but who may occasionally provide instruction on a course by course basis.

3. Adjunct Status: The University understands adjunct status to be with those persons who are not employed full-time at the University, but who are appointed to teach on a course by course, term by term basis. Such status automatically terminates at the end of each term or semester unless otherwise specified. Adjunct status carries no fringe benefits, but does accord the person full academic recognition, library privileges, and bookstore discounts. Part-time and adjunct faculty do not accumulate eligibility for sabbatical leaves, promotion, or tenure. Part-time and adjunct appointments are usually handled by the appropriate Dean or his/her representative.

4. The Emeritus Faculty is composed of all of the individuals granted that status by the Board of Trustees upon recommendation of the President. Such persons must have completed a distinguished professional career reflective of the primary dedication to the mission of the University. A person considered for emeritus status must be a member of the full-time teaching faculty or a member of the administration with faculty status at the time of retirement, with a minimum of ten years of service to the University. Names of faculty emeriti with the rank and title held at the time of retirement shall appear in such publications, places, and in the manner as determined by the University. Faculty emeriti shall receive external mailings and be eligible to participate in University-wide functions. They may keep a Campbell email address, maintain a current F/S parking permit, and maintain a Campbell University faculty ID.

THE ORGANIZATION OF THE FACULTY

a. Purpose

There are two significant aspects of understanding the faculty of the University. The first is that every member of the faculty of the University's colleges and schools is a member of the University Faculty, an entity which exists in a spiritual and intellectual sense more than in practical ways. But its very existence in this form is vital to the life and spirit of a Christian University; all faculty need to have a spiritual and intellectual commitment to the mission and purpose of the University. The second is that every member of the various faculties, each of which belongs to the University Faculty, makes primary contribution to the achievement of the University mission and purpose through the academic department and the college/school faculty rather than the larger whole. As a practical matter, the University faculty seldom meets as one body; there are not many opportunities other than annual faculty orientation and the logistics are difficult. But the faculties of each college/school meet several times each year to conduct the business of the University; the sum total of these efforts makes the University what it is. The "whole" is the aggregate of its parts, but it is more than that--it is greater than the sum of its parts and the University Faculty stands as the core of the entire institution.

The University places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. One can argue that it is simple enough to say that the faculty, qua faculty, are responsible for the quality of the educational program and that it would be foolish to expect the responsibility to reside in any other part of the institution. While this is true enough, it is not enough to say! There are many issues that relate to the quality of the educational program, from allocation of funds to the specimens in the zoology laboratory. The primary principle involved at Campbell University is that faculty must and do have the final say in pedagogical issues involving their disciplines: their plans, their research, their teaching efforts, and their uses of technologies. They are the experts in these matters; for them to fully utilize their education and skills in this way is daunting when added to a full teaching load. Thus, they are in the position of recommending as experts to administrators, hopefully like-minded, who are skilled in obtaining and allocating the necessary funds to implement the plans and programs designed to produce a high quality education program. It is a cooperative venture by academic persons educated in the traditional disciplines who plan, teach, and research while organized according to those disciplines and by administrative persons whose primary tasks are supportive, even if they sometimes appear to be directive and/or arbitrary. The faculties, in order to produce a quality education program, must focus on translating their pedagogical imperatives into concrete recommendations whose implementation will influence decisions on the allocation of funds. Faculty ability to discharge the "responsibility for the quality of the educational program" can best be done at Campbell University by working conscientiously through the departmental structure, as it exists in the College and each of the schools.

For example, the College of Arts and Sciences, the School of Education, the Lundy-Fetterman School of Business, the College of Pharmacy and Health Sciences, and the School of Engineering all have undergraduate programs. The Norman Adrian Wiggins School of Law, the Divinity School, and the Jerry M. Wallace School of Osteopathic Medicine are the University's

schools without undergraduate programs. A second example, involving only the College of Arts and Sciences and the School of Education is the group of programs leading to licensure for secondary public school teachers. The University respects the integrity and independence of its individual schools and their accrediting bodies. The University gladly extends great latitude to its individual schools, while maintaining a broad coordination through such avenues as its faculty committees and administrative operations.

The Faculty Senate represents the undergraduate faculties; it functions as a group of representatives charged with examining issues of common interest to two or more of the undergraduate faculties. It does not speak for the University Faculty, but provides a useful service to the University by providing a forum for discussion and a means by which concerns can be brought to the attention of the administration.

b. Faculty Organization

i. Membership and the right to vote. The faculty of each college or school shall consist of all members of the full-time teaching staff plus certain others with faculty status: the President, the Provost and Vice Presidents and the appropriate Dean. Faculty include all librarians with professional degrees. The President and the Vice President for Academic Affairs are eligible to meet and vote with the faculty of any unit of the University.

ii. Presiding Officer, Secretary, and Parliamentarian. The Dean of the college or school (or a designee) shall preside over all faculty meetings, and shall appoint a Secretary to keep attendance and official minutes of all meetings, and a parliamentarian whose duty it shall be to advise the presiding officer on points of parliamentary law and procedure.

iii. Agenda. The presiding officer (or a designee) shall prepare the agenda for all regular meetings and, to the extent possible, shall distribute them one week before the time of the regular meeting.

iv. Quorum. A three-fifths majority of any faculty shall constitute a quorum for the conduct of business in a college or school. A simple majority shall suffice for the University Faculty in session.

v. Availability of minutes. Within two weeks after each meeting of one of the faculties, the minutes of that meeting shall be deposited in the Office of the Dean and shall be made available upon request to any members of said faculty. In addition, copies shall be forwarded electronically to the President and Vice President for Academic Affairs upon request.

c. Functions and Powers of the Faculty

The primary function of the faculties of Campbell University is to teach students, research the truth, and serve the community, all of which grow out of their presence in a community of Christian scholars. In the process of doing this, they become involved in a second critical function, which is to give expert advice and recommendations to the President of the University, through whatever administrative structure and procedures he/she designates. The President is charged by

the Trustees with the administrative responsibility of fulfilling the mission of the University. Given that the faculties of the University are responsible for the quality of the educational program, which is the University's primary reason for being, they have an obligation to give the President their best advice on academic matters and rely on his/her judgment, maturity, and wisdom to balance what are often competing demands on limited resources and to do so in the best interests of the entire community. The faculties should trust that he/she knows that he/she ignores them at his/her own peril and to the detriment of the University; they should also know that the President has the prerogative of changing a faculty action by notifying the appropriate Dean.

d. Meetings and Procedure

i. Regular Meetings. Each college/school shall hold regular meetings as determined by the Dean.

ii. Called Meetings. Other meetings of a given faculty or of the entire University Faculty may be called by the President of the University. The faculty of a college or school may also petition for a called meeting, upon written petition of two-thirds of the total membership of the full-time faculty of the college or appropriate school. The reasons for the petition shall constitute the agenda of the meeting, unless the majority of the faculty assembled votes to the contrary.

iii. Procedure. All meetings of the faculties shall be conducted according to Roberts' Rules of Order as amended or modified by the provision of this document and the bylaws of the faculty involved.

iv. Bylaws. In exercising its functions, the Faculty of a college or school shall establish whatever procedures or bylaws are necessary. In no case shall these procedures or bylaws be contrary to the provisions of this document.

ACADEMIC FREEDOM

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return must be based upon an understanding with the authorities of the institution in advance of the acceptance of employment.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The university teacher is a citizen, a member of a learned profession, an officer of an educational institution. His/Her primary loyalty is to his/her institution, his/her profession, and his/her growth and development as a scholar, a person, and a teacher. He/She possesses the right, as a citizen, to speak and write, subject to special obligations arising from his/her position as an

employee of the University; to be accurate, to exercise proper restraint, to show respect for the opinions of others, and to make every effort to indicate that in his/her role as a citizen he/she is not an institutional spokesman. Moreover, he/she should allow for the fact that many members of the general public will find it difficult to disassociate his/her utterances as a citizen from his/her institutional identification. He/She should not use official university stationery or his/her institutional title in issuing public statements which he/she makes purely in his/her role as a citizen.

TEACHING LOAD

The teaching responsibilities of the full-time faculty member shall be defined with respect to semester hours and contact hours. The normal teaching load is twelve to fifteen semester hours. From semester to semester, the number of different courses and sections will vary according to departmental scheduling and needs. The teaching load is normally reduced by three for Department Chairs to compensate for administrative responsibility. Other variations in the schedule may be made at the discretion of the Dean of the College or School. Course overloads for full-time undergraduate faculty shall be limited to no more than four contact hours, or the equivalent, per semester. Any exception must be approved by the Dean of the college/school.

The teaching load of part-time and adjunct faculty should normally not exceed 12 credit hours per semester. Permissions to exceed this limit must be received from the appropriate Dean.

Occasionally, unusual circumstances may present a faculty member with the opportunity or necessity to teach an additional course or section that would add semester or contact hours. Under these conditions, and with prior approval of the Dean, extra compensation will be offered.

Faculty members awarded an externally funded grant of significance may have a reduction in their regularly assigned workload in order to allow time to manage the funded research or creative activity. The actual workload will be adjusted in consultation with the appropriate Chair of the department and Dean of the college/school.

UNIVERSITY EVALUATION OF PERFORMANCE

Evaluation of faculty performance is a form of quality control and a means of faculty development. The major objective of faculty evaluation is to insure high levels of professional performance in every discipline and to ascertain that faculty members are worthy role models for students in a Christian institution of higher education. Department Chairs and Deans are responsible for assisting faculty members in such matters as improving teaching techniques, experimenting with better course materials, and upgrading credentials.

Faculty evaluation may take several forms including annual self-evaluation via the professional performance report, student evaluations, environmental evaluation, and/or other forms approved by the faculty and administration.

UNIVERSITY COMMITTEES

Academic Assessment. The Committee will provide guidance, oversight, and feedback in developing, renovating, and administering assessment plans.

Academic Conduct. The Committee serves as the hearing board for student appeals on issues involving academic misconduct.

Admissions, Scholarship and Financial Aid. The Committee assists as needed on matters of admissions and scholarship awards.

Athletics. The functions of the Committee are: to serve as an advisory board for the Director of Athletics; to review policies, practices, and other matters affecting athletics; to make recommendations relating to the programs and participation in intercollegiate activities; to encourage an ongoing, viable athletic program consistent with the stated purpose and philosophy of the University; and to cooperate with the Athletic Director in performing those duties related to athletics.

Cultural Activities. The functions of the Committee are to sponsor events on campus that will: enrich the lives of the students, faculty, and staff; contribute to the educational experiences of students; and provide aesthetic experiences for residents in the greater Buies Creek community and the University family.

The committee is made up of various subcommittees, which plan specific activities. The subcommittees are:

- a. The **Art Exhibit** Committee, which is responsible for art shows.
- b. The University **Concert Series** Committee, which brings to the campus the finest artistic talents in music and drama that the budget will permit.
- c. The **Faculty Series** Committee, which invites faculty members to present on-campus cultural events.
- d. The **Lecture Symposium** Committee, which selects contemporary issues in our society and chooses speakers and panelists for the annual program.

Deans' Council. The role of the Deans' Council is to assist the Vice President for Academic Affairs in formulating and administering sound academic policies. The Council periodically reviews the academic policies of the University under the guidance of the Vice President for Academic Affairs.

Executive Student Conduct. This Committee serves as an appeal board or hearing board for incidents of misconduct involving violations of local, state, and federal law. It may also hear violations of institutional policy and incidents requiring a high degree of confidentiality in order to protect the names of students involved. It may impose sanctions ranging from a reprimand to university expulsion. Decisions made by this Committee may be appealed to the Executive

Appeals Committee.

Faculty Development & Research. The Faculty Development and Research Committee advises the administration with respect to faculty development and research needs within the University.

Faculty Evaluation. The Faculty Evaluation Committee reviews methods of evaluation to improve the University's assessment methods for quality control and professional development of the faculty.

General College Curriculum. This committee is charged with biennial review of the General College Curriculum in all its aspects.

Greek Life. The Committee serves as an advisory committee to the Assistant Vice President for Student Success and the Inter-Greek Council in the ongoing development and support of undergraduate Fraternal Organizations.

Grievance. The Committee is to assure fairness and consistency in faculty relations, and to resolve complaints internally within the University in a fair, effective, and timely manner.

Healthy Camels Wellness. Healthy Camels is committed to empowering Campbell University employees, through on-campus opportunities and education, to make choices for a healthier mind, body and spirit.

Honors Program. The Committee administers the Honors Program within the College of Arts and Sciences, to include selection of students and participating faculty.

Information Management. This committee addresses developments which impact the academic and administrative use of technologies within the University.

Institutional Animal Care & Use. The responsibility of this Committee is to oversee and routinely evaluate the Animal Research Program and inspect the animal facility.

Institutional Biosafety. The Institutional Biosafety Committee 1) ensures that all recombinant DNA research activities at the University comply with The Department of Health & Human Services, NIH Guidelines and the NC State Department of Health and 2) ensures that protocols of all research at the University which uses or produces biohazardous organisms are reviewed and found to protect personnel, environmental and public safety.

Institutional Data Standards. The Committee establishes and reviews policies and procedures designed to promote institutional data accuracy and consistency, both in data collection and data reporting.

International Students. This Committee will assist the Director of Student Activities in

the ongoing acclimation and nurture of International Students on our campus through the planning of special events and activities.

Library. The Library Committee serves as an advisory committee to the Dean of the Library and as a liaison between the library and its constituents, particularly the faculty and student body.

Master Planning. This Committee assists in developing and maintaining the long-range master facilities plan of the University.

Multi-Cultural Council. The Multi-Cultural Council will 1) encourage and facilitate unity and acceptance among the diverse student population; 2) raise the level of racial awareness and serve as a resource for University officials on issues relating to diversity; 3) review grievances and concerns relating to minority issues and make recommendations to appropriate University administrators; 4) plan and coordinate special activities that promote campus unity and celebrate ethnic diversity.

Nominations. The Committee nominates the membership of each of the Faculty Committees.

Registry & Calendars. The Committee's function is to review the adequacy, quality, and security of student records in the University as well as to project the academic and campus activity calendar.

Research Ethics. The Committee advises the administration with respect to ethical considerations of research activities within the University community. The Committee also functions to evaluate scientific integrity issues and violations.

Residence Life. The purpose of the committee is to review policies and facilities to ensure a quality residential experience for students living on campus and adequate registers of off-campus accommodations.

Retention. This committee is to design, coordinate, implement, and assess a comprehensive retention plan through strategic initiatives and strategies to achieve the retention goals of the University.

Safety. The Committee carries out a number of functions relative to overall campus safety, including, though not limited to, review and update of the Safety Manual, oversight of Pest Control activities, and conducting assorted inspections.

Social Affairs. The Committee plans activities that shall provide a spirit of friendship and promote social interaction among the faculty and staff and their family members.

Student Advisement. This Committee assists the faculties in maintaining effective advisement procedures and current handbooks.

Student Conduct. The Committee hears violations of the Student Code of Conduct and Code of Honor. The Committee may assign students one or more of disciplinary sanctions. Once assigned, the sanction(s) will remain in effect for one year from the assigned date. Decisions made by this Committee may be appealed to the Executive Student Conduct Committee.

