# TABLE OF CONTENTS

1.0. **History, Purpose, Educational Goals, Nondiscrimination Policy, Governance, Administrative Structure, Committee Structure**  
   1.1. Historical Sketch  
   1.2. Institutional Purpose, Educational Goals, and Nondiscrimination Policy  
   1.3. Governance  
   1.3.1. Administrative Structure  
   1.3.1.1. Organizational Chart  
   1.3.1.2. President  
   1.3.1.3. Division of Academic Affairs  
   1.3.1.3.1 Chief Academic Officer  
   1.3.1.3.1.1 Registrar/Institutional Research Director  
   1.3.1.3.1.2 Academic Division Chairs  
   1.3.1.3.1.3 Director of Athletics  
   1.3.1.4. Division of Student Affairs  
   1.3.1.4.1. Dean of Students  
   1.3.1.5. Division of Business Affairs  
   1.3.1.5.1. Vice President of Finance  
   1.3.1.6. Division of Institutional Advancement  
   1.3.1.6.1. Vice President for Institutional Advancement  
   1.3.1.7. Dean of Enrollment Management  
   1.3.2. President's Cabinet and President’s Council  
   1.3.3. Student Governance  
   1.3.4. Committee Governance  
   1.3.4.1. Committees of the Board of Trustees  
   1.3.4.2. Institutional Committees  
   1.3.4.2.1. Faculty Affairs Committee  
   1.3.4.2.1.1. Faculty Chair  
   1.3.4.2.2. Academic Affairs Committee  
   1.3.4.2.3. Student Life Committee  
   1.3.4.2.4. Faculty Review Board (Grievance Committee)  
   1.3.4.2.5. Faculty Evaluation and Professional Development Committee  
   1.3.4.2.6. Admission and Retention Committee  
   1.3.4.2.7. Faculty Handbook Committee  

2.0. **Faculty Policies, Procedures, Responsibilities**  
   2.1. Faculty Definition  
   2.2. Faculty Contracts  
   2.2.1. Initial Contracts  
   2.2.2. Reappointment Letters and Salary Letters  
   2.2.3. Intellectual Property Rights  
   2.3. Faculty Status  
   2.3.1. Full-time Faculty
2.26. Weather Policies
2.27. Faculty Enrollment in Louisburg College Courses
2.28. Policy Statement Concerning Sexual Harassment
2.29. Faculty Professional Conduct Guidelines
2.30. Summary of Faculty Responsibilities
2.31. Policy on Illegal Drugs
2.32. Faculty Requests For Student Workers

3.0. Academic Policies, Procedures, and Services of Interest to Faculty
3.1. Student Class Absences
3.2. Academic Divisions
3.3. Academic Grievance Procedure
3.4. Academic Integrity Policy
3.5. Auditing Courses
3.6. Continuing Education Courses
3.7. Cooperative Education Courses
3.9. Dean's Lists
3.10. Dropping/Adding/Withdrawing from Courses
3.11. Financial Aid
3.12. Student Grade Reports
3.13. Grading System
3.15. Student Course Load
3.16. Course Prerequisites
3.17. Student Readmissions
3.18. Privacy of Student Records
3.19. Repeating Courses
3.20. Class Schedule
3.21. Student Academic Standards
3.22. Course Syllabuses
3.23. Textbook Orders
3.24. Transfer Credit Evaluation
3.25. Transportation
3.26. Withdrawal of Students From Enrollment
3.27. Application for Degree
3.28. Catalog in Effect
3.29. Duplicate Diploma
3.30. Incomplete Grades
3.31. Independent Study Courses
3.32. Leave of Absence
3.33. Degree Completion Time
3.34. Participation in Commencement

4.0. Student Affairs Policies and Services of Interest to the Faculty
4.1. Student Bookstore 61
4.2. Dining Center 61
4.3. Hurricane Grill 61
4.4. Chaplain (Assistant Dean for Religious Life) 61
4.5. Student Disciplinary Process 61
4.6. Student Handbook 61
4.7. Lost and Found 62
4.8. Orientation of Students 62
4.9. Student Life 62
4.10. Campus Security/Parking 62
4.11. Student Government Association 62
4.12. Temporary Suspension of Students 62

5.0. Other Information of Interest to Faculty 64
5.1. Alumni Office 64
5.2. Budget 64
5.3. Fringe Benefits and Services 64
5.3.1. Retirement Plans 64
5.3.2. Medical Insurance 65
5.3.3. Life Insurance 65
5.3.4. Disability Insurance 65
5.3.5. Tuition Waiver 65
5.3.6. North Carolina Private College Tuition Exchange Program 65
5.3.7. Social Security 65
5.3.8. Computer Purchase 66
5.3.9. Tax Sheltered Annuities 66
5.4. Commencement 66
5.5. Copyright Guidelines 66
5.6. Duplication Services 67
5.7. Emergency Information 67
5.8. Library Services 67
5.9. Mail Services 68
5.10. Payday 68
5.11. Personnel Files 68
5.12. Publications 68
5.13. Publicity 68
5.14. Public Relations 69
5.15. Recommendations For Students 69
5.16. Roll Books 69
5.17. Speakers 69
5.19. Telephone Service 69
5.20. Transcript of Records 69

6.0. Appendix (Forms Used For Faculty Matters)

iv
1.0. History, Purpose, Governance, Administrative Structure, Committee Structure

1.1. Historical Sketch

A coeducational junior college related by faith to the United Methodist Church, Louisburg College traces its roots to 1787 when a charter was issued by North Carolina Legislature for Franklin Academy, the first educational institution on the site of the College. In the early nineteenth century two private academies, for men and women respectively, flourished here. The female academy evolved directly into Louisburg Female College, which opened in 1857 and was housed in the building now known as Old Main. The College remained open during the Civil War, but it functioned intermittently in the difficult years of Reconstruction.

In the late nineteenth century, financial difficulties caused the College to be sold to Washington Duke, Durham tobacco tycoon and Methodist philanthropist. After his death, his son, Benjamin N. Duke, donated the property to the Methodist Episcopal Church South. This act made official a relationship between the College and the Methodist Church which had existed de facto throughout most of the history of the College.

The school, now known as Louisburg College, grew during the second and third decades of the twentieth century. Under economic pressures of the Great Depression, it became coeducational in 1931. By the end of the Second World War, institutional debts had been paid, and in 1952 Louisburg College was accredited by the Southern Association of Colleges and Schools. The school experienced its greatest decade of growth in the sixties, but enrollment declined in the early seventies. The downward trend was reversed in the second half of the seventies and enrollment was maintained at an optimum level for more than a decade. In the nineties the College has again been faced with reduced enrollment.

Presidents of Louisburg College since it became coeducational:

<table>
<thead>
<tr>
<th>Years</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>1931-1937</td>
<td>Armour David Wilcox</td>
</tr>
<tr>
<td>1937-1939</td>
<td>D. E. Earnhardt</td>
</tr>
<tr>
<td>1939-1947</td>
<td>Walter Patten</td>
</tr>
<tr>
<td>1947-1955</td>
<td>Samuel M. Holton</td>
</tr>
<tr>
<td>1955-1974</td>
<td>Cecil W. Robbins</td>
</tr>
<tr>
<td>1993-1998</td>
<td>Ronald L. May</td>
</tr>
<tr>
<td>1998-2001</td>
<td>Rosemary Gillett-Karam</td>
</tr>
<tr>
<td>2001</td>
<td>Reginald W. Ponder</td>
</tr>
</tbody>
</table>
1.2. **Institutional Purpose, Educational Goals, and Nondiscrimination Policy**

**Purpose:**

Louisburg College is a two-year, residential, co-educational institution of higher learning related by faith to the North Carolina Annual Conference of the United Methodist Church. The College provides associate degree, university-parallel liberal arts programs designed for students planning to complete baccalaureate degrees at senior institutions. The College also provides associate degree programs to prepare students for career opportunities upon graduation from Louisburg College.

Louisburg College is an intellectual, cultural and spiritual center for the surrounding community. The College provides a nurturing environment for students to prepare for further study, to learn to meet the challenges of living and working in a modern society, and to develop spiritually by serving God and humanity.

**Educational Goals:**

1. To prepare academically students for transfer to senior institutions.

2. To prepare academically students in non-transfer career programs for immediate employment.

3. To provide opportunities for all students to grow intellectually, socially, culturally, and spiritually.

**Nondiscrimination Policy**

Louisburg College is committed to equal opportunity of education and employment and does not discriminate against students, employees, or applicants on the basis of race, color, sex, sexual orientation or sexual preference, national origin, age, or disability. Moreover, the College does not discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

Louisburg College supports the protection available to members of its community under all applicable Federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Any student, employee, or applicant who has a complaint or grievance should contact the [Chief Academic Officer](#), Main Building, Louisburg College, Louisburg, North Carolina 27549, telephone (919) 496-2521.

1.3. **Governance**


The ultimate responsibility for the policy making and governance of the College rests with the Board of Trustees which governs directly or indirectly through the President and his/her administrative staff. Considerable responsibility is delegated to the President and his/her key staff members, but the Board is kept informed of all major activities. The principal governing document of the College is The Bylaws of Louisburg College Incorporated, adopted by the Board on November 19, 1992 and revised October 27, 1994.

The Faculty actively participates in the governance of the College through various committees described later in this section. Most faculty members serve on at least one major committee each year.

A meeting of the Faculty and staff is held monthly during the academic year, called and conducted by the President or, in his/her absence, the Chief Academic Officer. The committees on Academic Affairs, Student Affairs, Public Relations, Staff Affairs, and Faculty Affairs report at this meeting. Recommendations or motions from these committees or from individuals may be voted upon, and any action taken becomes official policy if approved by the President and the Board of Trustees.

1.3.1. Administrative Structure

The administrative organization of Louisburg College is structured into five divisions: Academic Affairs, Student Affairs, Business Affairs, Institutional Advancement, Admissions, and Financial Aid. Heads of divisions are directly responsible to the President and are, respectively: 1) Chief Academic Officer, 2) Dean of Students, 3) Business Manager, 4) Vice President for Institutional Advancement, 5) Dean of Enrollment Management. Various staff members serve under the division heads. This arrangement is illustrated in the organizational chart on the next page.

The President of the College shall be the Chief Executive Officer of the College and the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President shall, as educational and administrative head of the College, exercise a general superintendency over all the affairs of the institution, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities. Furthermore, the President shall have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee, and except as otherwise determined by the Board of Trustees shall be an ex officio member of all committees of the Board without power to vote. The President of the College may call and preside at meetings of the faculty, may appoint all committees of the faculty and shall appoint new or continuing faculty. These duties may be delegated by the President but must remain under his/her control and responsibility.

1.3.1.3. **Division of Academic Affairs**

The Division of Academic Affairs is administered by the Chief Academic Officer, who is directly responsible to the President. The Chief Academic Officer has responsibility for all matters relating to the faculty's role in the academic program; management of all divisions of instruction is accomplished by direct supervision and by delegation of certain relevant duties to the various Division Chairs who supervise the work of individual faculty members within their divisions.

Through delegation of authority to specific personnel who are ultimately responsible to him/her, the Chief Academic Officer supervises additional areas of the college organization. These persons include the Registrar, the Director of Athletics, and the Director of Library/Learning Services.

1.3.1.3.1. **Chief Academic Officer**

The duties of the Chief Academic Officer include the following: serve as chief administrative officer when the President is absent from the campus; represent the College on call of the President; serve as vice chair of the Faculty and preside at Faculty meetings in the absence of the President; serve as member or chair of various committees; chair of the College Planning Council; oversee functions performed by the Academic Division Chairs and the Registrar; make a continuous evaluation of the curriculum and all phases of the entire academic program of the College, including related facilities and equipment; maintain general supervision of library functions and intercollegiate athletics; administer various budget funds and studies for grants; maintain general supervision of the Faculty and academic supervision of students; direct all planning and assessment activities of the Academic Affairs Division; and provide liaison on academic matters with other institutions or agencies.

1.3.1.3.1.1. **Registrar/Institutional Research Director**
Under the direction of the Chief Academic Officer, the duties of the Registrar/Institutional Research Director include the following: plan and supervise maintenance of all students' permanent academic records and of current students' information folders; maintain a record of students' schedules and process revisions thereto; supervise the preparation of all materials associated with mid-term and end-of-term grade reports, and distribute such grade reports to students, parents, and those personnel who, under restriction of law and college regulations, are entitled to receive them; coordinate various graduation-related activities (ordering caps/gowns, diplomas, etc.); supervise the processing of transcripts; prepare semester master class schedule and assign classrooms; make all arrangements for class registration of students; maintain microfilm records; and direct the College’s institutional research efforts.

1.3.1.3.1.2. Academic Division Chairs (See Section 3.2.)

The Division Chair is responsible to the Chief Academic Officer and performs the following duties:

- Coordinates and supervises the activities of the disciplines within the Division.
- Works cooperatively with other divisions and administrative personnel in all matters relating to the academic program of the College.
- Is responsible for academic/instructional matters of the division, including assistance with faculty/staff recruiting, in-service training, quality of instruction, academic guidance, and community service.
- Provides periodic reports to the Chief Academic Officer on faculty/staff performance and the quality of instruction/services of the division.
- Develops and submits to the Chief Academic Officer a proposed schedule of classes to be taught in the division each semester, being sure to coordinate all plans with the Registrar and other affected staff offices.
- Prepares an annual budget for the operation of the division and determines expenditure of allocated funds in accordance with College policy.
- Prepares and submits to the Chief Academic Officer an annual report of the division, including an evaluation of faculty/staff members, and assessment of the academic performance of students taking courses in the division.
- Is responsible for administering College policies applicable to personnel of the division, and recommends faculty for appointment, promotion, tenure, termination, and salary increases.
- Performs such other responsibilities as may be assigned by the Chief Academic Officer or President.

Division Chair annual appointments are for a ten-month period encompassing the academic year, normally extending from August 1 to May 31. Generally, chairs of academic divisions teach eight/nine contact hours per term in addition to carrying out administrative duties. Individual teaching loads may vary due to the peculiarities within disciplines. Division Chairs receive all holidays published by the President's Office each year. Additionally, they receive one day of annual leave per month served. Such leave may accumulate from year to year.
according to policies stated in the Louisburg College Employee Handbook. Use of leave days requires prior approval of the Chief Academic Officer and the President.

1.3.1.3.3. Director of Athletics

The duties of the Director of Athletics include the following: coordinate the schedules of all intercollegiate athletic events; supervise the athletic scholarship program; represent the College in athletics affairs and at various meetings; plan and monitor the athletics budget; coordinate with coaches, Physical Education faculty, Director of Intramurals, Dean of Student Affairs, Mathematics and Science Division Chair, and Sports Information Director concerning such matters as campus housing for athletes, athletic facilities, equipment, budget, and transportation; and promote good sportsmanship.

1.3.1.4. Division of Student Affairs

The Division of Student Affairs is administered by the Dean of Students, who is directly responsible to the President. The Dean of Students has supervision over various areas of the college organization related to student life through personnel who are ultimately responsible to him/her. These include the Assistant Dean for Student Life, the Assistant Dean for Residential Life, the Assistant Dean for Religious Life, the Director of Counseling Services, the Director of Intramurals, Security, the Director of Health Services, and the Director of Counseling Services.