Student Life. The functions of this Committee are: to serve as advisers to the Student Government Association (SGA); to be represented at the SGA Congress meetings by the Assistant Vice President for Student Success or his/her designee; to review all proposed amendments and revisions to the SGA constitution; to exercise a veto on such amendments and revisions by two-thirds veto; to consider requests to establish new student clubs or organizations; to participate in the selection of Who's Who Among Students in American Colleges and Universities; and to serve as advisers to the Campus Activities Board (CAB).

Student Research. This Committee is committed to improving student engagement in research.

Study Abroad. This Committee's function is to support the Study Abroad Director in many functions, representation of various disciplines, selection of proposals for faculty-led program, and selection of student applications and scholarships.

Sustainability. The Committee provides guidance on sustainability issues relative to the physical operations of the University (e.g., recycling, energy consumption, etc.).

Title IX Hearing. This Committee serves as an appeal committee as well as hearing committee for students who have been subjected to discrimination or harassment in violation of Title IX and alleged assailants who have violated Title IX policies. It may impose sanctions from a reprimand to university expulsion. Decisions made by this committee may be appealed to the Executive Appeals Committee.

Traffic Appeal. The Traffic Appeal Committee will hear student appeals of parking violations which occur on the campus of the University.

University Curriculum Council. The University Curriculum Council is responsible for making recommendations relative to the academic curriculum of the University, including undergraduate, graduate, and professional. Its areas of responsibility include: advise and counsel on courses, program revisions, additions, or deletions, degree additions or deletions, graduation requirements, review of catalogs, etc.

University Disabilities. The Committee reviews the University's compliance with ADA and Section 504 and makes recommendation to enhance the educational experience of students with disabilities on our campuses.

University Effectiveness Council. This Council shall provide oversight to the planning and assessment processes of the University. It shall conduct an annual review of these processes,

and coordinate an annual update of the University's Planning and Assessment Manual.

University Planning Council. The University Planning Council is a body which articulates the vision for achieving the mission of the University. It plays a crucial role in designing and implementing the University's Strategic plan, as developed from a process that integrates planning in schools and major operational units. The Council's single focus is to facilitate the achievement of the University mission.

TERMS OF CONTRACT

Faculty contracts offered by the University contain the terms and conditions of employment. Both the University and the faculty member are expected to abide by the stated terms of employment.

ADVISEMENT

Advisement is a form of counseling and thus part of the teaching role. Presumably, the faculty member's experience in his/her own educational odyssey and encounters with catalogues, registrars, and the numerous requirements for degree completion, created a degree of compassion for the student attempting to negotiate all the hurdles of a university system. While there should be no doubt in anyone's mind that the philosophy of this University is that the student is ultimately responsible for learning and completing the appropriate graduation requirements, it should be equally clear that one of the main concerns of the faculty should be timely, reliable, and caring advice.

The following guidelines are suggested and followed:

1. One or more faculty members from each department (depending upon the number of majors) will be designated by the chair as adviser to students who have declared a major in that department.
2. When a student declares his/her major, he/she is sent directly to the designated department for academic advisement. All records pertaining to that student are sent to the major department.
3. In some cases, faculty members will be assigned students who have not declared a major. These students will remain with the adviser until they declare a major.
4. All full-time faculties will be on campus during registration and will remain on campus unless excused by the appropriate Dean.
5. All advisers should be available to students wishing to make schedule changes during the drop/add period.

The student is ultimately responsible for completing the appropriate graduation requirements.

COURSE SYLLABUS REQUIREMENTS

A syllabus is a primary instrument for detailing the content, requirements, and other information pertinent to a course. Current and thorough syllabi are required for all courses, with copies filed in the offices of both the Department Chair and the academic Dean. The following list reflects the minimum required components for course syllabi:

1. Course Title and Number
2. Course Description, to include a statement of the relationship between the course and the University's mission.
3. Course Prerequisites (if applicable)
4. Course Learning Outcomes
5. Course Texts
6. Professor Name
7. Professor Contact Information, to include as appropriate, office location, office hours, phone, e-mail, web page, etc.
8. Course Grading Criteria
9. Course Attendance Policy
10. The following statement should appear precisely as printed (Additional information might need to be included depending on the course/program. Please consult the Department Chair or the Dean of the school or college for an appropriate and up-to-date statement.):

Student Services:

Students with documented disabilities who desire modifications or accommodations must contact the office of Student Success located in the University's Student Services Building (between Carter Gym and the Wallace Student Center). No accommodations will be made without approval through the University's process. A medical, psychological or other diagnosis may rise to the level of a disability if it substantially limits one or more major life functions, one of which is learning. A disability may be temporary or ongoing. Please contact Student Success for more information if you believe you may need services.

For disability services, contact:

*Laura Rich, Director of Access and Outreach
Student Services Bldg, room 113*

910-814-4364, or richl@campbell.edu

11. An integrity statement should appear on all syllabi. Suggested wording is as follows:

“All students are subject to the academic integrity and behavioral expectations of the University.”

12. Additional course policies, requirements, and expectations.

INSTITUTIONAL EFFECTIVENESS

The University seeks to achieve maximum effectiveness in all its learning endeavors and operational processes, with the driving considerations to be continual improvement for quality learning. Institutional effectiveness guidelines are set forth in the University’s *Planning and Assessment Manual*. Faculty are expected to participate in the full range of institutional effectiveness functions relevant for their role as faculty. These include, but are not limited to, establishment of course learning outcomes, conducting program outcome assessments, completing expected evaluations and reports, etc.

INVOLVEMENT IN LARGER COMMUNITY

Faculty members are expected to give of their time, service, and talents to the community, consistent with excellence in their duties at the University.

OFFICE HOURS

Faculty members are provided an office for the conduct of professional duties. Each faculty member is expected to be available to students on a regular basis and to announce and to post office hours. Faculty members, including those with departmental, college, or University administrative duties, are expected to be available as required to discharge their duties in a timely and professional manner.

OUTSIDE EMPLOYMENT

Off-Campus Employment Guidelines - Campbell University recognizes the privilege of the faculty member to accept off-campus employment. Appropriate faculty activities can enrich professional competence and provide a service to society. It is also recognized that excellence in teaching requires time and energy, and that the first professional responsibility of the faculty member is to the University. Requests for approval of off-campus employment by the faculty member, including teaching at another institution, shall be made in advance and will be reviewed by the Department Chair; the Dean of the College or School; and the Vice President for Academic Affairs and Provost. The Department Chair will communicate the final decision to the faculty member. These principles will be followed in making a decision:

1. Off-campus daytime employment during regularly scheduled semesters/summer terms is discouraged, other than that which is directly related to one's professional field; e.g., research or lecture engagements.

2. No off-campus responsibilities should be accepted which interfere with one's contractual obligations to the University, and priority should always be given to University duties, including counseling and committee assignments.

INTELLECTUAL PROPERTY POLICY CAMPBELL UNIVERSITY

Preamble

Campbell University is dedicated to teaching, research, and the dissemination of knowledge. Although the University does not undertake research or other work principally for financial gain or for the purpose of developing patents or commercial applications, it is the policy of the University to assure the appropriate utilization with regard to ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. The accompanying policy is to acknowledge and protect the intellectual property rights of faculty, staff, students, and the University while acknowledging the supportive and enabling role of the academic community. It sets forth the fair distribution of benefits arising from activities in which the University and its members are jointly engaged, including public recognition and, where appropriate, financial remuneration. The policy is intended to balance all interests in a fair, manageable, and productive way.

With regard to the policy, the University's aims include:

- a) Making clear the University's values with regard to intellectual property;
- b) Promoting the University's intention of encouraging research and scholarship in support of the teaching and learning of students;
- c) Facilitating the dissemination of knowledge for the benefit of the University community and the larger society;
- d) Providing incentives to creators in various forms, including professional development, recognition, and financial compensation;
- e) Providing for the equitable disposition of interests in shared intellectual property among the author, creator, developer, and the University.
- f) Safeguarding intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.

Definition

This policy covers all intellectual property conceived, written, or otherwise produced by faculty, staff, or students of Campbell University using University funds, facilities, or other

resources. The University defines intellectual property as the tangible or intangible results of scholarship, research, development, teaching, or other intellectual activity. Intellectual property may include, but is not limited to, the following categories: copyrightable material, patentable material, trademarks, inventions, discoveries, written materials, media productions, computer programs, computer-based instructional materials, biological products, chemical products, and laboratory procedures.

General Terms

A) Intellectual property arising from research financed by the Government shall be controlled by the terms of the grant or contract. Where the University is permitted to retain intellectual property rights, the University may choose to do so.

B) Intellectual property arising from research or other work sponsored by nongovernmental entities shall be controlled by the terms of the sponsored agreement, if applicable. Where the University is permitted to retain intellectual property rights, the University may choose to do so.

C) Intellectual property arising from research or other work conducted by University employees or students on University time or with use of University funds or facilities shall be considered the property of the University. This stipulation is understood to encompass such items as inventions, patents, copyrights and trademarks which result from research or unintentional discovery by University employees or students as part of their employment or educational pursuit and by using the University's resources. Included under this stipulation are 'works made for hire,' that is works created 1) for institutional purposes in the course of the creator's employment or 2) as a contribution to a collective work, where there is a written agreement that it is made for hire. Any income received by the University as a result of licensing or otherwise commercializing shall be shared with the employee or student as provided by the further details of this policy.

D) While understanding its resources to have been involved in their production, the University claims no ownership rights to traditional products of scholarly activity, such as books, monographs, articles, reviews, works of art, musical compositions, course syllabi, exams, transparencies, study guides, workbooks, course packs, manuals, web pages, and other instructional materials developed by faculty or staff members in the course of their usual pedagogical, scholarly, and service activities. Unless otherwise specified in a contract or other written agreement, all rights to such scholarly products are retained by the faculty or staff member. This stipulation is also understood to encompass works produced by students, either individually or with the assistance of Campbell University faculty or staff, if they fall under the foregoing description.

E) Any use of the University's name, mark, seal, or trademarks in connection with the commercialization of any intellectual property shall be approved in advance by the University.

F) Intellectual property arising from research or other work conducted by University employees or students on their own time and without use of University funds or facilities shall be considered the sole property of the author or creator and may be commercialized at his or her own

expense. The University will not consider the payment of salary as constituting use of University funds.

G) Any faculty, staff, or student engaged in consulting work, collaborative work or business either individually or by contract or agreement with a third party is responsible for ensuring that clauses in other agreements are not in conflict with this policy or with other related policies of the University; and that the University's rights and the author or creator's obligations to the University are in no way abrogated or limited by the terms of such agreements. Any faculty, staff, or student involved in such collaborative work shall incorporate this policy into any such contracts or agreements. Any third party agreement or contract in which the University is a party, regardless of whether it is on an individual basis or sponsored research, shall be approved by the Vice President for Business and Treasurer. No undergraduate, graduate, or professional school or department is authorized to enter into any contract.

Division of Income

The University defines net revenue as gross royalties and/or other receipts minus the costs incurred for items including, though not limited to, development of the product, patent application, patent enforcement, licensing, travel, mailing fees, and auditing fees. It understands gross royalties to be agreed-upon payments specified in a license or other commercialization agreement. The University reserves the right to suspend distribution of revenue when there is reason to believe that substantial deductible costs will be incurred in the future. Revenues derived from intellectual property covered by this policy shall be shared as follows: 50% to the author or creator, 25% to the author or creator's College or School, and 25% to the broader University. The College or School share shall be administered by the Dean in accord with a budget approved by the President and Executive Cabinet of the University. The author or creator's rights to share in revenue as stated above shall remain with the individual or pass to the individual's heirs and assigns for so long as net revenue is derived from the property.

Management

A) Intellectual property arising in due course and falling within the specific stipulations of this policy shall be disclosed jointly to the office of the Dean of the College or School, the office of the Vice President for Academic Affairs and Provost, and the office of the Vice President for Business and Finance within thirty (30) days of the discovery and prior to the submission of the same for publication or other public disclosure.

B) Disputes involving ownership, equity in, or administration of intellectual properties, including the interpretation of this policy, shall be submitted jointly to the appropriate Dean and the Vice President for Business and Treasurer. After consideration, their written findings and recommendations shall be submitted to the Provost, who shall rule on the dispute. If the disputant is not satisfied with the ruling of the Provost, he/she may file a written appeal with the President of the University. After an appropriate period for the President's review, he shall set forth in writing his decision with explanation. The decision of the President is final and binding on all parties. It is

understood that this intellectual property policy is subject to future modification and may be changed or discontinued at any time by action of the University executive administration and Board of Trustees. However, any such change or discontinuance shall not affect rights accrued prior to the date of such action.

QUALIFICATIONS OF THE GRADUATE FACULTY

1. *Regular Faculty*: Graduate faculty are to hold the terminal degree in the teaching field, and have a record both of effective teaching and of scholarly productivity in their academic area.

2. *Adjunct Faculty*: The same conditions, in terms of qualifications, exist for adjunct faculty as is true for regular graduate faculty. Adjunct faculty are appointed for one term at a time, and appointments are made initially on the basis of need and on qualifications of the proposed adjunct faculty member. These faculty members are reviewed each term and reappointment is made if, in the opinion of the Dean, reappointment is appropriate. Such points as the syllabus, class attendance, student input, grades, and apparent rigor of the course determine evaluation.

STAFF AS TEACHING FACULTY

In the field of academics, the University differentiates between staff personnel and teaching faculty, with the former broadly responsible as support personnel, and the latter responsible for providing academic instruction. The general policy of the University is that staff personnel do not provide academic instruction. However, the University recognizes that there may be instances where the expertise of staff and the academic needs of the University co-mingle. In such instances the University allows reasonable, though limited, exceptions to its policy. These exceptions must be approved for each semester by the Dean responsible for the academic area of instruction, the Dean and Vice President in whose reporting line the staff individual is positioned, and the Vice President for Academic Affairs.

In its handling of requests for exceptions, the University must first determine that the level of preparation, expertise, and interest of a staff member is appropriate to the teaching assignment. Care must be given to ensure that the teaching assignment in no way interferes with the individual's responsibilities as staff. All related matters, such as class time, salary, etc., are subject to Vice President approval.

ACADEMIC CONDUCT POLICY (Effective 8/21/12)

Academic Conduct Statement of Principle

The Mission Statement of Campbell University states that the mission of the University "is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service." Consistent with this mission, the University expects students to exhibit moral courage and ethical responsibility.

The University Code of Honor states that members of the University community should be “honest in all behavior.” Each student of Campbell University, therefore, is expected to personally demonstrate academic integrity. That is, each student (1) should have an unwavering commitment to doing the best he/she can with his/her own intellectual resources, (2) should be truthful in all matters, (3) should maintain appropriate confidentiality when representing the University, and (4) should encourage academic integrity among all fellow members of the University community. By joining this University community, each student acknowledges and agrees that he/she will abide by the precepts stated above.

Definition

Students are expected to uphold the high standards set forth above in all of their academic pursuits. Regrettably, there are occasional lapses. Examples of academic misconduct include, but are not limited to, the following:

- a) Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor;
- b) Copying from another student’s paper, lab report, or test;
- c) Attempting to give or receive information relative to assignments, papers, quizzes, exams, etc., in wrongful and inappropriate ways.
- d) Providing specific information about a previous test, project, other assignment which could thereby result in another person gaining an unfair advantage;
- e) Allowing one’s work to be presented as the work of someone else;
- f) Providing any unauthorized papers, notes, materials, etc. for another person;
- g) Using the words, ideas, or information of another source directly without properly acknowledging that source. This includes the use of work (or data) from another student, another author, the Internet, commercial services, etc.; it also includes any portion of a computer program or data file;
- h) Utilizing at any time or in any manner not previously authorized by the faculty member any portion of an exam or other material intended to be used for evaluation purposes in advance of its administration;
- i) Submitting the same work for multiple classes without the knowledge and permission of all involved faculty;
- j) Attempting to influence or modify a grade or academic record in inappropriate or unfair ways;
- k) Concealing, removing, or destroying materials intended for the use of others;
- l) Consulting with other students on projects, papers, labs, assignments, etc. where such collaboration is not allowed by the professor;
- m) Inappropriately using technologies in such a manner as to gain unfair or inappropriate advantage;
- n) Forging, falsifying, or fraudulently using university documents;
- o) Recording, scanning, or taking pictures of lectures/exams/quizzes/etc. without permission, and utilizing them for private or public purposes;
- p) Disclosing confidential information to unauthorized sources;

- q) Failing to report instances of academic misconduct to appropriate officials;
- r) Lying in official matters, such as purposely furnishing false information.

Rationale

Whenever issues of academic misconduct arise, such as described above, the faculty member must determine the appropriate course of action. The faculty member shall retain complete discretion in handling such situations and in awarding grades he/she deems appropriate. The faculty member's decisions may be tempered by:

- a) a concern for seeking, discovering, and upholding truth;
- b) a concern for fairness to all students;
- c) a concern to uphold appropriate expectations on matters of academic honesty and integrity;
- d) a concern for determining and applying sanctions commensurate with the gravity of the offense;
- e) a concern of appropriate care for the well-being of (a) student(s) and of the broader academic community.

Faculty Actions and Student Sanctions

A number of courses of action are available to the faculty member. For example, a faculty member may, among other possibilities, counsel with the student as an initial means to educate and/or reform, counsel with the student and issue an initial warning, or allow the assignment to be rewritten or the test/quiz/exam to be retaken.

Should the offense be sufficiently grievous that the faculty member believes a sanction is in order, faculty may: a) assign a failing grade on the assignment, paper, quiz, test, lab report, etc., or b) assign a failing grade in the course. Should either of these sanctions be applied, the faculty member shall a) inform the student of the grade and the reason(s) for which it was assigned, and b) send a letter to the Vice President for Student Life documenting the sanction for academic misconduct to be placed in the student's conduct file in the Office of Student Life. Once a student has received a sanction in a course for academic misconduct, the student will be prohibited from officially dropping or withdrawing from the course.

Should a student be assigned a second sanction as a result of academic misconduct, as verified in the Student Life Office, it is generally expected that the student will be suspended from the University by the Vice President for Student Life for at least the remainder of the current semester and the following semester. A notation will appear on the student's transcript: "Academic Suspension."

Appeals related to Academic Misconduct

Academic Appeals – Academic Misconduct

The faculty member retains complete discretion in the awarding of grades he/she deems

appropriate. Should a student wish to appeal a grade decision by a professor as a result of academic misconduct, the appeal shall be made to the Chairperson of the Academic Conduct Committee of the Faculty. In cases of a grade decision that is not the final course grade, the appeal must be made in writing within three (3) days of receiving the grade. In cases of a grade decision that is the final course grade, the appeal must be made in writing no later than one week after the beginning of the next academic term. The Committee will review the written appeal, and may, at its discretion, meet with the student and/or the faculty member. Written notification of the Committee's decision shall be sent to the student, to the faculty member, to the Vice President for Student Life, and to the Dean of the school to whom the faculty member's reporting line leads. Within three days of being informed of the Committee's decision, the student will also have the right, should he/she choose to exercise it, of appealing in writing to the Dean of the school to whom the faculty member's reporting line leads. The decision of the Dean, or of his/her designee, is final. Should the decision be to affirm the student's appeal by overturning the decision of the faculty member and the Committee, the Dean/Dean's designee shall direct Student Life personnel to remove the sanction letter from the student's file.

Appeal of Suspension due to Academic Misconduct

In cases of a second offense, where the student is to be suspended from the University, the student has the right to appeal the suspension to the Executive Student Conduct Committee. The appeal must be made in writing to the Office of Student Life within three (3) days of receiving from that office notification of the suspension. The Committee will review the written appeal, and may, at its discretion, meet with the student and/or the faculty member. The decision of the Executive Student Conduct Committee regarding the suspension is final, with no further appeal allowed. Written notification of the Committee's decision shall be sent to the student and to the faculty member. A copy of the notification will be filed both in the student's conduct file in the Office of Student Life and in the Registrar's Office. If the Committee decision is to uphold the suspension, the Vice President for Student Life shall inform the Registrar to enter a notation on the student's transcript: "Academic Suspension."

Removal of Transcript Notation on Academic Misconduct

A student who has undergone suspension, but re-enrolled with the University, may petition the Vice President for Student Life to have the transcript notation "Academic Suspension" removed from his/her transcript. In such cases, the following considerations must be met:

- a) The student must have achieved senior status (98 semester hours);
- b) In cases where the suspension was accompanied by a course grade of F being assigned, the student must have retaken and received a passing grade in the same course;
- c) The student must have had no subsequent instances of academic misconduct;
- d) The student must write a letter to the Vice President for Student Life requesting a review of the record, with subsequent removal of the transcript notation.

Upon receiving a student's written request for removal of the transcript notation, the Vice President for Student Life shall review the record to determine if the above considerations have

been met. In cases where the required considerations have not been met, the Vice President for Student Life shall so inform the student in writing, with a copy of the correspondence preserved in the student's conduct file. In cases where they have been met, the Vice President for Student Life shall so inform the Registrar in writing, with a copy of the correspondence filed in both the Student Life Office and the Registrar's Office. The Registrar shall then remove the notation "Academic Suspension" from the student's transcript. In any case involving removal of the transcript notation "Academic Suspension," only the notation itself shall be removed; all official correspondence relative to the situation shall be retained in the student's file in the Registrar's Office.

General Academic Appeals

Academic appeals are handled within the appropriate college or school. Any grievance of a student relating to an academic matter shall first be discussed with the appropriate faculty member. Every effort should be made to resolve the matter with the appropriate department chair. If the grievance cannot be resolved with the department chair, the student shall discuss the matter with the appropriate dean. The decision of the dean in academic matters is final.

Undergraduate/Graduate Non-Academic Student Grievance Policy

If a Campbell University student (undergraduate or graduate) has a grievance of a non-academic or non-discipline matter, the student may submit the grievance in writing to the Vice President for Student Life. The written grievance should include the following: student name and contact information; the date of the grievance; the specific matter or issue that is involved; and a description of the specific grievance. The grievance will be investigated by the Vice President for Student Life or he may refer it to the appropriate administrators as necessary for investigation and review. Once the investigation is complete, the Vice President for Student Life shall review the report of the investigation and render a decision, which shall be final. There is no appeal beyond this decision by the Vice President for Student Life.

If the subject matter of the grievance falls under the jurisdiction of Vice President for Student Life, or if the grievance involves an employee under Student Life, the grievance shall be submitted to the Vice President for Business and Treasurer who shall follow the procedures set forth above and renders a decision which shall be final.

If the subject of the grievance is a Vice President the grievance shall be submitted to the President who shall have the matter investigated and upon review of the findings render a decision which shall be final.

Students should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow students, faculty, or staff regarding their concerns. Subject to any required confidentiality of personnel records, the student shall be notified of the decision in writing within a reasonable timeframe but no longer than the semester they are in or 6 weeks, whichever is longer.

Professional Performance Record
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NAME _____

DEPARTMENT _____

COLLEGE/SCHOOL _____

ACADEMIC YEAR _____

GENERAL INFORMATION

This report provides an opportunity for faculty to document officially their professional activity and to evaluate their professional performance. The report is due on May 15th of each year. The report shall serve as a catalyst for continued improvement, and as a means of providing important information for administrative decisions regarding salary, tenure, and promotion. In a timely fashion, the record is to be reviewed annually in a conference between the faculty member and the Department Chair. The record will be permanently filed in the office of the Dean.

PART ONE: TEACHING

- A) List by department, session, number, name, and enrollment of all courses taught..
- B) List any substantive changes or innovations in teaching from the previous review cycle and evaluate their effectiveness. Such matters may include use of technology, textbooks, instructional procedures, etc.
- C) Provide a summary evaluation of your teaching effectiveness, with careful attention to both strengths and weaknesses.
- D) Document your function as an academic advisor. Be sure to include your number of advisees, your method of advising, and any aspects you are working to improve.

PART TWO: SCHOLARSHIP

- A) List any articles, books, or reviews you have written.
- B) List any papers or other professional pieces you have refereed. State any membership on editorial boards.
- C) Describe any research on which you have worked, or other creative professional activity in which you have participated.
- D) List (by sponsoring organization, date, location, content, etc.) any seminars, graduate courses, or workshops in which you participated.
- E) List membership(s) in professional and/or honor societies. Describe any office you held.
- F) List (by organization name, date, location, etc.) any professional meetings attended.

- G) Provide a summary evaluation of your effectiveness as a scholarly professional.

PART THREE: SERVICE

- A) List any department or college committees on which you served. Indicate any leadership role you filled.
- B) List and describe any grant projects with which you were involved.
- C) List (by title, date, setting, audience, etc.) any talks or addresses given.
- D) Document your contributions to broader student development activities (e.g., student development task forces, advising student organizations, etc.).
- E) Document your service to the broader community, state, and region (e.g., church involvement, service organizations, school involvement, etc.).
- F) Document any additional dimension(s) of service not described above.
- G) Provide a summary evaluation of your effectiveness through service beyond the stricter parameters of teaching and scholarship.

PART FOUR: UNIVERSITY

Inasmuch as the University embraces the conviction that there is no conflict between the life of faith and the life of inquiry, each faculty member is expected to summarize the nature of his/her support for the Christian mission of the University

PART FIVE: GOALS

- A) Provide an evaluation of your overall performance, including the extent to which your previously established goals were achieved.
- B) Identify and explain your goals for the coming year.
- C) Identify and explain your longer-term goals of 3 - 5 years.

Faculty Signature

Date

Department Chair Signature

Date

Conference Date

MISCELLANEA:

III. FACULTY BENEFITS

SALARY AND CONTRACTS (TYPE, DURATION)

Generally, annual contracts for the forthcoming academic year are extended to faculty members by March 1 of each year. Signed contracts are to be returned within thirty days from the date of offer. Contracts not returned within thirty days are deemed rejected and are withdrawn. Deans are free to search to fill the vacancy created thereby. It is expected that faculty members will not ask to be released from a signed contract.

Non-tenured members of the faculty who will not be offered employment for the following academic year will be notified by March 1.

FRINGE BENEFITS

Many of the institutional fringe benefits listed in the previous edition of the Faculty Handbook have been omitted from this document, but they remain available to the faculty. For further details, please refer to the *Campbell University Personnel Manual* found on the University website as follows:

<http://www.campbell.edu/faculty-staff/human-resources/personnel-manual/>

FAMILY AND MEDICAL LEAVE (FMLA) POLICY

It is understood that the nature of faculty work carries a degree of flexibility normally beyond that for University staff. It is further understood that there are occasions when faculty may briefly be away from their teaching or other responsibilities. However, full-time faculty who will be absent for an extended period from their normal responsibilities for reasons which fall within the parameters covered by the University's Family and Medical Leave (FMLA) Policy, are expected to apply for FMLA leave. For specifics as to process and documentation, faculty should contact the University's Human Resource Office.

1. Employee Eligibility

Employees of the University are eligible for family and medical leave (FMLA) if they have at least 12 months of service, and have worked at least 1,250 hours within the preceding 12-month period. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition (spouse, child, or parent (but not a parent "in-law"));

- For a serious health condition that makes the employee unable to perform the functions of his/her position;
- to care for adult children with disabilities, regardless of the child's age when the disability commenced, where the employee stands *in loco parentis* for the child;
- Because of any “qualifying exigency” arising from the employee’s spouse, child, or parent being:
 - (1) On active duty or called to active duty in a reserve component of the Armed Forces and is deployed to a foreign country under a call or order to active duty pursuant to certain statutory provisions; or
 - (2) A member of a regular component of the Armed Forces and is deployed to a foreign country.

Employees are entitled to take up to 12 weeks of unpaid FMLA leave in any 12-month period. For purposes of this policy, the 12-month period on which eligibility for leave shall be based is a period measured backward from the date an employee last used FMLA leave. Therefore, if an employee takes 4 weeks of FMLA leave on February 1, 4 weeks of FMLA leave on April 1, and 4 weeks of FMLA leave on August 1, such employee will not be entitled to an additional FMLA leave until the following February 1, at which time he/she will be entitled to 4 weeks of leave; on April 1 he/she will be entitled to another four weeks and so forth.

2. Military Caregiver Leave

An eligible employee may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above, to care for a parent, spouse, child, or relative to whom the employee is next of kin when the family member was a:

- member of the regular or reserve Armed Forces who was undergoing treatment, recuperation, or therapy, was in outpatient status, or was on a temporary disability retired list, for a serious injury or illness incurred; or
- veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness and the family member was a member of the regular or reserve Armed Forces at any time during the period of five years before the date the veteran undergoes the medical treatment, recuperation, or therapy, and was discharged or released under conditions other than dishonorable.
- for current service members with a serious injury or illness that existed prior to service and that was aggravated by service in the line of duty while on active duty.

“Serious injury or illness” means any of the following:

- in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and

that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating;

- in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran;
- service members with a physical or mental condition that have received a Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher when the rating is at least in part based on the condition that has created the need for leave;
- a physical or mental condition that either: (a) substantially impairs the veteran's ability to secure or follow a gainful occupation due to the service-related disability; or (b) would do so absent treatment; or
- an injury, including a psychological injury that led to a veteran being enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers.

3. Notice of Leave

When requesting leave, on the appropriate Department of Labor Form the employee must:

- Supply sufficient information for the University to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable.
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

4. Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the University to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

5. Medical and Other Certifications

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

The University, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, the University may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency. Campbell (at its expense) or the employee (both current service members and veterans) may seek opinions in support of military caregiver leave by a healthcare provider that is not affiliated with the Department of Defense, the VA, or TRICARE.

6. Fitness for Duty Certifications

Because the University wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification (see forms at the end of the manual) signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

7. Maintenance of Benefits

The University maintains health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the University for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

8. Concurrent Leave (For Faculty)

Full-time faculty members who apply and receive FMLA leave will be entitled to eight hours of paid FMLA leave for each month of service at the university prior to the date of the

inception of the FMLA leave (the “Accrued FMLA Leave”) not to exceed 480 hours. Any unused Accrued FMLA Leave will be credited against any future qualifying FMLA leave. Absences during approved FMLA leave in excess of these accumulated days will be treated as FMLA leave without pay.