1.3.1.4.1. Dean of Students

The duties of the Dean of Students include the following: maintain general supervision of the planning, budgeting, assessment, and operation of campus security, safety, chaplain services, student housing, student health services, counseling, student activities including the Student Government Association, student discipline, and general student welfare. The Dean of Students is a voting member of the Faculty.

1.3.1.5. Division of Business Affairs

The Division of Business Affairs is administered by the Vice President of Finance, who is directly responsible to the President. The Vice President of Finance manages college business affairs including purchases, collections, disbursements, financial assets and securities, and maintains related records. Additionally, the Vice President of Finance is responsible for matters relating to personnel services of employees.

Several other major areas of the college organization are under the purview of the Vice President of Finance; the personnel directing these activities are ultimately responsible to him/her. These persons include the Supervisor of Buildings and Grounds, the Bookstore Manager, the Supervisor of Custodial Services, and the Postal Clerk/Supervisor of Offset Services.
1.3.1.5.1. **Vice President of Finance**

The duties of the **Vice President of Finance** include the following: supervise the business of the College, including collections, disbursements, payroll, student accounts, and related record keeping; maintain financial assets and securities; direct college purchasing and approve divisional purchases; provide personnel services; furnish overall supervision of maintenance of buildings and grounds, custodial services, bookstore operation, postal service, printing services, and financial coordination for provision of food services; present his/her books to a certified public accountant for an annual audit; and assist the President in the preparation of the annual operating budget and with five-year projections.

1.3.1.6. **Division of Institutional Advancement**

The Division of Institutional Advancement is administered by the Vice President for Institutional Advancement, who is directly responsible to the President. The principal activities of this division are: to direct the alumni affairs and fund-raising activities of the college, and to coordinate college publicity through the media.

1.3.1.6.1. **Vice President for Institutional Advancement**

The Vice President for Institutional Advancement plans and executes a program to provide the academic enterprise with needed resources. This task is achieved by maintaining general supervision of institutional fund-raising, planned giving, and campaign direction; fostering activities and programs to enhance alumni, church and other constituencies' knowledge, support, and involvement with the College; and providing publications and media relations for keeping all constituencies informed.

1.3.1.7. **Dean of Enrollment Management**

Under the supervision of President, the duties of the **Dean of Enrollment management** include the following admissions responsibilities: conduct interviews of prospective students, evaluate transcripts, and make admission decisions; coordinate travel schedules of Admissions Office personnel; train and supervise student workers used by the office; supervise and coordinate direct mailings to prospective students and conduct appropriate follow-ups; assist in preparation of admissions publications; visit secondary schools to conduct presentations; and assist in planning and implementing programs for various groups visiting the campus (e.g. guidance counselors).

The Dean of Enrollment Management duties also include the following financial aid responsibilities: counsel financial aid applicants; verify financial aid application information; verify information on financial aid applications; package aid awards; update office data base; assist in developing publications; assist in planning and implementing programs for various groups visiting the campus (e.g. guidance counselors); and interview prospective students.

1.3.2. **President's Cabinet and President’s Council**
The President's Cabinet is composed of the individuals who report directly to the President. The Cabinet meets upon the call of the President. It serves as an advisory and coordination body and has no final institutional policy-making authority.

The President’s Council is composed of key staff and faculty members who are invited by the President to attend monthly informational meetings. This Council is an information sharing body that is not involved in making institutional policies or decisions.

1.3.3. **Student Governance**

See the Louisburg College Student Handbook for information related to student governance.

1.3.4. **Committee Governance**

1.3.4.1. **Committees of the Board of Trustees** (see Article X of Bylaws)

1.3.4.2. **Institutional Committees**

Institutional committees described below are appointed by the President or elected by the faculty as noted in the committee descriptions. These committees perform a great variety of duties through recommendations made directly or indirectly to the President. All committee recommendations are subject to the final approval of the President. The President seeks Board of Trustee approval for proposed significant actions. In making committee appointments, the President gives attention to the total workload of each appointee.

1.3.4.2.1. **Faculty Affairs Committee** (Revised April 2003)

The purpose of the Faculty Affairs Committee is to discuss and make policy recommendations to the administration, relating to matters of concern to the faculty, such as academic rank and criteria for promotion, tenure, salary and benefits, retirement, faculty development, working conditions, promotion of professional study and research, and the like. Recommendations of academic matters requiring approval of the full Faculty will be brought to that body at its monthly meetings.

Membership consists of all full-time, adjunct, part-time, and emeriti faculty who teach a minimum average of six contact hours per semester and whose primary function is instruction, including librarians with faculty status working at least half-time, athletic coaches, and learning specialists.

1.3.4.2.1.1. **Faculty Senate** (Revised April 2003)

The purpose of the Faculty Senate is to provide a leadership structure within the faculty for addressing faculty concerns, to promote liaison with the College administration, and to present to the administration the suggestions, recommendations, and needs of the faculty. It
functions as the executive arm of the Faculty Affairs Committee to which it regularly reports. Matters to be considered by the Faculty Senate may originate with individual faculty members acting independently, the Faculty Affairs Committee, the administration, or the Senate itself. All recommendations presented by the Senate to the administration must have been approved by a majority vote of the Faculty Affairs Committee. However, minority reports may be submitted. Recommendations pertaining to matters that concern other faculty committees (such as Academic Affairs Committee, Student Affairs Committee, or Public Relations Committee) must have been routed through the appropriate committee.

The Senate consists of eight members elected from the Faculty Affairs Committee. Election is for a two-year term, with four members and two alternates being elected each year. Election is by secret ballot at the April meeting of the Faculty Affairs Committee. A quorum (simple majority of committee members) is required for the election. The four nominees receiving the highest number of votes shall be elected; the two nominees receiving next highest votes shall serve a one-year term as alternate. A member is ineligible to serve again for a period of one year.

The Faculty Chair is elected every academic year at the last spring semester meeting of the newly constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The Faculty Chair begins his/her one-year term on May 15.

The Vice-Chair is elected every academic year at the last spring semester meeting of the newly constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The Vice-Chair begins his/her one-year term on May 15. If for any reason the Faculty Chair is unable to fulfill his/her responsibilities, the Vice-Chair assumes the responsibilities of the Faculty Chair.

Senate meetings are held monthly during the academic year, or more frequently at the call of the chair. Special called meetings may be held with the President, Chief Academic Officer, and Chair of Board of Trustees at their request or that of the Senate.

1.3.4.2.1.1.1 Faculty Chair (Revised April 2003)

The purpose of the Faculty Chair is to represent the faculty as a whole and individually to present the suggestions, recommendations and needs of the faculty to the administration.

The Faculty Chair presides at meetings of the Faculty Senate and Faculty Affairs Committee and is an ex-officio member of all faculty committees with the exception of the Faculty Review Board.

The Faculty Chair is elected every academic year at the last spring semester meeting of the newly constituted Faculty Senate from its ranks by nomination and majority affirmation vote. The faculty chair begins his/her one-year term on May 15.

The newly elected Faculty Chair leads the faculty procession and recession carrying the college mace, directs the procession and recession of students receiving diplomas, and delivers a
brief address as part of the Commencement ceremonies the year elected.

The faculty member serving as Faculty Chair receives release time from his/her regular teaching load equivalent to 3-4 contact hours per semester during the two-semester/one academic year term as Faculty Chair.

1.3.4.2.2. Academic Affairs Committee (Revised April 2003)

The purpose of the Academic Affairs Committee is to study, evaluate, and formulate academic policies and procedures that will serve to implement the educational goals of the College as set forth in its Statement of Purpose, make recommendations concerning these matters to the Faculty for final consideration, monitor ADA compliance, and establish and monitor academic achievement evaluation procedures and results making recommendations where applicable for increasing the academic achievement of students. The Committee evaluates existing policies and practices, monitors academic procedures, receives and initiates proposals for curricular changes, and recommends action to the Faculty for approval.

Areas of concern include curricular matters, such as courses of study, proposals for new courses, transferability of courses, requirements for degrees; academic standards, including course requirements, grading procedures, instructional methods, absence policies, testing methods, final examination scheduling, admissions and readmissions standards; academic policies: academic probation, participation in intercollegiate sports and student government, student evaluation of instruction, plagiarism and other forms of cheating, involuntary withdrawal; placement testing and developmental courses, "learning labs," students with learning disabilities; recognition of academic achievement, honors work, and other related matters.

Committee members include the Chief Academic Officer, division chairpersons, Library Director, and one faculty elected from each division. Resource persons (non-voting faculty/staff/students) may participate in meetings by invitation. The Committee meets at least twice per semester and elects its chair and secretary from the membership at the first meeting of each year. The Committee may appoint ad hoc committees constituted by members of the Faculty Affairs Committee and staff members to address specific tasks.

1.3.4.2.3. Student Life Committee (Revised April 2003)

The purpose of the Student Life Committee is to discuss and recommend to the Dean of Students policy concerning matters of student activities and to assist the Dean of Students by providing a hearing for students accused of major disciplinary violations. Its areas of concern include student organizations, student government, campus religious organizations and chapel services, residential life, intramural athletic programs, health and safety of students, and counseling services.

Committee members appointed annually by the President include the following: the Dean of Students, one faculty member from each division, and three students recommended by the Student Government Association, and the Associate Dean of Students. Resource persons (non-voting faculty/staff members) may participate in meetings by invitation. All members except the Dean of Students shall constitute the disciplinary review board.
The Committee meets at least twice each semester. It elects its chair and secretary from its membership at its first meeting of the year.

1.3.4.2.4. Faculty Review Board (Grievance Committee) (Revised April 2003)

The purpose of the Faculty Review Board (FRB) is to act in an advisory capacity to the President of the College in matters that are in dispute pertaining to the faculty, including such matters as work assignments, reappointments, promotion in faculty rank, the granting of tenure, dismissals, and personnel conflicts. As such, the FRB constitutes a grievance committee to which any faculty or staff member may make appeal. The ultimate authority for carrying out judgments and recommendations of the FRB rests with the President and the Board of Trustees.

Membership consists of five tenured faculty members elected by the Faculty Affairs Committee for three-year staggered terms. Members are elected each year by secret ballot near the end of the academic year, to begin serving immediately following commencement relative to new matters. Any ongoing matter shall continue to be considered by the previously constituted FRB until resolution. The President provides the Faculty with a list of names of those eligible to serve on the FRB and appoints an election committee from the Faculty to administer the election. Persons who have completed a term on the FRB are ineligible for reelection for one year. The person receiving the highest number of votes of those not elected serves as the alternate. If a vacancy occurs, the alternate will fill the remainder of the unexpired term if needed to constitute a quorum.

The FRB elects from its membership a chair, vice chair, and secretary at a meeting held during the fall Faculty Workshop. The chair calls meetings of the FRB when requests are submitted to it. The secretary is responsible for recording minutes of each meeting and for informing the parties involved, in writing, of its recommendations. A simple majority vote is required for a recommendation. Four members constitute a quorum.

The President of the College or any faculty or staff member may refer disputed matters pertaining to faculty to the FRB for judgment and recommendation. Such requests must be made in writing and directed to the chair of the FRB. Recommendations of the FRB are made in writing to the President, the faculty member involved, and the person(s) who referred the matter to the FRB (if other than the President and faculty member).

1.3.4.2.5. Faculty Evaluation and Professional Development Committee (Revised April 2003)

This Committee recommends faculty for promotion and/or tenure, evaluates and make recommendations concerning proposals submitted by faculty for funding professional development activities, and assists the Chief Academic Officer in the planning of workshops and seminars. The committee is comprised of the Chief Academic Officer and one faculty member elected by each division for staggered three-year terms. The Committee’s Chairperson is elected from the elected membership. Division chairs serving on the Committee shall recuse themselves from the Committee for promotion and/or tenure discussions and recommendations involving members of his/her division.

The Committee makes its promotion and/or tenure recommendations to the President and
Chief Academic Officer, and the Committee evaluates and recommends faculty proposals for funding professional development activities to the Chief Academic Officer (see Section 2.7).

1.3.4.2.6. **Admissions and Retention Committee** (Revised April 2003)

The purposes of the Admissions and Retention Committee are 1) to assist the Director of Enrollment Management in developing and maintaining admissions policies that are consistent with the educational purposes of Louisburg College and with accreditation agency criteria (such policies are submitted to the Board of Trustees through the Faculty and the administration. The Board establishes general admissions policies, size, and composition of the student body. Implementation of specific admissions policies is the responsibility of the administration and the Faculty, with recommendations from the Admissions and Retention Committee); 2) to perform annual evaluation of admissions policies to ensure compliance with accreditation agency criteria and to ensure consistency with the College’s current academic programs and planning goals; 3) to perform annual examination of student performance and retention of the students admitted for preceding academic years (including enrollees in the College’s Joint Enrollment Program) to determine need for changes in admissions policies and standards; 4) to monitor and evaluate the implementation of the College Retention Plan making recommendations where applicable.

Committee members appointed annually by the President include the following: the Director of Enrollment Management (ex-officio chair), one faculty member elected by each division, and the Vice President of Student Life.

1.3.4.2.7. **Faculty Handbook Committee** (Revised April 2003)

The purpose of the Faculty Handbook Committee is to assist the Chief Academic Officer in conducting periodic reviews of the Faculty Handbook and in drafting materials for inclusion in that book. It receives proposals for changes in policies and procedures from other committees and administrative offices and formulates or edits them, forwarding their recommendations to the Faculty Affairs Committee. Matters pertaining to College Governance (in Section 1) and Faculty Policies, Procedures, and Responsibilities (in Section 2) require approval by the Board of Trustees to become effective. Matters pertaining to the faculty included in these sections must additionally be considered and voted upon by the Faculty with a recommendation forwarded to the Board of Trustees. The policies, procedures, and services described in Sections 3., 4., and 5. of the Handbook are of an informational nature.

Committee members include the following: the Chief Academic Officer (ex-officio chair), and three faculty members elected at the last Spring semester meeting of and from the membership of the Faculty Affairs Committee for staggered three-year terms.

Faculty Handbook revisions approved by the Board of Trustees become effective at the beginning of the following academic year.
2.0. **Faculty, Policies, Procedures, Responsibilities**

2.1. **Definition of Faculty**

As stated in Article XIX of the Bylaws, the College Faculty shall be composed of (a) the President of the College and such other officers designated by the President as are primarily responsible for instruction and research; (b) all persons of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded; and (c) members of the faculty emeriti.

2.2. **Faculty Contracts**

Contract or appointment letters are issued by the President for all full-time faculty. Contracts for full-time faculty usually cover a specified nine-month period which encompasses the academic year. The period includes a few days before classes begin in August and a few days after Commencement in May. Instead of requiring that all these pre- and post-days be work days on campus, faculty may be asked to work an occasional day in the summer to assist with pre-registration and orientation of students or on weekend special event days specified by the President (Alumni Day, Parents Day, student registration, open house, etc.).

2.2.1. **Initial Contracts**

At the time of hiring the initial contract letter from the President states terms of faculty status and conditions of employment such as a brief description of duties and responsibilities, faculty rank, tenure status, evaluation requirements, credit for previous experience, salary, teaching load, coordination requirements with specific supervisors, and inclusive dates of employment.