Any employee who takes FMLA leave for a condition which also qualifies for workers’ compensation or disability leave will not be entitled to substitute accrued paid leave for the period covered by workers’ compensation or disability benefits, but such time will be counted against the employee’s 12-week FMLA entitlement. The employee may use accumulated leave time only for the purpose of satisfying any waiting period. If an employee is certified to return to a light duty position, but chooses not to do so, and instead chooses to remain on FMLA leave, or if such employee’s workers’ compensation or disability benefits cease for any reason, such employee will then be required to substitute accrued paid leave for the duration of the FMLA leave. If the employee exhausts his/her accrued paid leave, the remainder of the leave will be unpaid.

9. Married Couples Who Work for the University

If an employee and his/her spouse both work for the University they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

10. Return from Leave

Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the University. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

11. No Retaliation or Interference

The University will not discriminate or retaliate against an employee who exercises his or her rights under the FMLA, or otherwise interfere with those rights.

12. Definitions

"Child" may be a biological, adopted, foster, or step child or legal ward, or child of a person standing "in loco parentis" by providing day-to-day care and financial support, where the child is under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

"Family Medical Leave Act" (FMLA), is the Family Medical Leave Act of 1993, 29 USCA 2601, et seq., as amended, and as implemented by 29 CFR Part 825.

"Next of Kin" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

"Parent" means a biological, adoptive, step or foster parent, or other person who stood "in loco parentis" to a child by providing day-to-day care and financial support. In-laws are not covered by this policy.

"Qualifying exigencies" include:

- Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;

- Taking up to fifteen days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.
- To care for the parent of a military member when the parent is incapable of self-care and the need for leave arises out of the military member's covered active duty or call to covered active duty status.

"Spouse" means a husband or wife as defined or recognized under North Carolina law for purposes of marriage.

NOTE: The foregoing is a summary of the FMLA as of March 8, 2013, and an employee should contact HR as soon as they anticipate a need for FMLA to get a complete description of their rights and responsibilities or go to www.dol.gov/whd/fmla/.

IV. FACULTY STRUCTURE, APPOINTMENT, RANK, PROMOTION, AND TENURE

Article I. Organization

1. Departmental Structure

Each faculty member shall be a member of an academic department within his/her College or School. The department structure is for organizational, administrative and academic purposes. The departments are listed in various publications of the schools. The listing of departments is for informational purposes only, and does not imply any authority of the faculties to determine departmental structure.

2. Department Chair

The activities of each department shall be overseen by a chair. The chair is appointed by the President, upon advice of the Dean of the College or School and the Vice President for Academic Affairs & Provost. The Department Chair shall call and preside over regular meetings with the faculty of the department to discuss departmental policies and their implementation. The Department Chair, in consultation with the faculty, shall be responsible for the administration of departmental policies. Such policies include but are not limited to those related to curriculum, recruitment of students, space allocation, schedules, budget, faculty and staff evaluation, faculty development, student advisement, and selection of full-time and part-time faculty.

3. College/School Academic Board

The College or School shall have an academic board comprising the Department Chairs and the Dean. This board shall serve as an advisory body to the Dean in matters of resource allocation, budget, program and curriculum development, and other matters relating to the administration and management of the College/School.

4. College/School Standing Committees and Representatives to University Committees

The College/School shall have at least two standing committees: the Curriculum Committee (Article II), and the Faculty Development and Evaluation (FDE) Committee (Article III). Other standing committees may be formed as necessary. The term of office for members of all standing committees shall begin on the first day of the fall semester.

The Nominations Committee composed of representatives from across the colleges and schools shall select candidates for all vacancies on all standing committees. The Nominations Committee shall be responsible for nominating the chairs for all standing committees other than itself. The Nominations Committee shall also be responsible for nominating representatives from the College/School to University standing committees. The Nominations Committee shall present all of these candidates to the College/School Faculty Assembly for election.

Article II. Curriculum

All changes in departmental curricula shall be submitted as proposals to the College/School Curriculum Committee by the Department Chair. Appropriate proposal forms shall be made available to the Department Chairs by the chair of the College/School Curriculum Committee.

Changes in curricula include, but are not limited to, addition of, major changes in, or dropping of courses, concentrations, programs, or majors. To be placed on the agenda, the Department Chair shall submit the proposal to the College/School Curriculum Committee chair at least one week in advance of a scheduled meeting. After the proposal has been acted upon by the College/School Curriculum Committee, the chair of the committee shall give notice in writing to the Department Chair and to the Dean that the proposal was accepted or rejected. If a proposal is rejected, a revised proposal may be resubmitted to the committee. Proposals for curricular changes that fall under the purview of the University Curriculum Council shall be sent to the chair of that committee by the chair of the College/School Curriculum Committee or the Dean after approval by the College/School Curriculum Committee.

Article III. Faculty Development and Evaluation

1. Personnel

A. Preeminence of University Guidelines. The College/School will adhere to all University guidelines or regulations relating to appointment, tenure, and promotion. These guidelines are meant to inform faculty of the standards of the College/School and are to be used by the appropriate departmental and College/School committees in considering appointment, promotion, and tenure. They reflect minimum requirements.

B. Appointment. The Board of Trustees hires members of the faculty of Campbell University upon the recommendation of the President of the University. Upon determination by the appropriate Dean and Chief Academic Officer of a vacancy/need for a full-time faculty member, the President may accept recommendations concerning potential employees. Faculty involvement in the selection process is expected. At the time of initial appointment, it shall be set forth in writing whether the position is tenure-track or non-tenure-track.

All regular faculty members shall be appointed to an appropriate rank as described below. The four standard ranks are instructor, assistant professor, associate professor, and professor. All persons appointed to whatever rank are expected to commit themselves unreservedly to the stated mission of the University.

i. Instructor. For appointment as instructor, the candidate must hold, at a minimum, the master's degree or its equivalent from an accredited institution with at least 18 hours in the field of instruction, preferably with evidence of pursuit of the doctorate or other terminal degree. He or she must also have a willingness to teach well, interest in productive scholarship, and willingness to cooperate with others for the good of the University, as well as commitment to the mission of the University. Instructors will typically hold temporary, one-year appointments.

ii. Assistant Professor. For appointment or promotion to assistant professor, the candidate ordinarily shall have earned the doctorate, or an equivalent terminal degree in the field of specialization, from an accredited institution. He or she must also present evidence of success as a teacher and scholar or, if this appointment is a faculty member's first teaching appointment, must demonstrate a potential to teach well and to be productive in

scholarship. He or she must also demonstrate a willingness to cooperate with others for the good of the University, and be committed to the mission of the University

iii. Associate Professor. For promotion or appointment to associate professor, the candidate must possess the qualifications for an assistant professor, and in addition he or she must possess a record of significant achievement in his or her field or profession. There shall be clear evidence that his or her scholarly activities are respected both inside and outside his or her immediate academic community. There shall be clear evidence of his or her continued professional growth and of continued effectiveness in teaching. There shall also be clear evidence of ability to provide leadership, both within and outside the University.

iv. Professor. For promotion or appointment to professor, the candidate must possess the qualifications for an associate professor, and in addition he or she must possess a record of exceptional intellectual, educational, or artistic achievement and a demonstrable record for excellence in teaching. There shall be evidence of his or her continued professional growth, and the judgment on promotion shall primarily consider evidence of achievement in teaching and scholarship since the most recent promotion or appointment. There shall also be continued clear evidence of ability to provide leadership, both within and outside the University. The rank of Professor, the highest the University can bestow, is reserved for those who exemplify the highest level of potential and achievement in Christian higher education.

C. Allocation of Appointments. Whenever new faculty positions are created or existing ones are reallocated, the Dean shall notify the appropriate Department Chairs in the College/School.

D. Faculty Responsibilities. The general responsibilities of faculty within the College/School include teaching, scholarship, service and support of the University Mission. The character of faculty work assignments may differ, however, among the various departments within the College/School. The distribution of each faculty member's responsibilities regarding teaching, scholarship, and service is determined by the faculty member in consultation with the chair of the department and the Dean. **Faculty shall have the responsibility for maintaining the academic vitality of their departments.** One of the principal means of exercising this responsibility is to support on-going peer evaluations, with special attention to the teaching and professional growth of all faculty. Senior faculty shall be available for such consultation and assistance in problems of both scholarship and teaching as the junior faculty may require.

2. Promotion and Tenure

A. Promotion. Advancement in rank cannot be guaranteed. However, the described policies are recognized as a general guide and as indications of the various criteria, which will be considered in making a decision regarding promotion. While years of service at the University and elsewhere may be taken into account, it is understood that seniority by itself cannot be the primary reason for promotion to any rank. Seniority is not the primary basis for promotion to any rank. While there may be exceptions, it is generally expected for a faculty member to spend a minimum

of five years at the University in a particular rank before seeking promotion.

Outstanding performance in the areas of teaching, scholarship, institutional and community service, and support of the University mission will be considered in any recommendation for promotion. It is understood that a faculty member without the earned doctorate or its equivalent will spend additional time in rank before being considered for promotion. Faculty rank distribution will be taken into consideration in the promotion process.

B. Definition of Tenure. The granting of tenure is the highest faculty honor the University can bestow. Tenure is a mutual sign and commitment by which the continuity of the University's educational goals and objectives are assured. It affirms an individual as an image of its mission, and in the act of acceptance, the individual publicly asserts continuing commitment to its goals. An underlying purpose of granting tenure is to uphold the concept of academic freedom by assuring the individual faculty member certain procedural rights that have traditionally been assured to members of the profession. Any full-time faculty member in a tenure-track position having the rank of assistant, associate, or professor is eligible to be considered for tenure after meeting the following criteria:

i. Full Professor. A faculty member who has attained the rank of full professor at Campbell University and has taught full-time at Campbell University for three years shall be eligible for consideration for tenure.

ii. Associate Professor. A faculty member who has attained the rank of associate professor at Campbell University and has taught full-time at Campbell University for five years shall be eligible for consideration for tenure.

iii. Assistant Professor. A faculty member who has attained the rank of assistant professor at Campbell University and has taught full-time at Campbell University for seven years shall be eligible for consideration for tenure.

iv. For purposes of tenure, any faculty member who receives a salary commensurate with full-time employment at his/her stated faculty rank shall be considered as engaged full-time, even if specific duties are partially or wholly of an administrative nature.

C. Granting of Tenure. Tenure status of an individual faculty member will become effective only after being conferred by the Board of Trustees. Affirmative recommendations for tenure that have been approved by the President will normally be presented to the Board of Trustees at its Fall meeting. The President, or his designee, shall notify in writing the faculty member of the decision of the Board.

3. Criteria for Promotion and Tenure

The criteria for the rank to which the candidate aspires shall be used in making recommendations for promotion and tenure. In all cases, the criteria shall include the following:

A. Teaching. Tenure appointments and promotions shall be made only when there is clear evidence of the individual's ability and commitment as a teacher. Evaluation of teaching effectiveness, ability, and commitment shall be based on all relevant materials and evidence, including instructional materials and techniques that incorporate new ideas or scholarly research, curriculum or program development, and student advising.

B. Scholarship. Evidence of scholarship shall be sought in the candidate's publications or creative work, supported by all relevant material. Works should be evaluated as well as listed, and work in progress should be assessed. When work is a product of a joint effort, it is the responsibility of the candidate to establish as clearly as possible his or her role in the joint effort. It is also the responsibility of the candidate to indicate those works that are re-publications and to describe the differences between similar publications.

C. Service. The faculty plays an important role in the formulation and implementation of departmental, College/School, and University policies. Faculty members will, therefore, be judged on the degree and quality of their participation in departmental, College/School, and University governance. Similarly, faculty contributions to student welfare, through service on committees or advising student organizations, should be recognized. Faculty members are expected to be active in and take leadership roles in relevant professional societies. Service to the community, state, nation, and world, both in the faculty member's special capacity as a scholar and in areas beyond this when the work is pertinent and significant, will be recognized.

D. Support of University Mission. Every faculty member is expected to support the Christian mission of the University, as articulated in its Mission Statement.

The weight accorded to each of the above elements will vary from case to case. Each department shall have the primary responsibility in developing specific guidelines that define scholarship in the fields represented in that department. However, in all cases, demonstrated teaching ability must be a critical consideration. It is the responsibility of the Department Chairs to ensure that all new faculty members are provided with written copies of these criteria, plus any changes that may be adopted during the probationary period.

4. Procedures for Promotion and Tenure

A. Overview. The structure of this plan provides for successively broader levels of consideration in the review of candidates for tenure or promotion.

i. All reviews begin at the departmental level. The Department Chair, in concert with the respective members of the Department, evaluates both the candidate's record and the role the candidate can be expected to play in the future evolution of the department's curriculum and mission. The role of the department is primary. Its recommendations carry

the weight of informed professionals considering their colleagues and, more importantly, the future strength and vitality of their curriculum and identity.

ii. The College/School FDE Committee (Article I) provides the faculty with a broader forum to consider the standards applied in a promotion and tenure decision. This committee considers the candidate's record and the relationship of the candidate to the department's mission and curriculum. At the same time, it considers the way in which faculty standards and the balance among the criteria of teaching, scholarship, and service are applied. The FDE Committee shall submit an independent review and recommendation to the Dean. The role of the FDE Committee is crucial to the on-going development of the College/School as a collegial community. It brings faculty from different disciplines together to develop the identity of the total faculty and, through its recommendations, articulates the agreed-upon values and standards of the faculty.

iii. The Dean's role is the broadest within the College/School. He or she has the responsibility to consider the record of the candidate and its relationship to the department's mission and curriculum and the application of consistent standards to faculty selection, retention, and development. At the same time, the Dean's responsibility extends to the broad range of institutional considerations-both in the College/School and in the University-that shape the on-going growth and direction of the College/School as a whole.

iv. After the Dean has reviewed a candidate's application for promotion and/or tenure, the application will be reviewed by the Provost, the President, and the Board of Trustees.

B. The Process.

i. Stage One: Preliminary Consideration. At the point of eligibility for consideration, a candidate shall explore with his/her Department Chair and Dean the concept of readiness for promotion or tenure. Such preliminary consideration shall be exploratory, with specifics in no way binding on either the faculty member, the Department Chair, the Dean, or further individuals or committees involved in the process. Should the faculty member decide to proceed, by September 15, documentation of the candidate's readiness for promotion and/or tenure must be organized into a dossier and forwarded to the Department Chair. The contents of the dossier should include a cover letter, a curriculum vitae, a summary of student evaluations, copies of scholarly works and other creative activities, annual faculty evaluations, copies of Professional Performance Records, and any other supporting materials that the candidate may consider relevant to conducting a thorough evaluation.

In the cover letter, the candidate should describe his or her workload assignments since appointment or promotion to the presently held rank. The candidate should specify the proportions of time allocated for teaching, scholarship, and service. In addition, the candidate should describe his or her professional activities and attainments in relation to the criteria (teaching, scholarship, and service) for promotion and/or tenure specified in the College/School's Guidelines.