2.2.2. **Reappointment Letters and Salary Letters**

Full-time faculty reappointment letters are issued by the President by March 1 of each year to be effective the following academic year. Reappointment letters do not contain specific salary information. Salary letters are issued by the President soon after the April meeting of the Board of Trustees, at which time the budget for the following fiscal year is approved. Reappointment letters are usually more abbreviated than the initial appointment letters, citing only general terms of employment and changes in rank, duties, tenure status, etc. Part-time faculty reappointment letters are issued by the President as early as teaching loads can be determined for subsequent semesters.

Letters of notification of non-reappointment of full-time faculty members shall be in writing by March 1 of the first probationary year, by December 15 of the second year for non-reappointment at the end of that year, and by May 15 in any subsequent year of the probationary period for non-reappointment effective one year thereafter. Reasons for non-appointment shall be given to the faculty member orally, or in writing on his/her request.
2.2.3. Intellectual Property Rights

It is the policy of Louisburg College to encourage and support the long-standing and traditional rights of students, faculty, and staff on their own initiative to write, create, produce or otherwise generate works or products which are copyrightable, patentable, or of commercial value.

2.2.3.1. Copyrights and Patents

In order to encourage pedagogical innovation and a richness and depth in the learning experience, any such materials written, created, produced or otherwise generated by a member of the student body, faculty, or staff shall remain the exclusive property of the student, faculty member, or staff member, and that person shall have the sole right of ownership and disposition under the Copyright Act except as limited herein [see 2.2.3.2. “Works for Hire” and 2.2.3.4. “Substantial Use” below]. In the case of faculty teaching materials, the faculty member will be the sole copyright owner of works that are created independently and at the faculty member's own initiative for teaching classes (examples include, but are not limited to, class notes, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, teaching modules, exams, class presentations, web sites, and educational software, commonly known as "courseware," regardless of the medium in which such works appear, that is, whether in physical representation, on paper, or in audiovisual or electronic form). The College shall be guaranteed reasonable and appropriate access to these faculty materials for use with College students, faculty, and administration for instructional and administrative uses.

Patented materials that are developed by an employee of the College on the employee’s own initiative and time and using the employee’s resources are the sole property of the employee. As noted below in Section 2.3.3.2., Works for Hire, patents that are produced by an employee of the College at the express request of or under the direct supervision of the College are the joint property of the patent’s creator and the College as noted in 2.2.3.5.

Such works and inventions may qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines inventions and discoveries, establishes conditions for patentability, and summarizes the process for applying for, review of, and obtaining a patent in the United States of America.

Copyrightable materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, videos, or audio tapes; computer programs or computer-based instructional materials; musical compositions, dramatic productions, and works of art; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations, and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value.

2.2.3.2. Works for Hire

“Works for hire” shall be defined as works that are expressly and specifically commissioned by, developed at the express request of, or under the direct supervision of the College.
“Works for hire” may be either specific requirements for employment or an assigned institutional duty included in a written job description or an employment agreement (see section 2.30 of the Faculty Handbook). For works that go beyond what is traditionally required of faculty or staff, there should be a separate contractual arrangement agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the employee and the College if produced by an employee of the College at the express request of or under the direct supervision of the College. The President or his/her designated agent reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the College. To secure the copyright or patent for an item covered under U.S. Code and created on the College’s time or with the College’s funds, resources, or as delineated later in this document, a written request must be submitted to the President or his/her designated agent and its permission received.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the creator if produced outside a College employee’s work schedule, and if produced by the employee or anyone with funds, resources, and facilities that are not owned or controlled by the College.

2.2.3.3. Fair Use
At times it may enhance instruction to distribute or otherwise use materials copyrighted by persons not associated with the College. Any person wishing to use such copyrighted materials under conditions not permitted by Title 17, Chapter 1, Section 107—Fair Use of the United States Code must first gain the permission from the author or appropriate owner prior to using such material. The employee who intends to use copyrighted materials must file all correspondence and documentation securing permission with her/his dean or area vice president. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article or materials to be copied.

Materials written, created, produced, or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent, and exploitation terms and conditions of said grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by the student, faculty member, or staff member shall be subject to the terms of this policy.

2.2.3.4. Substantial Use
Students, faculty members, or staff members who write, create, produce, or otherwise generate copyrightable, patentable or other commercially valuable materials using College resources shall be governed by the following principles in terms of what constitutes substantial use of College resources:

1. The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for “substantial use” under this policy:
   a. Personal office space
   b. Local telephone calls
   c. Typewriters (but not secretarial service)
d. Computers (but not secretarial service)

e. Library facilities

f. Other students, faculty members, or staff members as consultants.

2. The following College resources, when used by students, faculty members, or staff
members for the writing, creation, production, or generation of copyrightable, patentable,
or commercially-valuable materials, shall constitute “substantial use” of College
resources, and the student, faculty member, or staff member is encouraged to keep
accurate and detailed records reflecting his/her use of the resources:

a. College clerical services

b. Plant and animal specimens

c. College supplies including but not limited to paper, copying costs, etc.

d. Laboratory equipment and supplies, chemical supplies

e. Telecommunication transmission by means of long-distance telephone services

f. Audio/visual equipment

g. TV studio (Personnel and supplies)
h. Paid mail or package delivery, postage, etc.
i. Computer peripherals equipment

j. Blank media storage materials, blank film, blank video/audio tapes

k. Special program equipment such as music synthesizers, audiology synthesizers,
etc.
l. College facilities including but not limited to auditorium, theater, gymnasium,
athletic fields, and music and art studios

m. Any other College resource not included in Section 1 above or any resource used
at greater than institutionally-authorized levels.

The College’s claim to ownership shall be proportional to the substantial use of College
resources as determined by the Faculty Evaluation and Professional Development Committee.

The President may grant an exception to any item(s) listed in number two above. The student,
faculty member, or staff member seeking an exception shall submit a written petition to the
President specifying the item to be exempted, the length of time of exemption, the intended need
for utilization of the College resource(s), and the anticipated value of the material(s) generated
using the item(s) specified. The President shall, within thirty (30) calendar days following the
submission of the written petition, make a decision and notify in writing the student, faculty
member, or staff member of the decision, granting or denying the petition.

2.2.3.5. Distribution of Funds

Funds received by the student, faculty, or staff member from the sale of intellectual property
owned by the faculty author or inventor shall be allocated and expended as determined solely by
the faculty author or inventor.

Funds received by the College from the sale of intellectual property owned by the College shall
be allocated and expended as determined solely by the College.

Funds received by the faculty member and the College from the sale of intellectual property
owned jointly by the faculty member and the College shall be allocated and expended in
accordance with the specific contractual agreement negotiated for that joint project or “work for
hire.” If no contract were previously negotiated, then the student, faculty, or staff member shall be entitled to receive 50% of the net profits (any monies received by the employee, as well as the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the jointly owned materials.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken, as previously delineated in section 2.2.3.1 – Work for Hire.

2.3.3.6. Resolution of Disputes

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Faculty Evaluation and Professional Development Committee.

If there is substantive debate about whether or not a work was “for hire” or created through substantial use of the College’s resources, the administration or the faculty member may petition the Faculty Evaluation and Professional Development Committee describing the circumstances under which the materials were or will be generated and the circumstances under which the College resources have been or will be utilized, the extent of the utilization and the necessity for the utilization of College resources, and an accurate accounting of the costs of the resources used in the writing, creation, production, or generation of the copyrightable, patentable, or commercially-valuable materials. That committee shall, within thirty (30) calendar days following the submission of the written description, make a decision and notify in writing all involved parties.

If the materials are deemed not to have been written, created, produced, or otherwise generated “for hire,” the College shall have no rights as to the materials. In such a case, the College shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the College or his/her designated agent.

If, however, the Committee finds that the materials were written, created, produced, or otherwise generated as “works for hire,” the materials shall then become the property of the College according to the terms and conditions of this policy (see section 2.2.3.2.). The student, faculty member, or staff member shall assign appropriate portions of his/her rights to the College by a written assignment, and in the case of refusal to sign, does, as a condition of employment, appoint the President of the College as his/her attorney in fact, to execute an assignment on the behalf of the student, faculty member, or staff member in accordance with the terms of this policy. The student, faculty, or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits (the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials. If the Faculty Evaluation and Professional Development Committee determines that the work was generated through the substantial use of College resources but that there are mitigating circumstances which the Committee believes should cause a reduction in the College’s share of revenues, the Committee shall make such recommendation to the President, who shall make the final decision within thirty (30) calendar days.
In addition to making an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights, the Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

Finally, if the inventors/creators disagree with the determination of the committee he/she may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the College and the creator(s).

The Committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

The Committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

2.2.3.7. **Voluntary Assignment**
A student, faculty member, or staff member may voluntarily offer or dedicate materials to the College for the securing of a copyright or patent and/or the subsequent exploitation of the materials under College aegis. If such an offer or dedication is accepted by the College through the recommendation of the Faculty Evaluation and Professional Development Committee, the student, faculty member, or staff member shall assign all of his/her rights to the materials to the College and shall thereafter be entitled to receive a negotiated percent of the net profits, as defined hereinabove, if any, derived from the commercial exploitation or dissemination of the materials.

2.2.3.8. **Length of Agreement**
The faculty creator(s) of any work assigned to the College hereunder shall receive appropriate attribution in any commercial exploitation of the work.

The College has determined that, for its purposes only, when the College has obtained rights of whatsoever kind or nature in the copyrightable, patentable, or commercially valuable materials which have been written, created, produced, or otherwise generated by a student, faculty member, or staff member, the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercially-valuable materials:

1. For a minimum of seven (7) calendar years from the date of assignment;
2. Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation, and/or exploitation of the materials;
3. For so long as the student, faculty member, or staff member is a student or an employee of the College plus an additional seven (7) calendar years from the calendar date of cessation of student status or employment for whatever reason; and
4. For the life of the copyright or patent.

2.3. **Faculty Status**
2.3.1. **Full-Time Faculty**

Full-time faculty, including librarians, are defined as persons who have been accorded faculty status and ranks (instructor or higher) by the President and have been designated as having full-time status. The specific terms of the individual faculty member's employment, including duties, rank, and salary, are contained in the annual reappointment and salary letters (see Section 2.2.2. above).

2.3.1.1. **Tenure Definition and Tenured Faculty Status**

Tenure is defined as the right of a full-time teaching faculty member to reappointment each year until retirement. This right to reappointment may be withdrawn only for adequate cause through due process (see Section 2.8.).

Tenured faculty are defined as faculty members who, upon recommendation of the President, have been approved for tenured status by the Board of Trustees.

2.3.1.2. **Tenure-track Faculty**

Tenure-track faculty are persons appointed on an annual basis by the President to full-time, tenure-track positions, approved as such by the Board of Trustees. Such faculty are selected according to procedures outlined in Section 2.7. and are assigned faculty rank and salary according to the Faculty Rank and Salary Scale described in Sections 2.5.3. and 2.5.4. They are subject to the faculty evaluation process described in Sections 2.6. and they qualify for full benefits set forth in Section 2.5.5., 2.5.6., and 5.3.

2.3.1.3. **Non-tenure-track Faculty**

Non-tenure-track faculty are persons appointed by the President to temporary or new faculty positions without attachment of tenure provisions. Such persons are subject to the same selection, evaluation, rank, salary, and benefits processes and considerations as those in tenure-track appointments. Experience acquired in such positions may be applied to tenure considerations if such persons are subsequently appointed to tenure-track status (see Section 2.7.). Continued employment of non-tenure-track faculty is contingent on the teaching needs of the College and evaluation of performance (also see Section 2.8. for termination priorities).

2.3.2. **Part-Time Faculty**

Part-time faculty are persons employed by the College to teach one or more courses on a per-course basis, with salary, duties, benefits, and other terms of employment negotiated and contracted individually. Whenever possible, part-time faculty are selected by the same process as full-time faculty (see Section 2.4.). When circumstances do not permit such a thorough search and selection process, maximum coordination will be attempted between the Chief Academic Officer and the relevant division members and division chairs. Part-time positions do not carry tenure status, and most part-time faculty do not qualify for most of the benefits listed in Section 5.3. Part-time faculty are subject to evaluation as described in Section 2.6.
If a faculty member initially hired in a temporary or part-time, non-tenure-track position is subsequently employed in a tenure-track position, the temporary or part-time service will be counted on a pro-rata basis as a portion of the probationary period required for tenure attachment. The first full-time contract will specify the remaining probationary period.

2.3.2.1. Emeriti Faculty as Part-time Faculty

Emeriti faculty are retired former full-time faculty members who are employed by the College on a per-course basis under the same terms as other part-time faculty. Unlike other part-time faculty, however, such persons are members of the Faculty (Bylaws, Art. XIX) and of the Faculty Affairs Committee.

2.3.2.2. Adjunct Faculty

Adjunct faculty status is assigned by the President to certain part-time faculty, usually those with considerable College service over a long period. Adjunct status is given special consideration in salary determinations, in assignment of College duties and responsibilities, and in issuing invitations to College events. Such persons are voting members of the Faculty and the Faculty Affairs Committee. Should they subsequently become full-time faculty, their experience will be taken into account in consideration for rank and attachment of tenure.

2.3.2.3. Administrators and Staff Personnel as Part-time Faculty

Persons whose primary appointment at the College is to an administrative or professional staff position and who possess the requisite credentials may be appointed, by mutual agreement between the individual and the President, to part-time instructional duties. Terms of such appointments are negotiated on an individual basis between the President and the persons involved.

2.3.3. Retreat Rights

A faculty member who accepts appointment to an administrative or professional staff position retains his or her faculty status, including rank and tenure, unless otherwise specified in the faculty member's contract at the time of appointment to the new position.

2.4. Faculty Selection Procedures

When a new faculty position is to be created or a faculty vacancy occurs, the President appoints a Selection Committee composed of respective division chair(s), division members, and other faculty and staff members as appropriate. The President and Chief Academic Officer are ex-officio members of all faculty selection committees. The President has final selection authority and contract responsibility.

The Selection Committee assists the administration in developing a job description, determining advertising needs for the position, reviewing applications, selecting interview
choices, conducting interviews, and making recommendations for Presidential appointment. The President establishes the level of the appointment after study of position needs (presented by the division chair[s] and the Chief Academic Officer) and budget considerations. The Chief Academic Officer handles the administrative process including advertising, correspondence, establishment and circulation of personnel files and selection records, candidate and reference contacts, interview arrangements, contract drafting, etc.

If a new appointment must be made during a vacation period and members of the division cannot be consulted or a Selection Committee cannot be formed, the division chair may make an independent recommendation. If an appointment is made under such conditions, the other members of the division may subsequently submit evaluation remarks and recommendations when the new faculty member is evaluated for reappointment.

2.4.1. **Hiring of Relatives**

The basic criteria for the appointment and promotion of faculty and staff of Louisburg College shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any one of the foregoing.

This section shall not apply to

1) Temporary or part-time employment of children under the age of 25.
2) Any individual employed by Louisburg College prior to the date of this handbook.
3) Exceptions approved by the Board of Trustees upon the recommendation of the President as being clearly in the best interest of the institution.