Upon receipt of the candidate's dossier, the Department Chair shall seek letters of evaluation from professionals outside the University. It shall be the Department Chair's responsibility to establish the qualifications of these reviewers in the report and recommendation.

ii. Stage Two: Recommendation by the Department Faculty. The members of the department shall consider the merits of the candidate with respect to his or her teaching, scholarship, service, support of the University's mission and the role of the candidate in light the department's curriculum, mission, personnel, projected needs, and all other relevant departmental concerns. The candidate may request a personal appearance before the department faculty to present his or her case. The Department may also request that the candidate appear personally.

Following a systematic and rigorous evaluation, the department shall vote by secret ballot on the candidate's application. For candidates applying for tenure and/or promotion, the vote shall be on whether to recommend the candidate for tenure and/or promotion. Following this vote, the Department Chair shall write a report of the department's action. The report, along with any minority reports, shall be forwarded to the FDE Committee and the candidate no later than November 15. The candidate shall have one week to respond in writing to the Chair's report of the department's recommendation. The candidate's response (if any) shall be forwarded to the FDE Committee.

iii. Stage Three: Review by the FDE Committee. After receipt of the departmental report and the candidate's response (if any), the FDE Committee shall consider that report, any programmatic or fiscal statements written by the Dean, the candidate's record, and any and all matters it considers relevant to the candidate's application. Such considerations may include, but shall not be limited to, the merits of the candidate, the curriculum and mission of the candidate's department, the candidate's demonstrated support of the University's purpose, and the overall situation and direction of the College/School.

At its option, the FDE Committee may request the candidate or other interested party to make a presentation before it or accept the written testimony of faculty or students. The candidate may also request a personal appearance before the committee.

After discussion, the FDE Committee shall vote by secret ballot on whether to concur with or dissent from the recommendation of the department. The chair shall write a report that summarizes the vote and addresses in detail the rationale for the recommendation. In the event that the chair of the FDE Committee disagrees with the majority vote of the committee, the chair should designate to another member of the committee, who agrees with the majority, the responsibility for writing the report. Any member of the FDE Committee who cannot support the majority report shall have the option of writing a minority report that includes the rationale for his or her dissent. The report, along with any minority reports, shall be forwarded to the Dean and the candidate no later than **January 31**. The candidate shall have one week to respond in writing to the report of the FDE Committee. The candidate's response (if any) shall be forwarded to the Dean.

iv. Stage Four: Review by the Dean. After receipt of all material submitted in the earlier stages, the reports of the department and the FDE Committee, and the responses of the candidate (if any), the Dean shall consider the candidate's application. At his or her option, the Dean may request or consider additional material or speak with other informed parties.

The Dean shall write a report that indicates whether or not he or she supports the recommendations of the department and the FDE Committee. In this report, the Dean shall set forth in reasonable detail the rationale for his or her recommendation, including but not limited to institutional considerations, the candidate's record, the department's curriculum and mission, support of the University purpose, and any other relevant matters concerning the candidate's application.

The Dean's report, along with all material submitted in earlier stages, shall be forwarded to the Provost by **March 31**. The Dean's report shall also be forwarded to the candidate by **March 31**. The candidate shall have one week to respond in writing to the Dean's report, and submit that response (if any) to the Provost.

A careful review by the Provost and the President will be made. Affirmative recommendations will be presented to the Board of Trustees at its Fall meeting. In making their decisions, the Provost and President shall consider material prepared by the candidate as well as recommendations from the various review levels. They shall apply their professional judgment in considering the merits of the individual's case, and in determining what is in the best interest of the University and its programs. Decisions of the Board relative to promotion and tenure will be communicated in writing to the faculty member.

The purpose of this policy is strictly to improve the quality of the educational process at the University. Nothing contained in this handbook shall be construed as creating any contractual obligation on the part of the University to provide evaluations or particular types of evaluation. The alleged failure of the University to complete an evaluation shall not be grounds for an employee to contest a decision of the University not to renew his or her contract or to terminate his or her employment.

TERMINATION OF SERVICE

Faculty appointments may be terminated in the following ways:

1. By the faculty member, through voluntary resignation to take effect at the end of any academic year of service, provided notice is given by April 15. Voluntary resignation by the faculty member after April 15 shall be effective only upon recommendation by the appropriate Dean and Vice President for Academic Affairs and approval of the President.
2. By the faculty member or the trustees through retirement.
3. By the direction of the President or of the Board of Trustees at any time, a decision may

be made to terminate a faculty member or not to renew a faculty member's contract for any of the following reasons, among others:

- a. Academic incompetence or failure to perform the duties of employment, including violation of academic or administrative regulations or professionally harmful incompatibility with colleagues or students.
- b. Moral turpitude, or the conviction of crime amounting to felonies or serious misdemeanors.
- c. Serious physical or mental disability when such has been established by competent professional judgment.
- d. Significant changes in curriculum and/or programs.
- e. Financial exigency as defined by the following Trustee Resolution:

WHEREAS, The Trustees of Campbell University are acutely aware of the state of the economy of the state, nation, and world; and

WHEREAS, They are aware of the difficulties now facing education, particularly higher education in the private sector, and the many adjustments that must be made by colleges and universities to meet the financial or academic considerations of the University; and

WHEREAS, The Trustees deeply appreciate the loyal and dedicated service now being rendered by the faculty and staff of Campbell University and desire that they know the general financial policy of the University as it relates to the meeting of these financial exigencies;

NOW THEREFORE BE IT RESOLVED That the Board of Trustees of Campbell University do declare:

That Trustees consider it to be imperative that Campbell University operate a balanced budget. A sound financial program is one that preserves the endowment of the institution and that every reasonable effort should be made to adopt programs that will strengthen and enlarge the endowment in order to stabilize the academic and administrative programs. The University, so far as possible, will be current in the payment of its bills for current operations, including the salary obligations to its employees, and the liquidation of indebtedness, especially short-term indebtedness; and

The Board of Trustees do further declare that any projections or developing conditions that would prevent the achievement of the desired goals will be considered as a financial exigency demanding immediate adjustment in both the academic and administrative areas; and

The Board of Trustees requests that the Administration of the University communicate this

policy to the faculty and staff of the University at an early date.

Dismissal for reasons other than moral turpitude shall take effect at the end of the semester of the contractual year in which initial notice of intention to sever relations is given. Dismissal for moral turpitude shall take effect immediately.

GRIEVANCE PROCEDURE FOR FACULTY: GENERAL ISSUES

1. The following procedures shall apply to grievances by faculty members (including tenured faculty and non-tenured faculty) on issues which include but are not limited to: a) disciplinary actions such as warnings or suspensions, but not including terminations; b) alleged violation, misinterpretation or inequitable application of University policies; (c) alleged violation of academic freedom, or (d) health and safety issues. The formal grievance procedure shall in no way be a forum for issues which should be resolved at other levels and in other ways. Non-grievable issues include: salary and fringe benefits; sabbatical or other leaves; faculty rank and promotion; non-renewal of appointments or contracts; the content of published policies and procedures. Any general grievance shall be submitted within thirty (30) calendar days of the decision or action being grieved.

2. The purpose of this procedure is to assure fairness and consistency in faculty relations, and to resolve complaints internally within the University in a fair, effective, and timely manner. No faculty member's employment or academic status will be adversely affected in any way as a result of using these grievance procedures, nor will the University tolerate any retaliatory action against a person using these procedures. The nature of the procedures shall be considered hearings within an educational context, not formal legal proceedings. The University shall not be obligated to pay for any expense of either party involved in the grievance.

3. Any grievance of a faculty member shall first be discussed with the appropriate Department Chair, with every reasonable effort made to resolve the matter informally at the department level, and no written record of the matter placed in the faculty member's official file. If the grievance cannot be resolved informally at the department level, the grievance shall be discussed with the appropriate Dean. Again, every reasonable effort should be made to resolve the matter informally within the individual school, with no written record of the matter placed in the faculty member's file. Should the grievance be against a Dean, and informal discussion at the department level proves unable to bring resolution, the grievance may be brought for discussion with the Provost. The first attempt will then be to bring resolution to the matter informally. If this attempt proves unsatisfactory, the faculty member may file a written grievance directly with the Chair of the Grievance Committee within seven (7) calendar days of the informal meeting with the Provost.

4. The Dean of each School or College of the University shall nominate one tenured faculty member of either Professor or Associate Professor rank to serve a three year term on the Grievance Committee. The committee shall elect its Chair annually. In addition to the eight regular members of the committee, one for each of the University's schools, the Provost shall appoint from the faculty two standing alternates to be utilized as needed, such as in cases of conflict of interest,

illness, etc. On any particular grievance issue, the committee members shall consider conflict of interest matters (such as close friendships, same academic department, etc.) before moving forward with the proceedings. The University's General Counsel shall serve as an advisor to the Grievance Committee throughout the entire course of its deliberations.

5. The written complaint to the Chair of the Grievance Committee must include at least the following:

- a. Identification of the individual(s) against whom the grievance is being lodged;
- b. Description of the specific action(s) giving rise to the grievance;
- c. Rationale for assertion that the specific action(s) was/were in violation of University policy;
- d. Details of location, date or period of time in which the action(s) occurred;
- e. The desired remedy;
- f. The name and full contact information of the grievant;
- g. The grievant's signature.

Within seven (7) calendar days of receipt of the written complaint, the Chair of the Grievance Committee shall send a copy of the written complaint to the individual(s) against whom the grievance is being lodged.

6. Within ten (10) calendar days of receipt of a copy of the written complaint, the individual(s) against whom the grievance is being lodged shall submit a written answer to the complaint to the Chair of the Grievance Committee. Within fourteen (14) calendar days after receipt of the answer, the Chair of the Grievance Committee shall convene the committee to investigate and determine its conclusion(s) on the grievance. The Grievance Committee will carry out its work within thirty (30) calendar days, including, as necessary, meeting with the grievant and the party(ies) against whom the grievance is filed.

7. At all times the Grievance Committee shall be guided by the virtues of fairness, kindness, and impartiality in decision-making. For good cause shown and due to exigent circumstances, the Chair may extend any deadline set forth above.

8. Each member of the Grievance Committee shall receive copies of the grievance and the response of the subject of the grievance at least three calendar days prior to the hearing.

9. The committee's work shall normally involve a hearing to resolve the matter. The hearing date, time, and location shall be set by the committee Chair, and shall be communicated to all parties at least ten (10) calendar days before the hearing is convened. The following stipulations shall normally govern the conduct of the hearing:

- i. The grievant and the party against whom the grievance is filed shall have an opportunity to bring persons to testify on their behalf. So that the hearing may be conducted in as efficient manner as possible, both parties shall avoid calling multiple persons who are expected to testify about the same information.

- ii. The hearing shall be private, due to the confidential nature of issues which may be raised.
- iii. No university employee shall publicly disclose or relate to a third party any matters presented, disclosed, or discussed at the hearing, or the final decision. Violation of this prohibition may subject the violator to discipline. This prohibition shall not apply to communication with an attorney consulted by the employee making the disclosure.
- iv. A confidential tape recording of the proceedings shall be kept by the University's General Counsel.
- v. The Grievance Committee will not be bound by formal rules of legal evidence, and may consider any information it deems relevant in determining the issues involved. The committee shall have authority, at its discretion, to seek additional information that it deems relevant that is part of any university records, or request additional persons it deems to have relevant testimony to appear.
- vi. The hearing shall proceed in a manner determined by the Grievance Committee, which shall be communicated to all parties as part of the hearing notice.
- vii. The findings and decision of the Grievance Committee will be based on the information presented at the hearing.
- viii. A majority of the members of the Grievance Committee must be present for hearings, deliberations, and voting.
- ix. These procedures are entirely administrative in nature and are not considered legal proceedings. During any hearings, but not an appeal, the grievant or the respondent may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant or respondent they represent as necessary as long as it does not disrupt the proceedings.

10. Within fourteen (14) calendar days of the hearing, the Grievance Committee shall make written findings of fact and advisory recommendations with respect to allegations raised in the grievance. These findings and recommendations, as well as the precise Grievance Committee vote (by tally, not the identity of individuals casting the vote), shall be reported in writing to the Provost or, in the event that the Provost is the person against whom the grievance is filed, the President, and to the principals in the grievance.

11. Within fifteen (15) days after receiving the recommendations of the Grievance Committee, the Provost (or President, in the event that the Provost is the person against whom the grievance is filed) shall render his/her decision. The decision shall be in writing. Copies shall be sent to the parties in the grievance and to the chair of the Grievance Committee. The written decision shall also inform the parties of their right, within seven (7) calendar days after receipt of the written decision of the Provost, to appeal the Provost's decision to the President. A copy of the faculty member's written grievance and the Provost's written decision shall be placed in the faculty member's official file. If the subject of the grievance is the Provost, the President's decision shall be final.

12. Should either party appeal the Provost's decision, the President will review the findings and make his/her decision within thirty (30) calendar days of receipt of the request. The President's decision shall be final. A copy of the appeal and the President's written decision shall be placed in the faculty member's official file.

APPEAL PROCEDURE FOR FACULTY: CONTRACTUAL ISSUES

1. The following procedures apply to all appeals by faculty members (tenured and non-tenured faculty) regarding tenure, non-renewal of contract, or termination. Appealable issues in this area do not include those matters prescribed by the General Procedure for Faculty.

2. The purpose of this procedure is to assure fairness and soundness in decision-making, and to resolve complaints internally within the University in a fair, effective, and timely manner. The University will not tolerate any retaliatory action against a person using these procedures. The nature of the procedures shall be considered proceedings within an educational context, not formal legal proceedings. The appealing faculty member's external consultation with independent legal counsel shall in no way obligate the University for any legal expense of the faculty member. The University's General Counsel shall serve as an advisor to the University administration throughout the entire process, and, depending on the nature of the appeal, separate counsel may be provided to the Deans' Council.

3. Any appeal of a contractual issue as permitted herein by a faculty member shall be brought, in writing, directly to the Chair of the Appeals Committee of the Deans' Council, with a copy to the Provost, within ten (10) calendar days of receipt of the decision which is being appealed. The Appeals Committee shall be composed of the Deans of each of the University's schools, with its chair being selected by the Deans themselves. With any appealed matter, the Dean of the faculty member's school shall not be a part of the hearing body.

4. The chair of the Appeals Committee shall establish a hearing date, time, and location, and communicate such to the faculty member at least ten (10) calendar days before the hearing is convened. Once the hearing is set, the Appeals Committee shall receive copies of the written appeal. The appellant and the Provost shall be allowed to present any additional written information to the chair of the Appeals Committee at least five (5) calendar days before the hearing. The chair shall distribute this information to the Appeals Committee membership at least three (3) calendar days prior to the hearing. The following stipulations shall normally govern the hearing:

- i. The appellant shall present his/her appeal first, and then the Dean, Provost, or other individuals as the Appeals Committee may decide will provide relevant information. So that the hearing may be conducted in as efficient manner as possible, parties shall avoid calling multiple persons who are expected to testify about the same information.
- ii. The hearing shall be private, due to the confidential nature of issues which may be raised.

- iii. No university employee shall publicly disclose or relate to a third party any matters presented, disclosed, or discussed at the hearing, or the final decision. Violation of this prohibition may subject the violator to discipline. This prohibition shall not apply to communication with an attorney consulted by the employee making the disclosure.
- iv. A confidential tape recording of the proceedings shall be kept by the University's General Counsel.
- v. The Appeals Committee will not be bound by formal rules of legal evidence, and may consider any information it deems relevant in determining the issues involved. It shall have authority, at its discretion, to seek additional information that it deems relevant that is part of any university records, or request additional persons it deems to have relevant information to appear.
- vi. The hearing shall proceed in a manner determined by the Appeals Committee, which shall be communicated to the appellant as part of the hearing notice.
- vii. The findings and decision of the Appeals Committee will be based on the evidence presented at the hearing.
- viii. A majority of the members of the Appeals Committee must be present for hearings, deliberations, and voting.
- ix. These procedures are entirely administrative in nature and are not considered legal proceedings. During any hearings, but not an appeal, the faculty member may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant or respondent they represent as necessary as long as it does not disrupt the proceedings.

5. Within ten (10) calendar days of the hearing, the Appeals Committee shall make written findings of fact and recommendations to the President. These findings and recommendations, with supporting rationale, as well as the precise hearing body vote (by tally, not the identity of individuals casting the vote), shall be reported in writing to the President. The Appeals Committee's recommendations are advisory only, and shall not be binding upon the President. Within ten (10) calendar days after receiving the hearing body's report the President shall render his/her decision in writing to the appellant, with a copy to all members of the hearing body, to the Provost, and to the faculty member's Dean. A copy of the faculty member's written appeal and the President's decision shall be placed in the faculty member's official file. The decision of the President is final, with the single exception as set forth below.

On the matter of non-renewal of a tenured faculty member's employment, the faculty member will be allowed to appeal the President's decision to the Board of Trustees within ten (10) calendar days of receipt of the written decision of the President. The written appeal shall be transmitted to the Chairman of the Board of Trustees, with a copy to the President. The Chairman shall refer the appeal to the Board's Executive Committee who shall review the entire record of the appeal and render a decision within thirty (30) days based on its review. No additional evidence or testimony shall be considered by the Executive Committee. A copy of both the faculty member's

final written appeal and the final decision by the Board shall be placed in the faculty member's official file. The decision of the Board is final.

UNLAWFUL HARASSMENT POLICY

The University will not tolerate any unlawful harassment of employees. Types of unlawful harassment covered by this policy include harassment of an individual because of that person's race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension or termination. The University also prohibits retaliation of any type against an employee for reporting any type of unlawful harassment.

The University also strictly prohibits sexual harassment in any form. Sexual harassment is broadly defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual; used as a basis for employment decisions affecting such individual; or (3) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University does not tolerate harassment in the form of a hostile work environment. A hostile work environment is defined as unwelcome conduct based on race, religion, sex, national origin, age, disability, or veteran status sufficiently severe or pervasive to alter conditions of an employee's employment and create an abusive work environment.

If you feel that you have been unlawfully harassed at work, or if you feel a fellow employee is being unlawfully harassed, the University requires reports of any such acts when they happen to be reported to your supervisor and they will be investigated promptly and thoroughly. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of the harassment, and the name(s) and position(s) of the offending party and any witnesses to the alleged harassment. If you feel the supervisor is involved in any way or if you are uncomfortable discussing the situation with your supervisor, notify the University's General Counsel or the Human Resources Director.

Employees will not suffer retaliation for reporting unlawful harassment. The employee who reports unlawful harassment will generally be advised of the results of the investigation. With the consent of the parties, mediation may be used. To the greatest extent possible, the University will attempt to maintain the confidentiality of any harassment investigation. The disclosure of any information relating to a charge of unlawful harassment will be made only on a need-to-know basis.

LEAVE OF ABSENCE

Requests for leave of absence, other than emergency cases, shall be made in writing to the Department Chair at least 60 days in advance and must be recommended by the Department Chair, Dean of the College/School, and Vice President for Academic Affairs and Provost, and approved by the President and the Board of Trustees.

SABBATICAL LEAVE POLICIES

Campbell University supports the principle of the sabbatical leave for its faculty in order to enrich teaching, encourage productive scholarship by securing uninterrupted time for research and writing, and broadly maintain freshness and vitality within the professorate.

1. *Eligibility* – Any faculty member with the rank of Assistant Professor or higher who has served seven or more consecutive years at Campbell University is eligible for consideration for a sabbatical leave.
2. *Number of Leaves* – Regardless of the length of the leave granted to an individual faculty member, Campbell University will generally grant sabbatical leaves in any given year to no more than one person per semester from any school. Sabbatical leaves in any given year will never exceed three percent of the teaching faculty of the University.
3. *Stipend* – Stipends for sabbatical leaves are: one semester at full salary or one academic year at one-half of full salary. The employee benefit package is to be maintained.
4. *Application Policies and Procedures* – The faculty member must make a formal application for sabbatical leave. The application must include: a) a narrative outline of the project he/she intends to pursue; b) a clear statement detailing how the project will increase his/her professional competence and value to the University; c) a statement of the faculty member's qualifications to pursue such a project; d) a statement of the faculty member's prior research and/or other preparations for the project; e) in consultation with the Department Chair, there must be a full statement of how the faculty member's teaching load will be covered (and/or other Department plans relative to the sabbatical), and a full accounting of the related costs. Three copies of the sabbatical application packet containing the above items should be submitted to the office of the Dean of the College/School by no later than the first class day following October 1 of the academic year preceding the academic year for which the sabbatical leave is requested. As a separate item the Department Chair shall submit a letter to the Dean detailing his/her evaluation and recommendation relative to the project. As a further step the Dean shall prepare a separate letter detailing his/her own evaluation and recommendation relative to the project. The Dean shall forward the entire packet with accompanying letters to the Vice President for Academic Affairs and Provost by no later than October 30.

As needed, the Deans' Council may review the applications and assist the Vice President for Academic Affairs in prioritizing the requests. In general, seniority will be a factor in the decision, taking into account the faculty member's academic rank, years of teaching at Campbell University, and years since last sabbatical. However, sabbatical leaves are not granted automatically upon the completion of the necessary period of service. Equally important is the quality of the project. The faculty member must demonstrate in writing evidence of sound research, creative activity, or other academic achievement to support the program of work that is planned for the sabbatical period.

The Vice President for Academic Affairs and Provost shall submit to the President recommendations relative to sabbatical leaves. The President shall present his/her recommendations for Board of Trustees. Trustee approval is required.

5. *Obligations of Sabbatical Recipients* – The recipient of a sabbatical leave incurs these obligations:
 - a. to make every reasonable effort to fulfill the terms of the sabbatical;
 - b. to return to the University for a minimum of three years following the completion of the sabbatical leave; and
 - c. to file a detailed report on the actual results of his/her project with the Department Chair, the Dean, and the Vice President for Academic Affairs and Provost.
 - d. In cases where the sabbatical leave results in publishable material, the recipient/author shall pursue such possibilities forthrightly.

6. *Additional Information* – Sabbatical leave will not be granted to subsidize any form of work on advanced degrees or for work which is not directly related to the faculty member's teaching function at the University. Sabbatical leave is not intended to augment the recipient's income. Recipients may not use sabbatical leave time for teaching at another institution except in unusual cases specifically approved in advance. If part-time employment is contemplated while the primary purpose of the sabbatical is pursued, such work shall be in the proposal requesting leave. Receipt of an external grant to assist in accomplishing the purpose of the sabbatical (other than for tuition and related expenses for pursuing further education) shall result in a corresponding reduction of sabbatical leave compensation provided by the University. Time toward each new sabbatical begins immediately upon return to full-time service and completion of the project for which the sabbatical was granted.

7. *Contractual Obligation* – Each person receiving a sabbatical leave will sign a contract setting forth the terms of the agreement and carrying the following provisions: If the person received funds from the University and leaves employment before the three full years after the completion of the project, the funds will be repaid at the following schedule: during the first year after completion of study – full amount to be repaid; during second year after completion of study – two-thirds of the amount to be repaid; and during third year after completion of study – one-third of the amount to be repaid. The amount is to be considered paid in full after three years of employment is completed.

SUMMER RESEARCH GRANTS

Description

As a means of supporting the scholarly endeavors of its faculty the University provides a Summer Research Grant Program through which a number of modest stipends help undergird the research, writing, and publication efforts of the faculty. The entire program is conducted in a collegial spirit appropriate to the profession of higher education and the Christian context of Campbell University. Inherent to the program are particular understandings:

- The grant stipends are to assist faculty in pursuing research, writing, and publishing endeavors that contribute to the scholarship of their fields.
- The faculty member will make every reasonable effort to fulfill the expectations under which the award is made.
- Individual awards may be made for up to \$2,500.
- It is understood that projects may or may not be completed during the summer term of an award. If part of a longer-term endeavor, such should be clearly indicated from the point of application.
- The summer project will likely not be the only professional activity in which the faculty member is engaged. However, acceptance of the stipend is taken to mean that significant quality attention will be devoted to the project.
- Other research grants may be held during the term of award, but such may not interfere with the purposes for which the summer research stipend is granted.
- Any significant deviation from the grounds on which the award is made must be approved in advance or reimbursement of funds will be required.
- Summer research grants are handled by the University in the form of salary.

Eligibility

- Only full-time Campbell University faculty are eligible for awards through the summer research grant program.
- Faculty must be full-time at the University both during the academic year preceding and the academic year following the summer research activity.
- Requests from faculty with primary teaching responsibilities at the undergraduate level will be given priority, though applications from graduate and professional faculty may be considered.
- Special consideration will be given to those projects that have potential for external funding as well.
- Grants are not intended for surveying courses and programs or for preparing institutional curricula.
- Awards are competitive based on: a) the availability of funds, b) the quality of the project, c) the quality or promise of quality of the applicant's work, d) the likelihood that the project will be completed, e) the likelihood that the project will either produce or be incorporated within published material.

Process

Faculty members requesting funding must make formal application for a summer research stipend. The application should include:

- a) an informative description of the project to be supported by the award;
- b) in the case of longer-term endeavors, a description of the project's prior history;
- c) a clear statement of the funding being requested and a description of how the money will be used;
- d) a letter of endorsement from the faculty member's Dean.

The timetable is as follows:

- **March 28** – Completed applications to the Office of the Vice President for Academic Affairs and Provost. To the extent needed, the Deans' Council shall review applications and assist in prioritizing the requests.
- **April 30** – Award notifications made.
- **October 1** – Recipients will file a brief report with their academic Dean and the Office of the Vice President for Academic Affairs and Provost detailing the results and/or status of the project.

V. FACULTY SENATE

ORGANIZATION

1. Eligibility for Service in the Senate. Only faculty members who have achieved tenure or who have completed three years of service at Campbell University and have received a contract for the fourth year shall be eligible to serve as senators. This statement shall not be interpreted as excluding from eligibility those members of the University Faculty who, having achieved tenure, have been assigned reduced loads of teaching because of administrative duties.

2. Membership and Voting. The Faculty Senate shall consist of elected representatives from each undergraduate department of instruction which offers a major, and of the following ex-officio members: the President of the University, the Vice President for Academic Affairs and Provost of the University, the Vice President for Business, the Vice President for Advancement, and the Academic Deans. Each selected member of the Senate shall have one vote on all matters voted on by the Senate. Except for those matters on which the voting is hereinafter restricted to elected members of the Senate, ex-officio members shall have one vote each. Each department of instruction which offers a major and the professional staff of the library shall be entitled to elect one senator for the first ten (or fraction thereof) full-time faculty members, or equivalency thereof, teaching in the department. Each such department with more than ten full-time faculty members or equivalency thereof shall be entitled to elect one senator for each additional ten (or fraction thereof greater than four-tenths) full-time faculty members, or equivalency thereof, teaching in the department.

3. Method of Election. The election of senators shall be held in March of each year at a meeting of each department entitled to elect a senator. The senators elected at that time shall take office as of the end of the regular meeting of the Faculty Senate for the following April. The election shall be conducted in accordance with Robert's Rules of Order subject to the following qualifications:

- a. The chair of the department shall report the elections to the President of the University and to the Chair and the Secretary of the Faculty Senate.
- b. Any faculty member who teaches courses in two or more departments shall vote for senators only in that department in which he/she teaches the larger number of credit hours. If he/she teaches an equal number of credit hours in two or more departments, he/she may choose the department for which to vote. In no case shall a senator represent more than one department in voting.

4. Term of Office for Senators; Reelection. Except for provisions to the contrary contained in this document, each senator shall be elected for a term of two years. A senator may be elected to succeed himself/herself once. After a period of two years following a second consecutive term, he/she will again be eligible to serve as a senator. In the case of any department which otherwise would be deprived of representation, a senator may be elected an indefinite number of times.

5. Special Elections. Departments shall hold elections to fill unexpired terms or to elect additional senators to whom it shall become entitled between regular elections. These elections shall be conducted and their results shall be reported in the manner herein prescribed for regular elections.

FUNCTIONS OF THE FACULTY SENATE

The Faculty Senate shall have the following functions:

1. It shall examine, at its discretion, and with the approval of the President, issues of common interest to two or more of the undergraduate faculties.
2. It may, at its own discretion, seek the advice of any member of the Faculty.
3. It shall produce an annual report on faculty salaries.
4. It shall adopt such bylaws and procedures, not contrary to the charter and bylaws of the University, as are necessary to the performance of its responsibilities.
5. It shall establish such committees of the Faculty Senate as shall be needed for the exercise of its duties.

LIMITATIONS ON FUNCTIONS OF THE FACULTY SENATE

1. The faculties of the College of Arts and Sciences, the School of Education, the College of Pharmacy and Health Sciences, the Divinity School, the Lundy-Fetterman School of Business, the Norman Adrian Wiggins School of Law, the Jerry M. Wallace School of Osteopathic Medicine, and the School of Engineering shall be notified of all acts of the Faculty Senate and collectively may amend or rescind any act of the Faculty Senate.

2. The Faculty Senate shall consider its acts vetoed upon written notice within sixty days by the President of the University.

OFFICERS OF THE FACULTY SENATE

1. Officers. The officers of the Senate shall be the following: (1) Chair, (2) Vice Chair, (3) Secretary. The Senate may establish, or abolish, other offices according to need.

2. Election. All officers must be members of the Faculty Senate and shall be elected by a majority vote of the Senate.

3. Term of Office. The term of office for officers of the Faculty Senate shall be for one year, with the privilege of reelection for one term.

4. Method of Election. At the regular March meeting of each year, the Senate shall choose from among its elected membership a nominating committee of five members. Voting for members of the Nominating Committee shall be by secret ballot. At the April meeting, the Nominating Committee shall submit to the Secretary of the Senate a slate of candidates for each office of the

Faculty Senate.