2.5. **Faculty Rank and Salary**

The Faculty Rank and Salary Scale, listing salary ranges for each rank, is furnished to the faculty at the time salary letters are issued. The scale applies to all full-time faculty, including librarians who have been granted faculty status.

2.5.1. **Initial Salary Determinations**

Initial faculty salaries are determined by the President based upon the advertised limits of the position, the Faculty Rank and Salary Scale, evaluation of the potential employee's qualifications, and negotiations with the individual.

2.5.2. **Annual Salary Determinations**
Each year the Board of Trustees determines general salary modifications to be effective in the subsequent academic year. Specific individual salaries are determined by the President, in consultation with the Chief Academic Officer, prior to contract preparation. Many factors influence changes in individual salaries, i.e., changes in faculty rank and training, workload modifications and merit considerations (see Section 2.6.).

2.5.3. Faculty Rank Criteria (Old Criteria - for faculty members hired before September, 1996)

A. Minimum standards for full-time faculty (including librarians with faculty appointments)

1. Instructor: the Master's degree or its equivalent.
2. Assistant Professor: Master's degree plus twelve semester hours beyond with four years of service OR earned Doctorate.
3. Associate Professor: Master's degree plus eighteen semester hours with eight years service OR an earned Doctorate with four years of service.
4. Professor: Earned Doctorate plus eight years of service OR the Master's degree plus thirty-six semester hours beyond with twelve years of service.

B. "Service" is defined as follows:

1. Full-time undergraduate teaching in any college or university full credit up to twelve years. Teaching assistantships prior to completion of a graduate degree cannot be counted.
2. One-half credit for public school teaching, with a maximum twelve years OR six years service credit.

C. Evaluations of faculty academic records and semester hour equivalents will be performed by the Chief Academic Officer and the Faculty Evaluation Committee using the following criteria:

1. Only degrees and credits from regionally accredited institutions will be considered for rank and salary determinations.
2. Quarter hours credit: three Q.H. be equated to two S.H.
3. Published Research: up to six S.H. maximum.*
4. Creative Arts: up to six S.H. maximum.*
5. Workshop participation: one S.H. per ten days participation up to six S.H. maximum.*
6. Professional organizational participation and travel: to be individually evaluated. Up to six S.H. maximum.*
7. Two-year college credits (including Louisburg College): up to six S.H. maximum.*
8. Maximum credit to be accrued from Items 3, 4, 5, 6, 7 is twelve S.H.*
9. The conversion formula for continuing education units is 4.5 CEU = 3SH.

*No more than one-half credit may be applied from Items C.3., C.4., C.5., C.6., and C.7.
toward any rank, with twelve semester hours being maximum applied toward rank of professor.

D. In recognition that the MFA degree is a terminal degree, evaluation for promotion will be made based on additional related coursework and continued creative endeavors and performances.
2.5.4. **Faculty Rank Criteria** (New criteria - for faculty members hired after September, 1996)

<table>
<thead>
<tr>
<th>RANK</th>
<th>EDUCATION*</th>
<th>EXPERIENCE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTOR</td>
<td>Master's degree: must include concentration in one's field: i.e., 18 graduate semester hours or 27 quarter hours in each discipline taught.</td>
<td>0 to 5 years full-time teaching at college level.*</td>
</tr>
<tr>
<td>ASSISTANT PROFESSOR</td>
<td>Master's (as above) plus 9 graduate semester hours in field or equivalent.</td>
<td>4 years full-time teaching at college level.*</td>
</tr>
<tr>
<td>OR: Earned Doctorate</td>
<td></td>
<td>0 to 4 years</td>
</tr>
<tr>
<td>ASSOCIATE PROFESSOR</td>
<td>Master's (as above) plus 18 graduate semester hours in field or equivalent.</td>
<td>8 years full-time, including 4 at assistant professor level.</td>
</tr>
<tr>
<td>OR: Earned Doctorate</td>
<td></td>
<td>6 years full-time, including 4 at assistant professor level.</td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>Master's (as above) plus 27 graduate semester hours in field or equivalent.</td>
<td>12 years full-time, including 4 at associate professor level.</td>
</tr>
<tr>
<td>OR: Earned Doctorate</td>
<td></td>
<td>8 years full-time, including 4 years at associate professor level.</td>
</tr>
</tbody>
</table>

*Both credits and experience must have been acquired in regionally-accredited institutions. Applications for promotion may include requests for consideration of equivalent professional training or experience (such as part-time teaching, public school teaching, professional organizational participation, and workshop participation). Such requests will be evaluated by the Faculty Evaluation Committee, which makes recommendations to the President. In no case will the Committee’s recommendation for equivalent credit be greater than one-half the amount required for promotion. Final granting of equivalent credit toward promotion is at the discretion of the President. **Should the President override the Committee’s recommendation, then he/she will give the reasons to the Committee and candidate in writing.**

*In recognition that the MFA degree is a terminal degree, evaluation for promotion will be made based on additional related coursework and continued creative endeavors and performances.
2.5.5. **Lumpkin Faculty Salary Endowment**

In 1985, Mrs. Edith Lumpkin, a former Louisburg College Trustee, started an endowment which provides an annual salary supplement for all full-time and part-time adjunct faculty. The supplements are usually distributed to the faculty in February.

2.5.6. **Criteria For Faculty Evaluation and Merit Salary Increases** (Also see Faculty Evaluation Instrument in Appendix)

Salary increases shall be awarded on the basis of merit and are in addition to any other salary increases approved by the Board of Trustees. Criteria for annual evaluation purposes and for determining the extent of salary increase include (See Faculty Evaluation Instrument in Appendix for detailed criteria list and weights assigned to each category of criteria):

A. Teaching effectiveness;
B. Academic advising;
C. Professional growth and development;
D. College and community services;
E. Professional behavior.

2.6. **Procedures For Evaluation and Determination of Merit Raises For Academic Personnel**

It is the policy of the Board of Trustees that the College establish criteria against which the performance of each faculty member is evaluated. The evaluation, to be done at least annually, must follow procedures prescribed by the institution, and must include a written evaluation by students. The improvement of teaching effectiveness is the main focus of student evaluations.

Louisburg College’s procedures for performance evaluation are designed to aid in individual faculty development and improvement of instruction, as well as assist in the development of promotion and merit pay recommendations.

Overall faculty evaluation and recommendations for merit raises are based on a multifaceted, systematic procedure which incorporates data and input from several sources.

A. Upon the Division Chairs’ annual call, Faculty members complete and submit self-report forms (See Faculty Evaluation Instrument in Appendix) to Division Chairs. Division Chairs complete self-report forms and submit them to the Chief Academic Officer.
B. Through the use of Student Opinion Questionnaires, students evaluate their instructors. Completed questionnaires are reviewed by Division Chairs and by the faculty members being evaluated. The Chief Academic Officer reviews the Student Opinion Questionnaires of Division Chairs. A summary prepared by the Division Chairs of all Student Opinion Questionnaires, including written comments, is submitted to Chief Academic Officer.
C. After visiting classes and reviewing faculty self-report forms and portfolios, student
questionnaires, peer evaluation inputs from members of the division (signed Faculty Evaluation Instruments), and related instructional materials, Division Chairs complete a faculty evaluation instrument for each faculty member in the division. The evaluation is based on the college’s expectations of faculty performance of responsibilities regarding teaching, planning and managing academic affairs, and other professional and personal responsibilities (See Par 2.30. and the criteria listed on the Faculty Evaluation Instrument in the Appendix). The detailed evaluation instruments normally remain in the Division Chairs’ files. Division Chairs Prepare Summary Reports (See Division Chair Summary Report in Appendix) on each division member to forward to the Chief Academic Officer.

D. Division Chairs schedule conferences with individual faculty members for comprehensive discussion of faculty performance. The conferences cover the faculty member’s self evaluation, the Division Chair’s evaluation of the faculty member, student questionnaires, and a summary report of evaluations by peers within the division. The conferences conclude with discussions of plans for improvement and of Summary Reports to be signed by the Chair and the faculty member. If the faculty member disagrees with the Chair’s evaluation, s/he may so indicate in writing on the Summary Report and may submit any desired statements/documentation to the Chief Academic Officer. The Chief Academic Officer will attach such statements/documentation to the Division Chair’s Summary Report when s/he forwards the report to the President. Evaluation disputes that cannot be resolved through the procedures described in this section may be referred to the Faculty Review Board by any party involved in the evaluation process (see Section 1.3.4.2.8.).

E. In a personnel conference with the Chief Academic Officer, Division Chairs share summary reports on each faculty member. Additionally, the Chairs submit recommendations for promotion, tenure, and merit raises.

F. The Chief Academic Officer evaluates the Division Chairs based upon administrative performance, results of student questionnaires regarding teaching effectiveness, class visitations, division members’ evaluations of the Division Chair, and other appropriate criteria used in the evaluation of instructional faculty (see criteria in par 2.5.6 and in the Division Chair Evaluation Instrument in the Appendix). The Chief Academic Officer will invite each division member to submit an annual evaluation of the Division Chair. To insure anonymity of division members, these evaluations will not be shared with the Division Chair except in summary form.

G. The Director of Library Services evaluates all members of the library staff based upon performance and appropriate criteria used in evaluation of instructional faculty. The Director’s evaluation summary and recommendations for merit pay are submitted to the Chief Academic Officer.

H. The Chief Academic Officer makes recommendations for merit pay for instructional faculty and the Division Chairs to the President.

I. The President, after reviewing recommendations and supporting documents with the Chief Academic Officer, determines the College’s position on promotion and merit raises for faculty and recommends that course to the Board of Trustees.

2.7. Faculty Promotion and Tenure Procedures

Louisburg College follows the policies of the Board of Trustees governing faculty
promotion and tenure. Implementation of these policies requires the assistance of the Division Chairs and the Faculty Evaluation Committee.

Guidelines for implementation of the tenure policy and procedures for promotion have been developed to assist in providing direction and consistency. Promotions and tenure may be considered when minimum criteria have been met.

Recommendations for awarding tenure and for promotion of faculty members are initiated by the appropriate Division Chair. The Chief Academic Officer initiates recommendations for awarding tenure and promotion of Division Chairs (See forms in the Appendix). A faculty member or division chair who is to be considered for tenure or promotion is asked to prepare a complete file of documents to support the recommendation. These recommendations and supporting documents are sent to the Chief Academic Officer, who endorses and forwards them to the Faculty Evaluation Committee.

The Faculty Evaluation Committee studies each case and makes its recommendations to the Chief Academic Officer and the President. Recommendations received from the Committee are considered by the Chief Academic Officer and the President, and if the candidates receive their endorsement, they are recommended to the Board of Trustees, which has the final approval authority.

A. Criteria for Promotion

1. Superior teaching, as determined by student evaluations and Division Chair ratings (see forms in the Appendix). Additionally, Division Chairs should use peer evaluations as inputs to their ratings (see forms in the Appendix).
2. Outstanding service to the institution and community, such as committee work, academic advising, extra-class activities, community service, and student activities involvements.
3. Academic achievement, such as additional graduate work, completion of dissertation, and completion of degree.
4. Professional growth and development, such as publications, research, workshops, and participation in professional organizations.
5. Length of service to the College

B. Guidelines for Promotion

To be considered for promotion, a faculty member should have met the criteria for promotion (see section 2.5.3 or 2.5.4 as applicable), should have satisfied the guidelines for appointment to the respective ranks, and should have completed a minimum of three (3) years of full-time service at Louisburg. Noteworthy achievement in at least two of the five areas above is required. A written recommendation should be submitted by the appropriate Division Chair setting forth the reasons for promotion.

C. Tenure Procedures (Note: Revision of Louisburg College tenure procedures is under discussion as of September 1996. The procedures described below in this section are in draft form. The Policy Statement on Tenure that was last officially revised in April 1991, and is stated in the old Faculty Handbook, remains in effect for those faculty members hired prior to 1994.)
Louisburg College abides by the tenure policies established by the Board of Trustees. Assistant professors, associate professors, and professors are eligible for tenure upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher (Exceptions: Subject to the approval of the President, the College may allow a maximum of three years probationary credit for service at other institutions or full-time service at the rank of Instructor at Louisburg College).

1. Probationary credit will be considered according to the following guidelines:
   a. Experience must have been full-time* at a post-secondary institution;
   b. The appointment must have been "permanent"*, as opposed to "temporary"*;
   c. Probationary credit may be allowed at a ratio of two for one, up to a maximum of three years.

   * Applications for tenure may include requests for consideration of equivalent experience (such as part-time teaching, temporary appointment service, and public school teaching). Such requests will be evaluated by the Faculty Evaluation Committee, which makes recommendations to the President. Final granting of equivalent experience credit toward tenure is at the discretion of the President.

2. Implementation of Probationary Credit

   a. Notification of Probationary Credit: At the time of appointment to the rank of Assistant Professor or higher, a faculty member who is awarded probationary credit is given written notification of the amount of credit awarded. The same procedure is followed when an instructor who has been promoted to Assistant Professor is awarded probationary credit for full-time service at Louisburg College.
   b. Periodic Evaluation of Faculty for Tenure: On or before December 15, faculty members who may be eligible for tenure recommendation are identified in division personnel review conferences between Division Chairs and the Chief Academic Officer.
   c. Annual Report to the President: On an annual basis, Division Chairs give the Chief Academic Officer a status report on tenured and non-tenured faculty, by rank, in their divisions. Individuals who have been retained in a full-time faculty status for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given.

2.8. Termination of Tenured Appointments - Conditions Warranting Termination and Procedures to be followed

I. Termination for adequate cause.
A. Termination of a tenured appointment may be effected by the College only for adequate cause such as unethical conduct, insubordination, moral turpitude, gross neglect of duty or incompetence as determined by the procedures explained below in I.B. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or their rights as American citizens.

B. Dismissal Procedures.

1. Dismissal of a faculty member will be preceded by:

   a. discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement;

   b. Inquiry by the Faculty Review Board which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the president;

   c. a written statement of charges, framed with reasonable particularity by the president or the president's delegate.

2. The individual concerned will have the right to be heard by a faculty-elected Hearing Committee. The Hearing Committee will be composed of five members and four alternates. Members deeming themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative. Each party will have maximum of two challenges without stated cause. The Hearing Committee will elect its chair at its first meeting.

3. Pending a final recommendation by the Hearing Committee, the faculty member will be suspended or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the College's hearing procedures, the administration will consult with the Faculty Review Board concerning the propriety, the length, and the other conditions of the suspension. Salary will continue during the period of the suspension. A suspension which is intended to be final is a dismissal, and will be treated as such.

4. The Hearing Committee may, with the consent of the parties concerned, hold joint prehearing meetings with the parties in order to (a) simplify the issues, (b) effect stipulation of facts, (c) provide for the exchange of documentary or other information, and (d) achieve such other appropriate prehearing objectives as will make the hearing fair, effective, and expeditious.

5. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
6. The Committee, in consultation with the president and the faculty member, will exercise its judgments as to whether the hearing should be public or private.

7. During the proceedings the faculty member will be permitted to have an academic advisor and counsel of the faculty member's choice.

8. At the request of either party or the Hearing Committee, a representative of a responsible educational association will be permitted to attend the proceedings as an observer.