This slate shall be drawn from the elected membership of the incoming Faculty Senate. Further nominations from the ranks of the elected members may be made from the floor. Officers elected at this time shall assume their offices at the adjournment of the April meeting. If the office of Chair of the Senate shall become vacant, the Vice Chair shall assume his/her duties until a new chairperson is chosen by the Senate for the unexpired term at a special election conducted by the Faculty Senate. Voting for all officers shall be by secret ballot.

DUTIES OF THE OFFICERS OF THE FACULTY SENATE

1. Chair. The Chair of the Faculty Senate shall preside at meetings of the Senate, and appoint all ad hoc committees formed by the Senate. The Chair of the Senate or his/her designee shall report all action taken by the Senate to the faculties of the Colleges and Schools.
2. Vice Chair. The Vice Chair of the Faculty Senate shall perform all of the duties of the Chair in his/her absence.
3. Secretary. The Secretary of the Faculty Senate shall keep accurate minutes of all meetings of the Senate; conduct necessary correspondence; keep an accurate list of the membership of the Faculty Senate; keep an accurate record of attendance; and perform such other duties as directed by the Senate.

MEETINGS OF THE FACULTY SENATE

1. Regular Meetings. The Faculty Senate shall hold one regular meeting each month of the academic year except for January and May.
2. Election Meeting. The election of Senate officers shall be held at the regular April meeting.
3. Special Meetings. The Chair of the Faculty Senate shall call a special meeting upon the written petition of three-fourths (3/4) of the total membership of the Senate.
4. Emergency Meetings. In an emergency situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate, the Chair of the Senate shall be empowered to ask the President of the University, at his discretion, to call an emergency session of the Faculty Senate. If the Chair of the Senate does not make a request, the President of the University, at his discretion, may call an emergency meeting.

AGENDA OF THE FACULTY SENATE; AGENDA COMMITTEE

1. Agenda of the Faculty Senate. The Faculty Senate shall be free to establish its own agenda provided that all matters of academic policy recommended to it by the faculties, the President of the University (or his designee), or any standing or special committee of the faculties shall be placed on the agenda no later than the time of the second regular meeting after receipt of a recommendation.

2. Agenda Committee. There shall be an Agenda Committee which shall consist of the Chair, the Vice Chair, the Secretary of the Faculty Senate, the Dean of the College of Arts and Sciences, and the Vice President for Academic Affairs and Provost of Campbell University, and one additional senator each from the College and Schools chosen from among the elected members of the Faculty Senate. The Chair and Secretary of the Agenda Committee shall be chosen by the full membership of the Committee from its elected members. A quorum consists of six of the members of the Committee. Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. If there is no objection, matters for consideration may be taken out of order. New matters may be considered at any meeting of the Faculty Senate upon a two-thirds (2/3) vote of the members of the Senate present and voting. The agenda for each regular meeting shall be distributed to members of the Senate at least one week in advance of the meeting.

ORDER OF BUSINESS; QUORUM.

1. Order of Business. The following order of business shall be observed in meetings of the Faculty Senate unless the senators vote to change the procedures as provided in this Constitution: (1) call to order; (2) approval of the minutes; (3) special order of the day; (4) unfinished business; (5) reports of committees; (6) other new business; (7) adjournment.

2. Quorum. A quorum of the Faculty Senate shall consist of a majority of the elected members and one ex-officio member or the President's designee.

SPECIAL COMMITTEES

Special committees may be established by the Senate with the prior knowledge and approval of the President of the University or his designee. The Chair of the Senate may appoint members of special committees, or may request the Senate to elect committee members. The Chair of the Senate may appoint the chairperson of a special committee, or may request the members of a special committee to elect its chairperson. Non-Senate faculty members, as well as senators, may serve on special committees, but at least one elected senator and one ex-officio member shall serve on any special committee.

ADOPTION AND AMENDMENT

The effective date of the provisions of this document will be upon its ratification by the General Faculty and the University Board of Trustees or July 1, 1999, whichever comes first.

Faculty Organization and the constitution of the Faculty Senate may be amended by a majority of the total membership of the General Faculty at a regular or called meeting. Written notice of intention to amend shall be given to the Faculty at least one month prior to the vote of the amendment. The notice shall include the exact wording of proposed amendment. No amendment to this statement shall become effective until it has been ratified by a majority vote of the Trustees of Campbell University.

VI. EMPLOYMENT RELATIONS

Many of the institutional employment and workplace policies listed in the previous edition of the Faculty Handbook have been omitted from this document, but they nevertheless apply to the faculty. For further details, please refer to the *Campbell University Personnel Manual* found on the University website as follows:

<http://www.campbell.edu/faculty-staff/human-resources/personnel-manual/>

HIRING PROCESS FOR FULL TIME FACULTY

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Any variation must be approved by the Vice President for Business and Treasurer.

1. Department needs to hire a new faculty member the process is as follows:
 - a. Is this a replacement position?
 - i. If yes, and Dean approves, the Department Head completes the electronic Request for Employment.
 - ii. If no, Move to new position.
 - b. Is this a new position?
 - i. If yes, the Department Head completes a job description, gets Provost's and Dean's approval and forwards job description to Human Resources. After signature approvals by HR & VP of Business, the supervisor is notified to complete the electronic Request for Employment.
 - ii. If no, return to directions for a replacement position.
2. The open position will be posted on Campbell.edu and other locations as needed.
3. In the position announcement, applications and resumes are normally asked to be submitted to Human Resources.
4. The Human Resources Department records and categorizes the applications/resumes and forwards them to the Department Head.
5. The Department Head/Search Committee Chair reviews applications/resumes and selects several applicants for interview in accordance with School/Department's process.
6. The selected applicants interview with the Department Head or Search Committee Chair in accordance with the Department's process.
7. The Department Head or other selection committee representative must contact references on any candidate to be hired.
8. The Department Head meets with all interviewers and the Dean to make final selections.
9. The Dean must review the employment offer with the appropriate Vice President and Human Resources.
10. Dean/Department Head makes the employment offer to preferred candidate subject to Background Check and credentials clearance and approval of executive administration.
11. The selected candidate must complete the Background Check Consent form online.

12. Human Resources will submit the information for background investigation to be performed.
13. When the Background Check clears, the appropriate Vice President prepares the contract and approval signatures are obtained.
14. The Candidate begins work at Campbell University only after all the signatures are on the contract, new employee forms are executed, and payroll processing is complete.

HIRING PROCESS FOR NON FACULTY (08/27/12)

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Any variation must be approved by the Vice President for Business and Treasurer.

1. When a Department needs to hire a new employee the process is as follows:
 - a. Is this a replacement position?
 - i. If yes, the Supervisor completes the electronic Request for Employment.
 - ii. If no, Move to new position.
 - b. Is this a new position?
 - i. If yes, the Supervisor completes a job description, gets Department Head approval, and Dean if necessary, and forwards job description to Human Resources. After signature approvals by HR & VP of Business, the supervisor is notified to complete the electronic Request for Employment.
 - ii. If no, return to directions for a replacement position.
2. The open position will be posted on Campbell.edu and other locations as needed.
3. In the position announcement, applications and resumes are asked to be submitted to Human Resources.
4. Human Resources is to review all applications and forward the most qualified applicants to the Department supervisor.
5. The Department Supervisor reviews applications/resumes and selects several applicants for interviews.
6. The applicants chosen by the Department Supervisor are to be interviewed by the department and Human Resources.
7. The Department Supervisor meets with all those that interviewed the candidates to make final selections.
8. The Department Supervisor must contact references and obtain transcripts if necessary on a candidate before any offer is made.
9. The Department Supervisor must review the employment offer with Human Resources before any offer is made.
10. The Department Supervisor then makes the employment offer to the preferred candidate.
11. When the candidate accepts the offer, the Department Hiring Manager fills out the Request for Account and Employment Change form and sends it to the Human Resources Department.
12. The Candidate must then complete the Background Check Consent form online.

13. Human Resources will submit the information for background investigation to be performed.
14. When the background check is complete and the candidate is cleared for hiring, Human Resources obtains approval signatures from Human Resources Director and Vice President of Business on the Request for Account and Employment Change form.
15. The Candidate may begin work at Campbell University **only after all signatures are received**, new employee forms executed, and payroll processing is complete.

PERSONNEL FILES

The Human Resources Department initiates and maintains each employee's personnel files. Official personnel information regarding faculty is also maintained in the Office of the Vice President for Academic Affairs and Provost. It is the responsibility of each employee to keep this data current. The employee is responsible for providing the Human Resources Department with changes in home address, marital status, number of dependents, any beneficiary changes on employer-provided insurance policies and other relevant personal data. Current information is also needed to eliminate potential problems concerning payroll and employee benefit records, including COBRA (Consolidated Omnibus Budget Reconciliation Act).

An individual's personnel file is considered privileged and no information included therein may be released to a third party except:

- (1) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except (i) letters of reference solicited prior to employment, and (ii) information concerning a medical disability, mental or physical, unless a prudent physician would not divulge the same to their patient;
- (2) An employee's supervisor may examine all material in the employee's personnel file;
- (3) By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court;
- (4) An official of an agency of the state or federal government, or any political subdivision of the state where authorized by law or regulation;

An employee may sign a written release, to be placed with his/her personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

Subject to applicable laws of discovery, even if considered part of an employee's personnel file, the following information need not be disclosed to an employee or to any other person:

- (1) Testing or examination material used solely to determine individual qualifications for appointment, employment, or promotion when disclosure would compromise the objectivity or the fairness of the testing or examination process;

- (2) Attorney-privileged communication, notes, preliminary drafts and internal communications concerning an employee but not addressed to the employee; or
- (3) Investigative reports or memoranda and other information concerning the investigation of possible criminal actions of an employee, until the investigation is completed and no criminal action taken, or until the criminal action is concluded.

VETERANS

Campbell University is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), and other federal laws and regulations which require government contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, armed forces service medal veterans, and Active Duty Wartime or Campaign Badge Veteran.

ADA ACCOMMODATIONS

Reasonable Accommodation of Protected Disabilities

The university will provide reasonable accommodation to any employee with a known disability who is otherwise qualified to perform the essential functions of his or her job, unless doing so would create an undue hardship on the university. An employee who believes that he or she requires a reasonable accommodation because of a disability must notify the Human Resources Department of the issue as indicated below so that an interactive dialogue can begin on the subject of a proposed accommodation.

Each request for a reasonable accommodation due to a disability will be evaluated on a case-by-case basis. No employee will be retaliated against because he or she requests a reasonable accommodation because of a disability.

Procedure

The HR department will provide reasonable accommodations in response to requests from any employee. Employees with disabilities may request reasonable accommodations to assist in performing their jobs. Requests must be submitted in writing to the HR department. Requests should include an explanation of how the disability affects job duties and the accommodations the employee is seeking. The HR department reserves the right to request documentation from a medical provider on any work-related medical restrictions applicable to the employee.

If an employee needs additional time off after all available leave is exhausted, or at the end of an approved FMLA leave of absence, he or she must make a request as set forth above. HR will then determine whether extending the leave is a reasonable accommodation.

The HR department will keep confidential files documenting accommodation requests and

their disposition that are separate from other personnel records. Access to these materials will be limited to those with a legitimate business need to know the information.

COMPUTER AND NETWORK USE POLICY

Campbell University, hereinafter referred to as CAMPBELL, maintains a private network with connectivity to the INTERNET, a public/global network. CAMPBELL exercises no control over the content of the INTERNET and therefore will maintain appropriate precautions to prevent unauthorized transmissions into Campbell's private network. Those with valid CAMPBELL network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

1. Preserve the utility and flexibility of the system.
2. Protect the privacy and work of students, faculty, and staff.
3. Preserve the right of CAMPBELL to access global networks in order to facilitate the goals of the CAMPBELL educational system.

Network Connectivity

USERS requiring network connectivity will request such from authorized Computing Services personnel. Personal computer systems (desktop systems owned by Campbell) will be reviewed and audited before such network connectivity is granted. Only systems with compliant hardware and software will be granted connectivity. Hardware and Software in development stages (known commonly as alpha or Beta versions) may not be used without written notification to Computing Services Department and subsequent approval. Upon request of the Computing Services personnel, hardware and software believed to be causing problems must be removed. Contact Computing Services personnel for further clarification.

General Usage Policy

1. Faculty, staff, students and others with CAMPBELL authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official CAMPBELL business, and for personal purposes so long as such use:
 - A. Does not violate any law or University policy.
 - B. Does not involve significant use of University resources, direct costs, or substantial interference with the performance of University duties /work.
 - C. Does not result in commercial gain or private profit.
 - D. Does not bring discredit to the CAMPBELL establishment.

2. All USERS are expected to preserve the integrity of the CAMPBELL network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the USERS' responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords and using passwords which have the following requirements:
 - A. Minimum of six characters.
 - B. Combination of upper and lower case letters, or
 - C. Combination of letters and numbers.
3. Owners of an account are responsible for actions that occur from that account.
4. Any attempt to circumvent system security, guess others' passwords, or in any manner gain unauthorized access to CAMPBELL or INTERNET resources is prohibited.
5. Transferring copyrighted materials to or from any system or via the CAMPBELL network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.
6. Use of electronic mail and other network communications facilities to harass, offend, or annoy other USERS of the network is prohibited.

CamelNet Connection Privilege Agreement

The Internet connection is provided as a privilege, not a right. It is your responsibility to adhere to all University policies. The network facilities are for the use of Campbell University students, faculty /staff, and are only for educational, academic, research and business purposes of the University. Campbell University reserves the right to alter access, availability of access, and the terms of this agreement at any time for any reason. When you are provided an email account and internet access, as an employee you agree that:

- I may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, I understand that I may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- I may not use University resources to support personal business interest.
- I may not sell or provide access to Campbell University networks to outside sources.
- I will respect the priority of academic use of the network.
- I will not use my connection to engage in software piracy, copyright infringement, e-mail abuse, other illegal activities, or profit ventures. Any known abuse may be investigated by law enforcement officials.

- I may not activate any type of shared file service or access to my personal computer by anyone other than myself.
- I am personally responsible for any activities originating from my PC/network connection.
- I am responsible for my personal computer's hardware and software.
- Campbell University assumes no liability for data loss or equipment damage pursuant to my use of the data port. Precautions for natural disasters are my responsibility.
- The use of the University information resources on campus are governed by the policies and regulations as outlined in this document, and those regarding student conduct found in the Student Handbook. Violations of these regulations will be reported to the appropriate dean and/or department, with appropriate disciplinary action to be taken.
- If I have a reason to believe another user(s) or group(s) of users is interfering with access to the network, I will report the problem to the Director of Computing Services. Campbell University administrators will investigate and, if necessary, take corrective action.
- Campbell University reserves the right to monitor traffic through my data connection for the purpose of checking compliance with this agreement.

Contact:

- helpdesk@campbell.edu
- ext:1208 | 910-893-1208 | 800-334-4111 x:1208

NON-FRATERNIZATION

All employees shall refrain from any inappropriate relationship with students to the extent that the relationship may compromise any policies and/or expectations of the University as a Christian institution of higher education. Inappropriate relationships include any romantic or physically intimate liaison with a student outside the bonds of marriage.