9. An audio recording of the hearing or hearings will be made available to the faculty member without cost, at the faculty member's request.

10. The burden of proof that adequate cause exists rests with the College and will be satisfied only by clear and convincing evidence in the record considered as a whole.

11. The Hearing Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

12. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Hearing Committee in securing witnesses and making available documentary and other evidence.

13. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

14. In the hearing of charges of incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education.

15. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

16. The findings of fact and the decision will be based solely on the hearing record.

17. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees. The president and the faculty member will be notified of the recommendation in writing and will be given a written copy of the record of the hearing.

18. If the Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president. If the president rejects the report, the president will state the reasons for doing so, in writing to the Hearing Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the Hearing Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than
dismissal would be more appropriate, it will so recommend, with supporting reasons.

19. If dismissal or other severe sanction is recommended, the president will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The Board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decisions of the Hearing Committee will either be sustained or the proceeding returned to the committee with specific objections. The Committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees will make a final decision only after study of the Committee's reconsideration.

II. Termination because of financial exigency.

A. Termination of a tenured appointment may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency (an imminent financial crisis which threatens the survival of the institution as a whole, as declared by the Board of Trustees and announced to the College community).

B. Procedures.

1. The decision to terminate tenured appointments will follow a study of the enrollment and financial situation of the College, which study will be made by the President of the College in consultation with the Business Manager, Chief Academic Officer and the Faculty Senate. In the event that reduction of personnel is indicated, the following procedural steps will be followed:

   a. The President will present his/her study findings to the Executive Committee of the Board of Trustees.
   b. The Chief Academic Officer will study enrollment in the various divisions to determine divisions in which faculty underload of students is indicated.
   c. The Dean will discuss with division chairs where personnel cuts may be made.
   d. The President will appoint a Hearing Committee to consult with the individual(s) involved and the administration and to make recommendations to the President. The Hearing Committee will be composed of five members, including the chair(s) of the division(s) involved in a reduction of personnel and at least two members which are nominees submitted by the Chair of the Faculty Affairs Committee. Other than the division chair(s), no member of the committee will be from the division(s) affected by the proposed reduction of personnel. At least three of the committee members will be tenured faculty. Members deeming themselves disqualified for bias or interest will remove themselves from the case, either at the request of a party or on their own initiative. Each party will have maximum of two challenges without stated cause. The Hearing Committee will elect its chair at its first meeting.
   e. The President will study the recommendations. S/he may reject, modify or pass them on in their entirety, or make her/his own recommendations to the Academic Affairs Committee of the Board of Trustees. In case of a rejection/ modification of the Hearing Committee's recommendations, s/he will give her/his reasons in writing to the Committee.
   f. The Academic Affairs Committee of the Board of Trustees will make its recommendations to the Executive Committee of the Board of Trustees.
g. The Board of Trustees will confirm the action of the Executive Committee at its next meeting.

2. After decisions have been made for termination of tenured appointments, tenured faculty will be given the option of working in another position of responsibility within the College if such personnel are so qualified and if such position were open.

3. When faculty reductions due to declining enrollment/financial exigencies occur, appropriate reduction in personnel will be made in other phases of the College's programs and services. The following criteria should be considered by all individuals and Committees involved in the faculty reduction process:

   a. Part-time persons will be the first category to be considered for release.*

   b. Non-tenured faculty will be the next group to be considered for release.*

   c. Tenured faculty will be the last group to be considered for release.*

   * Institutional instructional needs and performance of individuals (as determined by annual evaluations) may affect the application of these criteria.

4. Full-time person(s) to be released who qualify for a one-year notice of non-reappointment according to procedures described in Section 2.2.2. must be notified at least one year prior to the effective date of release.

5. The person(s) to be released have the right to be heard by the Committees involved and by the President and upon request receive a written statement of the reasons for release.

6. Within the criteria groups in B.3. above, factors to be taken into account are as follows (not necessarily in order): (a) length of service to the College; (b) rank; (c) versatility (d) future fit; (e) effectiveness (as determined by Faculty evaluation reports).

7. The College will offer its services to all employees removed due to financial exigencies to aid in their relocation. If the employment situation improves and additional personnel are needed, the College will give first consideration to personnel whose services have been terminated by the reduction of personnel due to financial exigencies.

III. Termination because of discontinuance of a program.

A. Termination of a tenured appointment may occur as a result of bona fide formal discontinuance of a program or division of instruction.

B. Dismissal procedures.

1. The decision to discontinue a program or division of instruction will be based upon educational considerations, as determined by the faculty as a whole. Educational considerations do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the College as a whole will be enhanced by the discontinuance.
2. Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or division, the College will make every effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training may be offered. If no position is available within the College, with or without retraining, the faculty member's appointment then may be terminated, but only with provision for severance salary equitably adjusted to the faculty member's length of past and potential service.

3. A faculty member may appeal a proposed relocation or termination resulting from a discontinuance and has a right to a full hearing before a faculty committee. The hearing need not conform in all respects with a proceeding conducted pursuant to Section IB, but the essentials of an on-the-record adjudicative hearing will be observed. The issues in such a hearing may include the institution's failure to satisfy any of the conditions specified in III.B.1. and 2. In such a hearing a faculty determination that a program or division is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

IV. Termination for medical reasons.

A. Termination of a tenured appointment for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment.

B. Procedures.

The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Review Board before a final decision is made by the Board of Trustees on the recommendation of the administration. Medically terminated faculty members will qualify for disability insurance benefits provided by the College. Present disability insurance coverage calls for 60% salary benefit, beginning three months after an employee becomes disabled. The College pays full salary for the three months prior to the commencement of the insurance benefit.

V. Terminal Salary.

When a tenured appointment is terminated for reasons not involving moral turpitude or not covered under medical disability provisions described above, the Hearing Committee should consider recommending terminal salary of at least a year from the date of notification of dismissal, whether or not the individual is continued for part or all of that year.

2.9. Resignation of Faculty

A faculty member who decides to terminate employment with Louisburg College should give the College ample time to conduct a search for a replacement. If a contract for the succeeding year has not been signed, a letter of resignation to the President is in order. If a
contract has been signed, a letter to the President asking to be released from the contract is appropriate. In either case, the following exit procedures should be observed:

A. Return all library books and materials;
B. Remove all personal books, materials, and other articles from office;
C. Return all College-owned supplies and equipment to the Division Chair;
D. Return all keys to the Office of the Chief Academic Officer;
E. Turn in all grade books or photocopies of grade books from the past two years to the Division Chair;
F. Make provisions for clearing up any incomplete grades;
G. Leave files in good order that might be useful to your successor;
H. Cooperate with Division Chair or Chief Academic Officer to inventory instructional equipment, materials, and supplies, as they desire;
I. Leave forwarding address with the Division Chair, Business Office, and the Office of the Chief Academic Officer.

2.10. **Faculty Development Fund Procedures**

The President makes annual allocation of faculty development funds according to the procedures described below, after considering funding recommendations from the Faculty Development Committee (see Section 1.3.4.2.10.).

At the beginning of each academic year, the President announces the availability of funds. Funds from the Faculty Development Fund will be available to all members of the Faculty Affairs Committee who have been at Louisburg College at least two years and who are under contract for the third year. Terms of the award will be a non-repayable grant, provided the recipient returns to the College for the following year.

The Chief Academic Officer will invite Development Fund applications from the faculty and will call meetings of the Faculty Development Committee at least once per semester.

**Criteria** to be used by the Faculty Development Committee for evaluating applications:

- Faculty members involved in **full-time teaching** will receive precedence over those involved in part-time teaching.
- Participants in **degree programs** will take precedence over participants in non-degree programs.
- Faculty members already involved in **terminal phases** of degree programs will take precedence over those degree programs not in a terminal phase.
- Faculty members pursuing a program in their **field** of teaching will take precedence over those pursuing a program not in their field.
- Faculty members who have **not received aid from the College** will take precedence over those who have received such aid.
- **Length and quality of service** to the College will be considered.

**Applications procedure** - submit a written request through the Division Chairman to the Chief Academic Officer containing:
• Amount requested.
• Date(s) of planned usage of funds.
• A detailed statement of the applicant's plans for utilizing the funds, i.e., courses, study location, travel, writing, library work, research, etc.
• Statement of previous financial aid from the College, including Burroughs Wellcome grants.
• Statement of anticipated funding from other sources, i.e., proposals to foundations and institutions, research grants, etc.

Faculty receiving grants must submit a brief written report to the Chief Academic Officer within two months after participation in the Development Fund Program. The report should contain such items as: the purpose for which funds were expended; benefits to the individual and the College; academic credit received.

2.11. Faculty Travel Fund Procedures

Annually, the College makes funds available to support faculty participation in potentially beneficial travel to professional meetings, conferences, workshops, etc. The Chief Academic Officer announces funds availability, invites applications early in each academic year, and administers the fund. Such factors as previous usage, purpose and potential benefits of the trip, other funding the individuals may have, and magnitude of total faculty requests are considered in the allocation process. Standard forms are supplied by the College Business Office for requesting allocated funds. NOTE: See Section 2.12.1. concerning absence limitations and coverage of classes.

2.12. Faculty Absence Policies

2.12.1. Professional Travel Absences

Absences for professional travel should be approved by the appropriate Division Chair and the Chief Academic Officer in advance and arrangements should be specified for coverage of classes for the duration of the absence. Absences to attend professional meetings should not exceed one week per semester (3 MWF and 2 TT classes).

2.12.2. Emergency Absences (also see Weather Policies)

If a faculty member must be absent due to illness or emergency, s/he or someone representing him/her, should make every effort to contact the Division Chair and/or the Chief Academic Officer so coverage of classes can be arranged for the duration of the absence. Faculty within the same academic divisions are urged to try to cover each other's classes during emergency short-term absences. In extended absence situations, the College will make every effort to hire extra teaching assistance.

2.12.3. Leaves of Absence

The President may, with approval of the Board of Trustees, grant leaves of absence, with or without pay, to members of the faculty or administrative staff. The following procedures apply to leave requests:
A. The applicant must submit his/her request in writing well in advance of desired leave date, stating the length of leave desired and reasons for the request.
B. The request must be supported by the requestor’s supervisor.
C. The President shall use his/her discretion in recommending that leave be granted with or without pay.
D. A leave recipient may, at the discretion of the President, be required to sign an agreement that s/he will return the full amount of compensation received if s/he does not return to Louisburg College for a designated length of service following the termination of the leave.

2.13. Academic Freedom

The Board of Trustees approved the following statement on academic freedom at its meeting on April 17, 1964: "The College believes in and supports fully the principle of academic freedom for its faculty members. The freedom to pursue the truth in every branch of learning and to teach with a sense of responsibility for the truth as the individual conscientiously understands it, is encouraged."

2.14. Academic Advising

2.14.1. Advisee Assignments

Each new student is assigned a faculty advisor that meets one or more of the following criteria: (1) The student is taught by this professor in one or more classes during his/her first semester at the College. (2) The professor is in the student's major field of study. (3) The professor has particular knowledge of the specified educational process in a student's major area. The Registrar makes advisee assignments as equitably as possible, sends advisee information to advisors, and maintains a master list of advisors/advisee. Students may change advisors upon request to the Registrar. Similarly, advisors may request that the Registrar transfer an advisee to another advisor in problem situations.

2.14.2. Advisor Duties

Academic advising is considered a critically important part of faculty responsibility. It is hoped that close working relationships will develop between the advisor and advisee in order to facilitate wise academic decisions, to further student’s academic development, and to give the student a sense of belonging. To such ends, each faculty member is asked to conscientiously perform the following responsibilities:

- Be available to work with advisee during registration, pre-registration and orientation activities, including summer pre-registration of freshmen. Each faculty member is expected to be on campus one day during the summer pre-registration period to meet and work with their new freshman advisees. If a faculty member is unable to fulfill this expectation, s/he is to discuss resolution of the problem with the Chief Academic Officer.
• Help advisee select the proper courses that will ensure graduation from Louisburg, accomplishment of the advisee’s academic goals, and maximum transferability to the students’ choices of senior institutions. Early in each advisee’s stay at Louisburg College, a Plan of Study should be developed by the advisor/advisee for the advisee's entire planned stay at Louisburg College.
• Help the student adjust to her/his life situation by helping with problems that are not of an academic nature or by referring the student to the appropriate campus office for assistance.
• Monitor advisee's academic performance and offer assistance to those not performing satisfactorily, particularly at the mid-term grading period. The Chief Academic Officer's Office notifies each advisor at mid-term each semester concerning advisees whose grades indicate a special need for counseling.

2.15. **Instructional Equipment**

Instructional Equipment is defined as any item costing over $100 used by academic divisions such as audiovisual equipment, laboratory and studio equipment, computers, business machines used in instruction, and physical education course equipment. Items which cost under $100 are usually categorized as supplies (see Section 2.24.). Most items of office equipment and furniture are purchased from physical plant funds; not instructional equipment allocations.

2.15.1. **Procedures for Purchase of Instructional Equipment**

The Chief Academic Officer has the management responsibility for the instructional equipment budget. During the annual budget process (see Section 5.2.) each fall each academic division is asked to submit estimates of equipment purchase needs for the next fiscal year. These requests are consolidated by the Chief Academic Officer for submission to the Business Manager and the President. The Chief Academic Officer receives notification from the Business Manager early in the spring semester of the approved consolidated budget allocation. The Chief Academic Officer, after consultation with the Division Chairs, makes recommendations of specific divisional allocations to the President. After Presidential review, notifications are sent to the academic divisions by the Chief Academic Officer's Office. Purchases may be initiated any time after the beginning of the fiscal year (June 1) by submitting purchase requests (containing vendors, order numbers, exact costs, etc.) through the Chief Academic Officer.

2.15.2. **Procedures for Repair of Instructional Equipment**

The Chief Academic Officer has management responsibility for the instructional equipment repair budget. During the annual budget process each academic division is asked to estimate its repair needs for the next fiscal year. The Chief Academic Officer consolidates these requests for submission to the Business Manager and the President. The Chief Academic Officer is notified early each spring semester of the approved consolidated repair budget allocation. The chairs of the academic divisions route all requests for repair of instructional equipment through the Chief Academic Officer.

2.16. **Student Evaluation of Instruction** (also see Section 2.6.)
Through the use of student questionnaires, students rate their instructors. Completed questionnaires are reviewed by Division Chairs and by the faculty members being evaluated. The Chief Academic Officer reviews the student questionnaires of Division Chairs. A summary prepared by the Division Chairs of all student questionnaires, including written comments, is to be filed in the Office of the Chief Academic Officer.

Each nontenured instructor is required to use the Student Evaluation of Instruction forms provided by the Chief Academic Officer for all classes each semester. Tenured faculty are required to use the evaluations in all classes in either the fall or spring semester each year.

2.17. Examinations

Appropriate comprehensive final examinations are given in all courses. The schedule of examinations will be prepared by the Chief Academic Officer and distributed to the faculty and students at the beginning of each term. There will be no deviation from the published schedule except by permission of the Chief Academic Officer.

It is recommended (by majority vote of the faculty) that no major tests be given during the week prior to final exams.

2.18. Faculty Teaching Load

The normal teaching load for full-time faculty members of the College shall be thirty (30) contact hours per academic year (fall and the immediate subsequent spring semester). Contact hours may be distributed unevenly, but in any one semester, the teaching load for full-time faculty members generally ranges from 12 to 17 contact hours. Teaching in excess of thirty (30) contact hours during the regular academic year shall be considered overload contact hours and shall require prior written approval of the Chief Academic Officer. No faculty member shall be required to teach in excess of thirty (30) contact hours during the regular academic year.

2.18.1. Calculation of Teaching Load (Revised April 2003)

The following guidelines shall be used in computing contact hours for purposes of calculating the teaching load of each full-time and part-time faculty member. For teaching regular (lecture-type) courses, the faculty member shall be credited with the same number of contact hours as the number of credit hours listed for the course in the Course Offering List. For team-taught courses, the actual degree of active participation by each faculty member in the course, as determined in advance by the Chief Academic Officer after consultation with the faculty members involved, shall determine the number of contact hours used for load determination, which number shall not exceed the number of credit hours listed for the course in the Course Offering List. To compute contact hours for teaching assignments not taught in a formal classroom situation, the following formula shall be used:

Art (Studio Courses)
   1 three credit hour course = 6 contact hours
Private music lessons
3 one-half hour music lessons = 1 contact hour, 3 one hour music lessons = 2 contact hours, 3 one hour music labs = 2 contact hours

Class music lessons
  One classroom hour = 1 contact hour

Choral Groups
  One classroom hour = 3 contact hours (to include performances)

Computer Classes
  One laboratory hour supervised = 1 contact hour

Musical or Theatrical Production
  One production = 6 contact hours

English/Foreign Language
  One laboratory hour supervised = 1 contact hour
  One three-hour 5-day ENG 111 class = 6 contact hours

Natural Sciences/Mathematics
  One laboratory hour supervised = 1 contact hour

Physical Education Activity Courses
  Three hours of supervision = 2 contact hours

2.19. **Maintenance of Academic Facilities and Equipment**

Requests for maintenance service should be made to the Director of the Physical Plant in writing on the Request for Maintenance Service forms furnished each faculty and staff member. The Chief Academic Officer's Office should be notified in cases of urgent or unusual circumstances or if special assistance is needed.

2.20. **Faculty Meetings**

Faculty meetings are usually called by the President, normally once each month on the first Thursday at 11:00 a.m. The four major committees of the College (Faculty Affairs, Academic Affairs, Student Affairs, Public Relations) make reports at these meetings and may bring matters requiring faculty discussion and vote. Faculty should keep the normal meeting time clear on their calendars, since regular attendance is expected.

2.21. **Faculty Office and Campus Hours**

The general expectations of the College (endorsed by the Faculty Affairs Committee in May, 1988) are that:

- Faculty members spend at least 30 hours each week on the campus in class work, office hours or performing other College responsibilities.
- Faculty schedule sufficient office hours when school is in session during each of the five days of the workweek for the full duration of each semester. The hours should be at times when students can reasonably make use of them.
- Faculty clearly post office hours and furnish a copy to the Chief Academic Officer at the beginning of each semester.
- Faculty inform the Chief Academic Officer when circumstances necessitate significant changes in or deviations from posted hours.
Exceptions or adjustments in the above expectations may be arranged in consultation with the President or Chief Academic Officer in special circumstances, i.e. formal graduate studies, unusual College duties.

2.22. Faculty Outside Employment

Full-time employees are discouraged from engaging in any extra employment that would detract in any way from the performance of their College duties. Full-time faculty, administration and staff should not engage in outside employment or enroll in graduate or undergraduate courses that take them away from the campus during the employee’s normal working hours without prior recommendation/approval from the Division Chair, the Chief Academic Officer, and the President of the College. All outside employment during the contract period should be reported to the appropriate supervisor and the President.

2.23. Registration and Pre-Registration

Registration, pre-registration, pre-registration counseling, and drop/add of classes are scheduled by the Registrar. Faculty are expected to assist in such activities if needed (also see Academic Advising, Section 2.14.).

2.24. Supplies

In the annual budget process each academic division is allocated a supplies budget (see Section 5.2.). Monthly statements concerning budget status are sent to each division chair throughout the academic year and should be a subject of discussion at division meetings. All purchases require prior approval to assume appropriate reimbursement. Expendable items or items which cost less than $100 that are used in support of classroom instruction are usually considered supplies. Such items are purchased by the division chairs through the Business Office.

2.25. Faculty Sponsored Student Trips

Faculty members who lead or sponsor student trips (other than those routinely representing the College, i.e. athletic teams) should supply the Chief Academic Officer with trip information (i.e. dates, itinerary, cost, course relevancy, insurance coverage, etc.) and should request his/her advance approval for the trip. If an approved trip requires excusal from classes, a list of the students should be submitted to the Registrar at least 24 hours prior to the trip. In turn, the Registrar will issue notices of excused absences to appropriate faculty and offices.

2.26. Weather Policies

Since the majority of Louisburg College students live on campus, it is highly desirable that the regular class schedule be adhered to, even in bad weather conditions, i.e., snow and ice. Therefore, all staff and faculty are asked to conscientiously make reasonable effort to report for work during inclement weather. The term "reasonable effort" is not intended to require employees to venture into high risk weather situations or to neglect critical family obligations.
Faculty are asked to call in when they find it impossible to meet their classes. They should call the Chief Academic Officer at his/her office or home. If this contact cannot be established, a message should be left with the College Switchboard Operator.

The President or the Chief Academic Officer will ask radio stations WHNC, WPTF 680, and WHLQ 102.5 and television stations WRAL (5), WTVD (11), and WPTF (28) to broadcast special instructions concerning hours of operation, openings and closings, etc. as warranted by weather conditions.

Procedures will be implemented to promote safety during inclement weather conditions (i.e., snow and ice removal, sanding of steps and walks, etc.).

2.27. Faculty Enrollment in Louisburg College Courses

Louisburg College full-time faculty members may enroll tuition-free in courses offered by Louisburg College. Advance approval should be obtained from the Chief Academic Officer and the course instructor. Such enrollment must be on a space available basis, should be limited to only one course per semester and should not interfere with performance of College duties.

2.28. Policy Statement Concerning Sexual Harassment

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. It is the policy of Louisburg College that its employees are not to engage in such conduct and that such conduct can lead to dismissal (see Section 2.8.).

By the nature of their required working relationships with students, faculty members may find themselves in vulnerable circumstances. Consequently, they must exercise utmost caution to avoid behavior that might be interpreted as sexual harassment. Faculty are not to make unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of a student's grade, progress, or recommendation, and are not to create an intimidating, hostile, or offensive learning environment by such conduct.

Any reports or grievances about sexual harassment at Louisburg College that concern faculty in any way should be made to the Chief Academic Officer.

2.29. Faculty Professional Conduct Guidelines

In August 1988 the Louisburg College Faculty drafted and approved the professional conduct guidelines listed below. Subsequently, these guidelines were submitted to the administration and the Board of Trustees for adoption and distribution.

Relationship with Students

Faculty members have a primary responsibility as teachers to encourage the pursuit of learning in students. To fulfill this responsibility, faculty should assume the role of intellectual guides and counselors to their students. As counselors, the faculty must respect the confidential nature of the student-teacher relationship, especially with regard to other students, and must respect students as mature, adult individuals. Race, sex, religion, or political beliefs of students
should not influence faculty attitudes or behavior towards the students.

Additionally, as teachers, faculty members should strive to create a classroom atmosphere conducive to learning. Classes should meet regularly and on time. Material presented in the classroom should be appropriate to the course and should be presented in a thorough, objective manner. Faculty members should encourage the development of independent thought and actions in students, and should not impose their opinions on the students, but should not hesitate to express opinions when appropriate.

Social interactions with students are to be encouraged, but only those social interactions that promote growth and maturity in the student. Faculty members should remember that they are often perceived as role models, and their behavior in a social context should reflect that awareness.

**Relationship with Colleagues**

Faculty are common members in the community of scholars; treatment of colleagues should always be based on mutual respect and support. Faculty's greatest asset in the classroom is the respect of their students, and no member of the faculty should intentionally undermine that respect. Professional respect among the faculty and staff is a necessity for the successful operation of the College.

Criticism and evaluation of colleagues during tenure and promotion proceedings, however, is a responsibility that the faculty shares with administration. Such evaluation should always be based upon the professional performance and competence of the faculty member undergoing evaluation. Criticisms of colleagues outside of the established evaluation process should be conducted through the Faculty Review Board, and should follow the procedures outlined in the Faculty Handbook.

**Relationship with College**

To be effective teachers and scholars, full-time faculty members must regard employment with the College as their primary vocation. Faculty should be allowed to determine the amount and character of outside employment, but should always be cognizant of their primary responsibility to the College and avoid excessive commitments outside the institution. Faculty should observe the stated rules and regulations of the institution, but they retain the right to criticize such rules and to seek revision. Faculty share with the administration some governing responsibilities of the institution and are expected to willingly accept their committee assignments and responsibilities. When terminating service to the institution, faculty members should consider the effect of their decision on the institution, and give adequate notice of their intentions. Faculty recognize that Louisburg College is a Methodist Church-affiliated college and should conduct themselves in such a way that the precepts and ideals of the church are upheld.

**Relationships with Community**

As members of the larger community beyond the college, faculty have the same rights and obligations as other citizens. Faculty are encouraged to participate in the political and social activities of their communities, but when doing so, faculty should not create the impression that
their opinions and beliefs represent those of the institution. Service to the community in a professional capacity is encouraged, as are any activities that promote public education and disseminate useful, topical information. Faculty should be aware that the institution is often judged by the behavior and demeanor of its faculty, and should strive to uphold the legal, moral, and ethical principles of our society.

Scholarship and Development

Life is a dynamic process, involving change and growth, and professional life should reflect this dynamism. Faculty at Louisburg College are encouraged to think of themselves as teachers and scholars. In these roles, faculty should be committed to intellectual honesty and the free exchange of ideas, and should recognize the obligation to develop and improve their scholarly competence and their teaching skills. Faculty can expect administrative and collegial support to achieve those professional goals.

2.30. **Summary of Faculty Responsibilities**

**Responsibilities for Governance**

The Faculty shall:

A. Participate in College governance by serving on various committees and by communicating with faculty representatives on committees.

B. When appropriate, act on matters brought before its body from various committees.

**Responsibilities for Academic Affairs**

The Faculty shall:

A. Individually serve on committees of the College.

B. Individually serve on *ad hoc* committees established by the President.

C. Contribute to College-wide governance by participation in College affairs.

D. Approve candidates for graduation.

E. Consider and take action on recommendations brought before the body regarding academic programs, academic standards, and admissions procedures.

**Responsibilities for Student Affairs**

The Faculty shall:

A. Cooperate with the administrative officers and the College committees in administration of student affairs.
B. Consider and take action on recommendations brought before the body regarding student affairs.

C. Actively support student activities and events.

Responsibilities for Instruction

The Faculty shall:

A. Fulfill assigned instructional responsibilities for classes assigned, with special emphasis on providing quality programs of instruction, from orientation to the discipline through assigning and reporting final grades to the Registrar.

B. Provide written syllabi to students during the first week of each term on policies regarding course requirements, grading policies, attendance policies, and other relevant information pertaining to instructional matters.

C. Assist the Division Chair by selecting and ordering textbooks, selecting library materials for individual disciplines, and other matters that contribute to the overall quality of the instructional program.

D. Provide the Division Chair and Chief Academic Officer with a current syllabus of courses s/he is teaching prior to the beginning of each term.

E. Post and maintain reasonable office hours each term that reflect the teaching schedule, advisement opportunities for students, and other related duties and responsibilities.

F. Be an active, informed advisor in a program of academic advisement which is cooperatively planned and implemented through the office of the Chief Academic Officer.

G. Serve on College-wide, division, or special committees when assigned by the President, the Chief Academic Officer, or Division Chair.

H. Be involved in professional development through study and participation in professional organizations and activities.

I. Be active in community life by serving in civic, religious, cultural, service, professional, and continuing education programs or organizations.

J. Attend College-wide functions, faculty meetings, meetings of the division, and commencement exercises in appropriate regalia.

K. Promptly complete forms and reports as requested by the Chief Academic Officer and Division Chair.

L. Be knowledgeable and carry out responsibilities and ethical practices normally assumed by members of the academic profession.
M. Carry out other duties consistent with faculty appointments as may be assigned by the Chief Academic Officer or President.

2.31. **Policy Concerning Illegal Drugs**

See pamphlet, *Drug and Alcohol Abuse - Policy, Resources and Programs for Louisburg College Students, Faculty and Staff*.

2.32. **Faculty Requests For Student Workers**

To receive student workers, faculty should contact the Financial Aid Office in April for the next academic year. Due to the limited number of students available to work, the Financial Aid Office may not be able to honor all requests. Any questions concerning financial aid or the work-study program should be directed to the Director of Financial Aid.
3.0. Academic Policies, Procedures, and Services of Interest to Faculty

3.1. Student Class Absences

The basic absence policy of the College, as published in the College Catalog and the Student Handbook, permits students one unexcused absence per semester for each class meeting per week for a course. For example, two absences per semester are permitted for a class that meets two times per week. Instructors inform their classes of their specific absence policies at the first meeting of the class. Absences may be excused as follows:

A. Illness. Absences for illness may be excused by the College Nurse at the Infirmary only if the student reports to the Infirmary prior to the time of the class. If the student is unable to go to the Infirmary, the Residence Hall Director should be notified, or in the case of off-campus students, the Infirmary should be notified.

B. Emergencies. The Dean of Students should be notified in case of an emergency.

C. College Representation. The absence must be certified by the responsible faculty member and cleared through the Registrar's Office. Notification of absences excused for College representation, athletics, field trips, etc., will be issued by the Registrar's Office.

D. Any other absences for valid reasons are excused only by the instructor.

College policy requires a student to attend at least 80 percent of the class meetings to get credit for a course, even if some or all of the absences have been excused according to A. through D. above. When absences exceed 20 percent of total class meeting times (nine absences for classes meeting three times per week, six for classes meeting twice per week, and two for labs), the student will automatically be dropped from the course with a grade of WP or WF. Cases of extenuating circumstances may be appealed to the Chief Academic Officer.

Faculty are asked to regularly check class attendance and to keep accurate attendance records. Faculty may develop their own absence policies within the above general guidelines. Each instructor should announce his/her policies and requirements in writing to his/her students on the first day of classes each semester.

3.2. Academic Divisions (Also see Section 1.3.1.3.1.3. for Division Chair responsibilities)

There are four academic divisions at Louisburg College: 1) Division of Humanities, 2) Division of Library Services, 3) Division of Social Science and Business Studies, and 4) Division of Mathematics, Science, Health, and Physical Education. Each division has separate budget responsibility, with various line items to cover budget needs. The division chairs are asked each fall to forecast budget needs for the following academic year.

The academic divisions should have periodic meetings to discuss such matters as: division budget and personnel needs; academic schedules; course and programs offered by the division; coordination and communication within the division and with other factions of the College.