POLITICAL ACTIVITY POLICY

As an individual, each employee retains all the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the United States of America;

1. Statement of General Policy

(a) The University, as a non-profit organization, shall not participate in any political campaign on behalf of or in opposition to any candidate for public office (collectively, "Political Statement"). No employee, acting on the University's behalf, is authorized to make any Political Statement or expend any University funds on behalf of or in opposition to a candidate.

(b) When an employee states a position or opinion regarding any candidate for elective office, or proposed or current legislation, ballot measure, proposition, regulation, law or ruling, and the employee's affiliation with the University is stated or implied, the employee should state that the position or opinion is his or her personal viewpoint and not attributable to the University.

(c) All political fundraising on campus is strictly prohibited.

2. Employees

No employee shall:

(a) take any part in managing a campaign, or campaign for political office or otherwise engage in political activity while on duty or within any period of time during which he/she is expected to perform services for which compensation is received from the University;

(b) otherwise use the authority of his/her position, or utilize University funds, equipment, computers, systems, supplies or vehicles to solicit funds or secure support for or oppose any candidate, party, or issue in a partisan election involving candidates for office or party nominations, or affect the results thereof.

3. Candidates; outside organizations

(a) Candidates for political office, and their authorized representatives, or non-University organizations, may use University facilities for campaign functions with proper approval and payment in advance of all fees for use of campus facilities in accord with the Facility Use Policy.

(b) No employees may participate in said activity unless in compliance with this policy or their job duties require them to assist in the use of the facilities approved for the campaign function.

(c) Political campaign activities sponsored or hosted by student organizations are permitted, provided they are in accordance with this policy and approved by the Vice President for Student Life. All expenses related to the activity are to be paid by the student organization, the candidate or the sponsoring political organization as specified in section 3(a) above

SOCIAL MEDIA POLICY

Campbell University (University) recognizes that employees may use Social Media as a means of communication. Because social media blurs the lines between personal voice and institutional voice, the University has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. The

policy is intended to provide guidance as to the appropriate use of such platforms.

Social media are defined as media designed to be disseminated through social interaction on personal or university websites, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace, University and personal websites.

Employees who use Social Media are expected to refrain from presenting themselves as official representatives of the University or from portraying the University in a negative manner. Employees are expected to use good judgment and discretion when using or accessing Social Media, ever aware of the importance of advancing the University's mission, upholding its policies, and dedicating their best efforts to the broad interests of the University. Employees are liable for anything they post to social media sites in violation of this policy. For purposes of this Social Media policy, the term "policies" shall mean Campbell University's computer use, information technology, confidentiality, disclosure of proprietary data, intellectual property, anti-discrimination, academic freedom, or any other policies as set forth in all bulletins, catalogs, and employee and faculty handbooks or personnel manuals, and on the university's website (www.campbell.edu/student-services/computing-services/user-privacy/).

1. POLICY FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

- a. **Acknowledge who you are.** Information posted on Social Media that in any way references or reveals an employee's connection with the University, but that is not for official university business or purposes, must have a clear disclaimer. It should state "the views expressed are the author's alone and do not represent the views of Campbell University academic community." Be clear and write in first person.
- b. **Avoid a conflict of interest.** Online conduct should not create a conflict of interest or otherwise harm the educational and business interests of Campbell University.
- c. **Protect confidential and proprietary information.** Information published on Social Media should comply with Campbell University's confidentiality, disclosure of proprietary data, and intellectual property policies. This also applies to comments posted on other blogs, forums, and social networking sites. Employees must still follow the applicable requirements such as the Family Educational Rights and Privacy Act (FERPA), as well as National Collegiate Athletic Association (NCAA) regulations, and adhere to all applicable University privacy and confidentiality policies. Information from student, alumni, or applicant records (including but not limited to academic records, disciplinary records, correspondence through e-mails, or other means, or any other records individually identifying students or applicants to the University) should never be released via social media. Employees who share confidential University information and/or personal information about Campbell faculty, staff, or students, to include but not limited to, FERPA protected records, social security numbers, and financial health or personnel information, unless authorized, do so at the risk of disciplinary action or termination.

- d. **Be respectful.** Be respectful to Campbell University, other employees, faculty, staff, and students.
- e. **Respect University time and property.** Social Media activities should not interfere with work commitments, unless authorized by a Vice President or appropriate for one's areas of responsibility, and may not be used for personal profit or gain during the user's work hours. Refer to the Campbell University Computer Use Policy resource usage policies [www.campbell.edu/student-services/computing-services/user-privacy/]. When using Campbell University property or the University network to access your personal website or Social Media, the user shall have no expectation of privacy.
- f. **Be aware of your audience.** Your online presence reflects Campbell University. Be aware that your actions captured via images, posts, or comments may have implications for Campbell University and you as an employee of the university. **Employees who share confidential information protected by law do so at the risk of disciplinary action or termination.**
- g. **Respect copyright and fair use.** Respect copyright laws and reference or cite sources appropriately. Releasing unpublished research data or unprotected intellectual property may impair its protection. Similarly, releasing published and/or copyrighted information without proper permission is a violation of law. Plagiarism applies online as well.
- h. **Comply with all University policies.** Online conduct, and any related use of Social Media, must not violate University policies.
- i. **Don't use Campbell University logos for endorsements.** The Campbell University seal, logos, and trademarks may not be used for personal gain or profit, or the advertisement of University events without written consent of the Vice President for Institutional Advancement. Any use of the University seal, logo, or other official marks must comply with the University's Graphic Standards policies. [<http://www.campbell.edu/content/746/custyleguide.pdf>].
- j. **Best Practices.** In December 2009, the Federal Trade Commission implemented regulations requiring bloggers and those who write online reviews to reveal if they have been compensated in any way—a copy of a book, dinner, complementary admission—or have a relationship to a company, product, or service Vendors they review. Already a "best practice" for most bloggers, such disclosure is now being enforced. A good resource about transparency in online communities is the Blog Council's "Disclosure Best Practices Toolkit" at www.socialmedia.org.

- k. **Photography.** Photographs posted on social media sites should reflect positively and accurately the University and the poster. They can be easily appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800 X 600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- l. Social Media communications, in furtherance of University interests, that a reasonable person in the position of the target of the communications would consider to be a true threat of violence against the target—or that a reasonable person knows or reasonably should know would cause (and that do cause) severe emotional distress, may cause liability for the university.
- m. Social Media communications that contain false statements that could harm a person’s reputation are likely defamatory and may result in civil liability.
- n. Social Media communications that are obscene or that represent child pornography violate criminal laws and would violate University regulations.

2. INSTITUTIONAL SOCIAL MEDIA

If you post on behalf of an official University unit, the following policies must be adhered to in addition to the best practices listed above:

- a. **Notify the University:** Departments or University units that have a social media page or would like to start one should contact the Department of Communications. All institutional pages must have an employee who is identified as being responsible for content. Ideally, this should be the unit head of the department. Acknowledge who you are: If you are representing Campbell University when posting on a social media platform, acknowledge this. Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
- b. **Link back to the University:** Whenever possible, link back to the Campbell University website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the Campbell University Web environment. When linking to a news article about Campbell University, check first to see whether you can link to a release on the University website instead of to a publication or other media outlet.
- c. **Protect the institutional voice:** Posts on social media sites should protect the University's institutional voice by remaining professional in tone and in good taste. An individual Campbell University unit should construe its Social Media site as representing the University as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.

- d. **Disclaimer:** All Social Media websites sponsored by a department or University unit shall contain the following disclaimer that can be viewed when the social media link is accessed: **Campbell University reserves the right to remove comments that are racist, sexist, abusive, profane, violent, obscene or spam; that advocate illegal activity, include falsehoods, contain commercial solicitations, are wildly off-topic, or cannot be translated to English using free online tools; that libel, incite, threaten or make ad hominem attacks.**

3. PROFESSIONAL STANDARDS

- a. If you are employed in a field that is subject to professional or ethical standards, you should comply with those standards in your University capacity. You also should comply with those standards in your personal capacity, if the standards generally apply at all times, or if your personal conduct would affect or reflect on your University role.
- b. Personal text, photos, videos and other material posted on social media pages, should be in keeping with generally accepted professional and/or ethical standards for your field(s) of work and/or study.
- c. Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations, or if relevant to a University role, by the University.
- d. The University's guarantees of academic freedom presuppose that members of the faculty will act in a professionally responsible manner.

SUBSTANCE ABUSE POLICY

1. Purposes

The purposes of this Substance Abuse Policy are as follows:

- To encourage our employees with alcohol and drug problems to seek assistance in overcoming those problems;
- To provide assistance to employees with dependency problems;
- To reduce the risk of injury to person or property; and
- To reduce absenteeism, tardiness, and unacceptable job performance.

2. Prohibited Conduct

The following conduct, as well as any other conduct which is at variance with the specific requirements of this Policy, will result in immediate discipline up to and including

discharge:

- Employees shall not test positive for alcohol or illegal use of drugs.
- Employees shall not bring alcoholic beverages onto or consume alcoholic beverages either upon the premises of the University or in the University's vehicles.
- Employees shall not abuse alcohol off-duty if it results in excessive absenteeism or tardiness or poor work performance.
- Employees shall not illegally use or illegally possess prescription drugs on the University's premises. It is a violation of this Policy for an employee to use prescription drugs not prescribed for him or her or for employees to use prescription drugs except in the manner, combination, and quantity prescribed.
- Employees whose job duties require operation or working near motor vehicles or potentially dangerous machines or equipment shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.
- Employees shall not unlawfully use, manufacture, distribute, dispense, or possess a controlled substance on the University's premises, or off duty.
- Employees shall not refuse to submit to an alcohol or drug test when requested by a supervisor.
- Employees shall not alter or attempt to alter a sample submitted for testing under this Policy, nor may employees submit a sample which is not the employee's sample.
- Employees shall not refuse to sign the Certification and Declaration indicating receipt of and agreement to abide by this policy.
- Any employee who is arrested or convicted for a violation of a criminal drug statute or the abuse of alcohol on or off duty must immediately notify his or her supervisor, within (5) days of such arrest or conviction. Failure to so notify a supervisor will result in immediate discipline, up to and including termination of employment.
- Employees shall not engage in any conduct punishable as a drug- or alcohol-related crime.
- A person is not to use drugs or alcohol during lunch or on breaks while working.

3. **Equipment and Motor Vehicle Operators**

Prescription medication. Employees who work near or operate motor vehicles or potentially dangerous machinery or equipment are required to ask their physicians whether prescription drugs will affect their ability to operate or work near motor vehicles or potentially dangerous machinery or equipment and shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.

Doctor's certificate. An employee who, pursuant to a doctor's order, is using prescription drugs while on duty or during any day on which the employee is scheduled to work, shall supply his supervisor with a doctor's certificate which authorizes him to continue working

with motor vehicles or potentially dangerous machinery or equipment while using the prescribed drug. Supervisors shall submit a copy of this doctor's certificate to the Human Resources Department.

Leave of absence or reassignment. Any employee who works with motor vehicles or potentially dangerous machinery or equipment and is unable to obtain a doctor's certificate which authorizes him to operate or work near motor vehicles or potentially dangerous machinery or equipment while taking prescribed medication shall be placed on leave of absence while using the prescribed drug, unless other suitable work is available which does not involve the operation of or working near motor vehicles or potentially dangerous machinery or equipment. The assignment of such alternative work shall be at the sole discretion of the University.

4. Post Injury/Accident Testing

The University is particularly concerned with promoting health and safety. As a result, if an employee sustains an injury or accident on the job for which any professional medical attention is required, the employee will be subject to a drug screen, to be taken as soon after the injury or accident as possible under the following circumstances:

- Employees having an accident while operating a university owned motor vehicle and found to be at fault, are subject to testing.
- Employees charged with a moving violation while operating a university owned motor vehicle, are subject to testing.
- Employees having an accident while operating a university owned piece of equipment, are subject to testing.

If an employee is thought to be involved in causing an accident, but is not injured, he or she will also be subject to a drug screen.

5. Erratic or Unusual Behavior

All employees shall be asked to take a drug screen when an incident of erratic and unusual behavior has been documented based on the employee's appearance, behavior and/or performance.

6. Written acknowledgement of policy

All employees shall acknowledge in writing on a form as set forth in this manual that they have read and understand this Substance Abuse Policy. A refusal to take a drug screen as required herein will result in disciplinary action, up to and including termination. Anyone selected for a drug test pursuant to these policies will be provided the appropriate notice as required by law.

TITLE IX VIOLATION REPORTING

Title IX of the 1972 federal Education Amendments Act, and the regulations thereunder, provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives Federal financial assistance. The following definitions are consistent with this legislation and regulations:

Sexual Harassment: Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Examples of sexual conduct include:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students as to sexual activity or performance; or
- circulating or showing e-mails or Web sites of a sexual nature.

Hostile Environment. Harassing that was conduct sufficiently serious-that is sufficiently severe or pervasive-to deny or limit a student's ability to participate in or benefit from the university's program based on sex.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Retaliatory Harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a proceeding under this policy or any other grievance or disciplinary proceeding.

Sexual Harassment of a Student by another Student. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Sexual Harassment of a Student by a Faculty/Staff Member. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

Any employee who is aware of or observes a violation of Title IX should immediately report the same to the Title IX Coordinator, Kellie Nothstine, at 910-893-2039. The procedures that will be used to investigate and conduct any hearings regarding the reported or alleged violations may be found in the Student Handbook under Institutional Policies at <http://www.campbell.edu/title-ix/>. If sexual violence is involved, Campus Safety should be immediately notified at 910-893-1911. Employees or students will not suffer retaliation for reporting violations of this policy.

WORKPLACE VIOLENCE POLICY

1. Policy

Violent behavior in the Campbell University workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by the University's policy against Weapons on Campus (See p. 53 of the *Campbell University Personnel Manual*).

2. Definition

a. Workplace violence includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting University business.

b. Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.

c. Threat: The verbal or non-verbal expression of intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or proposed to occur in the future.

d. Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

e. Property Damage: Intentional damage to property, which includes property owned by the University, or its employees, students, visitors or vendors.

3. Procedures

a. A University employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the Director of Human Resources (the “Coordinator” of this policy) and, if necessary, to Campus Safety. The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter’s supervisor or to the person believed to be engaging in the violent behavior. All reports of such acts will be investigated by the Coordinator, or his/her designee, and Campus Safety if necessary.

b. Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including dismissal and expulsion, and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on University property are subject to immediate removal from the property, and may be reported to law enforcement authorities.

c. Victims of workplace violence may be referred to the University counseling center or be encouraged to become part of a mediation program.

d. An employee or student who has obtained a judicial protective or restraining order shall immediately advise the office of Campus Safety of such fact.

e. Inquiries from the media about any incident of workplace violence should be directed to the Vice President for Enrollment Management and Marketing (Media Relations).

4. Retaliation Prohibited

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

CHANGES IN THE HANDBOOK

The Administration and the Board of Trustees of Campbell University may revise by addition, reduction, correction, deletion, or upgrading any part or parts of the material in this manual.

Any changes made in the materials now covered or in those that may be covered in the future will be published as changes to the Faculty Handbook.