3.3. Academic Grievance Procedure
The Academic Grievance Procedure is designed to resolve student grievances pertaining to academic matters resulting from faculty or staff actions. Various circumstances may serve as legitimate grounds for student grievances. The grievances listed below are examples of the types of complaints that might be appropriate for consideration:

A. Errors in the calculating or recording of examination grades or the computation of final grades contrary to the faculty member’s stated grading policy.

B. Failure of a faculty member to grade and return tests or assigned work in a timely manner.

C. Discriminatory grading on the basis of conditions other than academic criteria.

D. Demeaning or arbitrary actions by a staff or faculty member that might markedly affect a student’s performance.

E. Failure to provide academic advisement according to an advisee’s recorded goals and to the College’s requirements.

F. Disputes concerning evaluation of transfer credit from another institution.

PROCEDURE FOR REDRESS: A student who thinks that s/he has an academic grievance will first seek to resolve the matter through discussions with the involved staff or faculty member. If these discussions are not satisfactory, the complaint may be continued according to the following procedure:

A. A written statement of complaint must be submitted to the involved staff or faculty member not later than 30 days from the end of the semester in which the grievance situation occurs. The student must consult with the person involved within one week of submission of the written statement.

B. If resolution of the problem is not achieved with the person involved, the student may direct the grievance in writing to the next highest level.

   (1) Grievances involving faculty members are directed to the appropriate academic division chair.

   (2) Grievances involving staff members or division chairs are directed to the chief academic officer. The division chair or the chief academic officer will consult with the student and the involved staff or faculty member.

C. As a last step, and only after steps A. and B. above have been followed, the student may direct the grievance in writing, including a description of the allegations and supporting documentary evidence, to the President of the College. The President will appoint a Grievance Committee consisting of staff, faculty and students.

D. The Grievance Committee will review the written grievance and all supporting documentation and may hear oral presentations and consult with all involved parties.
The committee will render its recommendations for disposition of the case in writing to
the President within two weeks of the last consultation/hearing. The President will notify all
involved parties of his/her final decision concerning the grievance.

3.4. Academic Integrity Policy

All Louisburg College students are expected to uphold standards of honesty and integrity
in their academic pursuits and are responsible for producing only their own work in all classes.
Academic integrity is undermined by cheating, plagiarism, or lying for academic advantage.
Students are responsible for understanding these violations as explained below.

Cheating: Students must complete all tests and examinations without help from any source.
They may not look at any other student’s paper or any book or notes while taking tests unless
specified by the instructor. Possession of notes while taking tests is considered evidence of
intention to cheat. Students may not talk to any other student while tests are being given without
explicit permission from the instructor. These rules apply to all assignments unless specified by
the instructor.

Plagiarism: Students must use their own words and must document the source of anything
written in any paper or assignment. Direct quotations must be cited as such. Students must
paraphrase material in such a way that the style and language are distinctively their own; merely
rearranging words or making minimal changes in wording is plagiarism even if documented.

Students must submit work that is their own. They may not submit work that has been
produced by anyone else. They may not permit other students to submit their work. They are
encouraged to get ideas or suggestions from other sources when this is permitted by instructors.

Academic Misrepresentation: Students must not lie about absences or assignments to gain
academic advantage.

Students are responsible for asking for clarification from their instructors should they
have questions about these violations. Violations will result in a conference with the instructor
who will review evidence of the offense. The instructor has the authority to determine the
severity of the penalty related to the course, such as drop from class enrollment or lowering of
grades. Continued violations or severe violations are subject to Louisburg College’s disciplinary
process and may result in expulsion. Students may appeal any decision to the Chief Academic
Officer. All violations will be reported in the Chief Academic Officer’s office.

3.5. Auditing Courses

Students wishing to enroll in a course(s) during the fall and spring semesters without
earning college credit shall register as “auditors” on or before the end of the add/drop period.
Tuition is charged at a rate of one-half of the part-time per credit hour rate. Auditing students
must have the permission of the course instructor and the Registrar. Student status in courses
cannot be changed after the end of the add/drop period. Audit courses will not count in the
number of total hours attempted. Summer, weekend and interim courses may not be audited.

3.6. Continuing Education Courses
The purpose of continuing education courses is to provide life-long learning opportunities for adults. The College offers occasional continuing education courses as a community or church service, depending upon instructor availability and consumer interest. Such courses may be non-credit or may carry "Continuing Education Unit" (CEU) credit according to the Guidelines and Criteria of the Southern Association of Colleges and Schools. The Director of Academic Support Services is the coordinator for continuing education courses.

3.7. Cooperative Education Courses

Cooperative education (co-op) courses provide opportunities for combining classroom instruction with paid work experience. The co-op student, while engaged in a well-defined academic program, also pursues a planned and well-structured, off-campus, work-centered learning experience. The work and learning experience is closely monitored and evaluated by the work supervisor and a College faculty or staff member. Co-op students may be placed in businesses, industries, schools, hospitals, or community-service agencies, as well as local, state, or federal government.

A student may receive a maximum of six co-op credit hours for any one semester, with a limit of 12 credit hours accepted toward graduation. Prerequisite for co-op is full-time enrollment of one semester or special permission from the Chief Academic Officer. A student working toward the Associate of Arts or Associate in Science degree may earn up to 12 semester hours of credit for cooperative field work experience in lieu of electives.

The Director of Academic Support Services is the coordinator for cooperative education courses.


Any significant changes in the Louisburg College curriculum (i.e. additions or deletions of academic courses or programs) must go through an approval process involving the appropriate academic division, the Academic Affairs Committee, the President, the Faculty, and the Board of Trustees. New course or program proposals must be thoroughly researched at the academic division level prior to presentation to the Academic Affairs Committee. Presentations to the Academic Affairs Committee should contain such information as: course or program description, transferability, teacher availability, cost data, prerequisites, potential student interest, and placement of graduates.

The Louisburg College Catalog normally is updated and published every two years under the supervision of the Director of Admissions. As a part of the Catalog updating process, each academic division is responsible for review and evaluation of its academic programs and course offerings, and for submission of changes that have been through the approval process described above to the Director of Admissions.

3.9. Dean's Lists

Two recognition lists are published by the Chief Academic Officer at the end of each semester to recognize students with high academic achievements. Full-time students earning a
grade-point average (GPA) of 3.5 to 4.0 for a semester are eligible for the Dean's List, and those ranging from 3.0 to 3.5 qualify for the Honorable Mention List. Individual recognition cards are sent by the Dean to the parents of students on these two lists.

3.10. **Dropping/Adding/Withdrawing from Courses**

Students may add courses during the first week of classes. They may withdraw from courses, with notation stipulations as listed below, prior to the last week of classes before final examinations begin.

**Course Withdrawal Policy:**

Students are permitted to withdraw officially from a course from the beginning of the second week of classes through two weeks after midterm. If the withdrawal occurs during the first four weeks of the semester, a withdraw (W) grade will be recorded on the student’s transcript. The grade (withdraw-W, withdraw passing-WP, withdraw failing-WF) recorded on transcripts for a withdrawal after that time is according to the recommendation of the instructor. Failure to attend classes does not constitute official withdrawal from a course. Students are committed to a standard grade (A through F) beginning the third week after midterm.

**Change Procedures**

During First Week of Classes - if a student desires to withdraw from or add a class during the first week of classes, s/he should: (1) have a conference with his/her Faculty Advisor. If a course change is advised, the Advisor will indicate the necessary changes on the student's schedule and sign it. (2) Take the schedule to the central change location designated by the Registrar. Academic division and/or Registrar representatives at this location will assist the student in making desired changes and will furnish the student with a new printed schedule incorporating the changes.

After First Week of Classes - if a student desires to withdraw from a class after the first week of classes, s/he should: (1) have a conference with his/her Faculty Advisor. If the withdrawal is advised, the Advisor will prepare and sign a Course Withdrawal form. (2) Take the form to the involved instructor for signature. (3) Take the form to the Registrar within 48 hours from the date of issuance.

Students may be dropped from course enrollment by an instructor due to excessive absences or class performance problems, according to the absence policy announced by the instructor in the course syllabus. If the drop occurs during the first four weeks of classes, the student's academic record (transcript) will list the course with a notation of "W" (Withdrawn); thereafter, a grade of WP or WF will be recorded. Faculty should handle absence-related drops in a timely manner to facilitate prompt notification of students, parents and College officials by the Registrar.

3.11. **Financial Aid**

The Financial Aid Office is located in Davis 205. There are three types of financial aid available to students: (1) scholarships and grants; (2) loans; (3) and on campus work opportunities. Usually students receive a combination of the three types of aid to enable them to attend Louisburg. To apply for financial aid, a student should obtain a Financial Aid Form...
(FAF) from the Financial Aid Office and mail it to the College Scholarship Service in New Jersey for processing. The Aid Office notifies students within approximately three weeks of the time it receives the processed FAF.

Work opportunities on campus include assignments to faculty. Since these jobs are based on financial need, not all students are eligible for campus work.

3.12. Student Grade Reports

Faculty are required to submit student grade reports to the Registrar at mid-semester and at the end of the semester. Forms and ample notice are provided by the Registrar's Office giving deadline dates for reports. Mid-semester and final grades are mailed to both the students and their parents (except financially independent students). Faculty Advisors receive grade reports on their advisees for counseling purposes. Grades must be treated with utmost privacy.

Once grades are recorded by the Registrar, they (except for “I” and “IP”) can be changed only if the faculty member made an error in determining or recording the grade. Submission of work after the Registrar has recorded a grade is not an acceptable basis for changing a grade. To change a grade, the faculty member must complete a change-of-grade request form indicating the cause of the error and must submit that form to the Academic Dean. If the Academic Dean approves the request, the Academic Dean will forward it to the Registrar, who will record the change of grade.

3.13. Grading System

The conventional symbols, A, B, C, D, F, I, W, WP, WF, N, AU will be used in reporting grades. These symbols are defined as follows: A = superior; B = excellent; C = average; D = below average, but passing; F = failure; I = incomplete; W = withdrew; WP = withdrew passing; WF = withdrew failing; N = no grade; AU = audit.

In the case of "I" grades, students are allowed until the end of the following semester to make up incomplete work. If not removed in one semester, the "I" becomes the permanent grade and will count the same as an "F" grade in computation of averages.

Quality points are earned as follows: A = four points per semester hour, B = three points per semester hour, C = two points per semester hour, D = one point per semester hour. Grades of F, I, W, WP, WF, N, and AU carry no points.


Louisburg College does not discriminate against qualified students with disabilities. The College will assist in providing reasonable accommodations requested by students with disabilities. It is the student's responsibility to request such accommodations and to provide current documentation with a clear statement of the disability and, if possible, recommended accommodations.

Students with disabilities are expected to take an active role in their education. However, the majority of these students have not learned to self-advocate and they need encouragement, patience, and positive feedback when facing academic challenges. It is important to remember
that students with disabilities can succeed if they utilize accommodations and participate as responsible students.

Each year the Academic Support Office inquires of all new students and their parents concerning disabilities. New and returning students who have disabilities and need services must meet with the Director of Academic Support Services to discuss and plan their accommodations. Once accommodations are determined, students will distribute appropriate information to their instructors. Instructors at Louisburg College are not expected to make course objectives less rigorous for students with disabilities, but rather to reasonably assist students in their learning processes. Students have accommodation needs which can vary considerably. Accommodations are based upon the students' needs and are determined on a case-by-case basis. Listed below are accommodations students with disabilities may request. No student would need all of these accommodations, but some might be appropriate at any given time, depending upon the needs of the student.

A. Permit use of tape recorders, personal computers or communications devices in class and for completing assignments.

B. Allow a student note taker to assist the student with a disability to complete notes s/he may have missed during the class.

C. Texts on tape utilizing Recording for the Blind, volunteer or paid readers.

D. Allow preferential seating.

E. Testing modifications: extended time (nationally, time and one-half or double time is standard), oral testing, and/or testing in a distraction-free room with a proctor.

F. Allow students to clarify questions and rephrase them in their own words before answering exam questions.

G. Allow alternative methods of demonstrating mastery of course objectives.

H. Allow work to be submitted on audiotape.

I. Allow use of calculator.

J. Allow extra time for in-class projects and out-Of-class assignments.

K. Assist with modification of class schedule to allow for time between classes.

L. Assist with modification of academic load; consider a light full-time load that has a range of difficulty.

M. Encourage peer tutoring and/or effective use of Instructor's office hours and campus learning laboratories.

N. Provide a written outline of lecture, formulas or concepts.
O. Assist with priority registration.

P. Handouts, written assignments, and tests in large dark print that is doubled spaced (for students with visual impairments).

Q. Accessibility to all programs and services on campus.

R. An interpreter (for students who have hearing impairments).

3.15. **Student Course Load**

The normal academic load for students is a schedule of 16 semester credit hours. A full-time load, however, is defined as being any combination of 12 semester credit hours or more of classes. A charge is made for each credit hour over 17 with the semester credit hour charge being equal to the part-time per credit hour charge. Students must petition the Academic Dean in writing when desiring to take more than 19 credit hours in any given semester.


3.16. **Course Prerequisites**

Certain courses carry prerequisite requirements which have been established by the relevant academic divisions. The College catalogue and the course schedule each semester contain this information. Academic advisors are urged to be cautious in checking prerequisites as they assist advisees in preparing schedules. Only the academic division and the instructor offering a course may waive its prerequisites.

3.17. **Student Readmissions**

Any student desiring to return to Louisburg College who did not attend the previous semester (excluding summer session) must apply for readmission, using forms supplied by the Registrar's Office. The Readmissions Committee review of such applications entails an examination of the applicant's academic and behavioral record at the College and an appraisal of possibilities for successful completion of an educational program at Louisburg.

READMISSIONS FORGIVENESS POLICY - The records of students who have been readmitted after an absence of four or more consecutive semesters will be evaluated as follows: only grades of D or better earned in previous enrollments will be combined with all grades earned after readmission to compute graduation eligibility. If the absence has been three or less consecutive semesters, all grades, previous and current, will be used in such computations.

All grades earned in all postsecondary enrollments will be used in determining eligibility for graduation honors.

3.18. **Privacy of Student Records**
No Louisburg College staff or faculty member should reveal student's grades or personal information in any form identifiable to individual students without the student's written permission. Grades cannot be publicly posted by social security number; postings based on randomly issued numbers are allowed.

The Family Educational Rights and Privacy Act of 1974 (FERPA)(Public Law 93-380-513) prohibits the dissemination of certain categories of information from student records without the student's consent. Each faculty member should become familiar with the "Louisburg College Policies and Procedures Concerning Student Records." Copies of this guide can be found in the following offices: Chief Academic Officer, Registrar, Admissions, Dean of Students, and Business Manager. The Chief Academic Officer is designated as the official responsible for college compliance with FERPA.

3.19. Repeating Courses

A student who has earned less than a “C” in any course may elect to take that course again to attempt to improve the grade. If the grade earned was a “C” or higher, the student must petition the Academic Dean in writing in order to repeat the course. When a passing grade has been previously earned, a course repeat may not be used to meet the minimum credit hours required for graduation. The results of the most recent attempt (excluding a withdrawal) shall stand as official, and the credit hours and grade points already on the student’s record for that course shall no longer be used to count toward total credits earned or cumulative GPA. The student who is repeating a course must notify the Registrar’s Office at the time of registering for the course.

3.20. Class Schedule

The schedule of classes is compiled by the Registrar prior to each semester, with input from the Chairs of the academic divisions and the Chief Academic Officer. The Division Chairs coordinate with the Chief Academic Officer concerning schedule matters such as course offerings, schedule conflicts, and individual teaching loads and schedules.

3.21. Student Academic Standards

Students must maintain at least the required minimum grade-point average and earn at least the required minimum semester credit hours to remain in “good standing” as defined below. The College reserves the right at any time to suspend a student who is not making satisfactory academic progress toward a degree. Extracurricular activity organizations may require participants to have a higher cumulative GPA than specified by the criteria outlined in the section below.

<table>
<thead>
<tr>
<th>Full-time Semester/Part-time Year</th>
<th>Semester Credit Hours Earned</th>
<th>Minimum GPA to Remain in Good-Standing</th>
<th>Academic Probation</th>
<th>Academic Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>1.5</td>
<td>1.0-1.5</td>
<td>Lower than 1.0</td>
</tr>
</tbody>
</table>

*1 Full-time: 12 credit hours per semester

*2 Full-time: 12 credit hours per semester
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>24</td>
<td>1.7</td>
<td>1.5-1.7</td>
<td>Lower than 1.5</td>
</tr>
<tr>
<td>3</td>
<td>36</td>
<td>1.85</td>
<td>1.7-1.85</td>
<td>Lower than 1.7</td>
</tr>
<tr>
<td>4</td>
<td>48</td>
<td>2.0</td>
<td>1.85-2.0</td>
<td>Lower than 1.85</td>
</tr>
</tbody>
</table>

Notes:
1. After matriculation to Louisburg College, a full-time student (registered for 12 semester credit hours or more) must earn 12 semester credit hours per semester or 24 semester credit hours during the preceding year and the minimum credit hours indicated on the above table. Students not meeting these requirements will be placed on Progress Probation. A student who has accumulated fewer than 24 hours with a grade point average of 2.0 or higher will not be placed on Progress Probation.
2. Students earning a semester GPA of lower that 1.0 will be placed on academic probation regardless of cumulative GPA, and students earning a semester GPA of lower than 0.5 will be academically suspended regardless of cumulative GPA.
3. Students receiving veterans’ benefits must have and maintain a 2.0 cumulative GPA. Student athletes must meet current NJCCAA eligibility requirements.

Definitions
1. Good Standing: Students meeting published minimum GPA and semester credit hour requirements.
2. Progress Probation: Students not satisfying published minimum semester credit hour requirements.

3.22 Course Syllabuses

The first time a course meets each semester the instructor should give each student a course syllabus containing such information as:

A. Course title and number.

B. Instructor's name and office location. Also office hours if known at time of printing.

C. Name, author and edition of textbooks.

D. Brief course goals and desired learning outcomes.

E. Evaluation policies - procedures, scales, number and type of quizzes or examinations, value of writing assignments, etc.

F. Course requirements - homework, oral and written reports, books on reserve, field trips, class participation, library research requirements, etc.

G. Class attendance policies.

H. Brief topical outline.
A permanent file of course syllabi is maintained by the Chief Academic Officer's Office for the purpose of supplying necessary information to other institutions and to the Southern Association of Colleges and Schools. Consequently, all instructors are asked to provide a copy of each of their syllabi each semester to the Chief Academic Officer and to the Division Chair.

3.23 **Textbook Orders**

Textbooks are selected by faculty members in consultation with Division Chairs. Textbook orders are made by the Division Chair following procedures established by the Chief Academic Officer and the Business Manager. A textbook should be used for a minimum of two academic years before a change is requested.

3.24 **Transfer Credit Evaluation**

Louisburg College accepts transfer credit only from regionally accredited institutions and only for courses compatible with Louisburg's curriculum and graduation requirements. The Registrar evaluates transcripts from other institutions and records accepted credits on the student's Louisburg transcript.

Students transferring credit to Louisburg College from other institutions must have at least two semesters in residence at Louisburg College, must earn at least 30 semester hours at Louisburg and must earn at least a C (2.00) average on Louisburg College work to qualify for graduation. Quality points at other institutions are not used in computing averages for graduation - the accepted transfer semester hours merely reduce the number of hours required for graduation from Louisburg.

3.25 **Transportation**

The College owns several buses and vans which are used for College-sponsored trips. Faculty or staff drivers should be used whenever possible. If student drivers are used, they must possess a valid chauffeur's license and be accompanied by a College faculty or staff member who will assume responsibility for the group. All drivers’ names must be listed on the College’s general insurance policy.

The faculty or staff sponsor of a student trip will be responsible for scheduling vehicles through the Business Office and for their routine service and maintenance, i.e., gas, oil, tire pressure and cleaning. The cost of operating vehicles will be assessed by the Business Office to the appropriate academic division.

3.26 **Withdrawal of Students from Enrollment**

Students desiring to withdraw from the College should be referred to the Dean of Students' Office to initiate official withdrawal procedures. Withdrawing students are assigned grades by their instructors according to procedures described in Section 3.10.

3.27 **Application for Degree**

A student intending to be graduated from Louisburg College must apply for the degree before registering for the last semester. The deadline for submitting applications for May
graduation is November 1; for August graduation, June 1; and for December graduation, August 15. A commencement ceremony is held only in May. Graduation application forms are available in the Registrar’s Office.

3.28 **Catalog in Effect**

Students must meet graduation requirements in the catalog in effect on the date of the student’s most recent matriculation. Louisburg College reserves the right to make changes in courses and policies published in the catalog without obligation or prior notice.

3.29 **Duplicate Diploma**

A duplicate diploma may be issued upon request. A written request must be made to the Registrar indicating the reason for a duplicate diploma. The duplicate diploma shall show the date of the original diploma and be marked “duplicate.” The duplicate will have the signatures of the current College officials and the current format and size. The fee will be the cost incurred by the College and shall be paid prior to the ordering of the “duplicate.”

3.30 **Incomplete Grades**

A grade of I may be given when a student has not completed all the requirements of a course, but has completed at least 80 percent of them. The instructor will submit a plan of work to be completed to the Registrar’s office with the incomplete grade. A student receiving a grade of I may complete the course without having to re-register for the course. An Incomplete (I) grade remains on a student’s record until it is removed by a passing grade. If not replaced within one semester, the Incomplete (I) becomes an F.

3.31 **Independent Study Courses**

A student may be permitted in extraordinary situations to perform regular coursework as a tutorial provided a full-time faculty member of Louisburg College consents and the Academic Dean approves. A syllabus and a course outline are required for all tutorial courses. The prior approval of the instructor, division chairperson and Academic Dean is required before the student can register for the course. The student is responsible for any additional expense incurred.

3.32 **Leave of Absence**

A temporary leave of absence from the College may be granted to a student for reasons such as health, military service, work, or study abroad. The request is to be filed by the student with the Admission Office within sixty days after the date of departure. A leave of absence will permit the student to re-enter Louisburg College without filing an Application for Readmission and paying the nonrefundable application fee. The leave of absence is valid for a maximum of one year. Students not complying with the above will need to file an Application for Readmission, pay the nonrefundable application fee, and complete graduation requirements of the catalog in effect at the time of the most recent matriculation to the College.

3.33 **Degree Completion Time**
A student taking longer than five years to complete all degree requirements will need to meet the graduation requirements of the catalog in effect at time of graduation. A student may be advised to repeat coursework if it has been longer than five years since the course was successfully completed.

3.34 Participation in Commencement

Only students who have successfully completed all graduation requirements may participate in commencement. This policy cannot be waived except in extreme circumstances and with the approval of the Academic Affairs Committee.
4.0 Student Affairs Policies and Services of Interest to the Faculty

4.1 Student Bookstore

Located in the B. Everett Jordan Student Center. The store stocks and sells textbooks as specified by academic divisions and individual instructors. Instructors are encouraged to maintain close coordination with the Bookstore Manager to ensure correct textbooks are ordered in sufficient numbers with sufficient lead time before the beginning of each semester.

In addition to textbooks, the Bookstore sells a variety of school supplies and novelty items.

4.2 Dining Center

The College Dining Center, catered by Marriott Food Services and located in the Benjamin N. Duke College Center, serves three meals per day except on Saturdays and Sundays, when only lunch and dinner are served. All students residing on campus participate in a boarding plan. Meals are available to others on a pay-as-go basis, or faculty may make arrangements for charging meals and monthly billing.

4.3 Hurricane Grill

The Hurricane Grill, located in the B. Everett Jordan Student Center, serves a variety of short order food items.

4.4 Chaplain (Assistant Dean for Religious Life)

The College Chaplain's Office is located in the Clifton L. Benson Chapel and Religious Life Center. The Chaplain (Assistant Dean for Religious Life) is the coordinator of all campus religious activities, such as chapel services and activities of the Christian Life Council. Chapel services are offered on Tuesdays (except the first Tuesday of each month) at 11:00 a.m. at the Chapel, featuring a variety of special speakers. Faculty and staff should not schedule classes or meetings that conflict with announced chapel services. Faculty and staff are encouraged to make student referrals to the Chaplain whenever it is felt that the office might be of help.

4.5 Student Disciplinary Process

The Dean of Students is responsible for administering the disciplinary process at Louisburg College. Students accused of rules infractions are given the choice of review by a Disciplinary Committee or having adjudication by the Dean of Students. Disciplinary Committees are composed of three students and four faculty members, with the Assistant Dean for Residential Life serving as the ex officio Chair.

4.6 Student Handbook

The Student Handbook is published by the Office of Student Affairs. It is updated annually and is distributed to the faculty at the Faculty Workshop each fall. Faculty are encouraged to become familiar with the Student Handbook contents, which include such items as
an academic calendar, hours of campus services, study hints, lists of personnel, student academic privileges and responsibilities, Student Government Association information, and behavioral and traffic rules.

Faculty concerns relative to the Student Handbook should be expressed to the Dean of Students or the Student Affairs Committee.

4.7 Lost and Found

The Student Affairs Office in Davis Building is the campus central contact point for all lost and found matters. Theft or mysterious disappearance of personal or College property should be reported to this office.

4.8 Orientation of Students

Student orientation activities at the beginning of each semester are planned by a committee and are carried out under the direction of the Student Affairs Office. Copies of the orientation program for fall orientation are distributed to the faculty at the Faculty Workshop. Faculty academic advisors may be called upon to assist with orientation of their advisee.

4.9 Student Life

The Student Affairs Office plans and administers a variety of social and educational activities for students.

- Intramural sports - a well-rounded intramural sports program including such sports as softball, basketball, table tennis, and billiards is administered by the Director of Intramurals and Recreational Sports.
- The Student Government Association sponsors several student events each semester such as dances, comedians, Homecoming, and other activities.
- The Assistant Dean for Student Life plans and administers many special activities to enhance the social and educational experiences of the students.
- Residence Hall activities are planned by each Residence Life Council under the guidance of the Resident Director.

4.10 Campus Security/Parking

The College contracts with Burns Security to provide 24-hour campus security and monitoring of compliance with traffic and parking rules.

Faculty should register their vehicles at the Office of Student Affairs and should park in faculty designated areas. The free registration stickers must be displayed on all vehicles used by faculty on campus.

4.11 Student Government Association (see Student Handbook)

4.12 Temporary Suspension of Students
A temporary suspension is usually the alternative to a permanent or full-semester suspension. All students who are temporarily suspended are advised that they must see their professors in order to get their assignments prior to the beginning of the suspension. All students are allowed at least two full days of classes before the suspension begins so that they can contact all of their professors. No professor is expected to make special make-up arrangements for students after a suspension. However, that is left to the discretion of the professor and may be dependent on such factors as student attitude, progress, attendance record, and academic standing. The absences accumulated during a temporary suspension should not contribute toward dropping a student from a class because of overcuts. The temporary suspension is sometimes an effective tool in handling disciplinary cases. Faculty cooperation in implementing the system is appreciated.
5.0 Other Information of Interest to Faculty

5.1 Alumni Office

Historically, faculty have had considerable contact with Louisburg College alumni. All faculty are encouraged to provide the Director of Alumni and Church Relations with any alumni information that might be useful to that office and to participate in activities that the Director plans for alumni.

5.2 Budget

During the fall semester each year each academic division chair is asked to submit a budget request for the following academic year and to give estimates of budget needs for five years. After review by the President and the Chief Academic Officer, the Business Manager notifies the division chair of allocations. The President and the Business Manager, in coordination with appropriate trustee committees, are responsible for preparing the annual College budget. The proposed budget for each College fiscal year (June 1 - May 31) is submitted to the Board of Trustees at the spring meeting, 3-4 months prior to the beginning of the fiscal year. The highlights of the annual budget are shared with the faculty at the time of approval by the trustees.

Monthly budget status reports are provided to each academic division and major College office by the Business Office.

5.3 Fringe Benefits and Services

Louisburg College provides a variety of fringe benefit coverage to its employees as described below. The College Business Office, which has management responsibility for all benefit coverage, periodically and on request, supplies information concerning benefits.

5.3.1 Retirement Plans

A. Defined Benefit Plan

Most employees who began their employment at Louisburg College prior to July 1, 1994 are participants in a defined benefit group retirement plan that was provided by the College for many years. On July 1, 1994 the College changed to a defined contribution plan under TIAA/CREF (described below), and all further accruals to the old plan ceased. Though not experiencing further accruals, the old defined benefit plan remains in effect and is monitored by a Retirement Benefits Committee which receives an annual report from the actuary hired to monitor the plan.

The Retirement Benefits Committee is appointed annually by the President at the beginning of each fiscal year. Committee membership will be broad-based to include representatives of all facets of the College administration and staff, the faculty, and retirees.

B. Defined Contribution Plan

Louisburg College began providing a defined contribution retirement plan under
TIAA/CREF on July 1, 1994 for all permanent full-time employees. Under this plan the College contributes six percent (6%) of each employee’s base salary and employees contribute a matching six percent (6%). Employees have the option of contributing in excess of 6% and have several investment options as to how their TIAA/CREF accounts are managed.

5.3.2 Medical Insurance

Hospitalization, medical and dental insurance is provided to all full-time College employees through a group policy on a shared premium cost basis. The College pays an annually announced portion of the premium cost, with payment by the employee of the remainder of the premium by payroll deduction. Coverage under the plan for spouses and other immediate family members can be purchased by the employee through payroll deduction. The Business Office furnishes each covered employee an information booklet which provides coverage details.

5.3.3 Life Insurance

Louisburg College provides life insurance coverage equal to an employee’s salary (minimum $15,000) to all full-time College employees under a group plan.

5.3.4 Disability Insurance

Louisburg College provides disability insurance to all full-time employees under a group plan. The particulars of this coverage are given in an annual Certificate of Coverage sent by the company to each covered employee each year.

5.3.5 Tuition Waiver

The College provides free tuition for dependents of full-time employees who have been employed by the College for at least a year. These dependents must meet normal admission standards. Fees, other than tuition costs, must be paid by the employee or the dependent.

Full-time employees who have been employed by the College for at least one year may also take courses at Louisburg College for credit or audit on a tuition-free basis. Such enrollment must be approved by the employee's supervisor, be limited to no more than one course per semester and must not interfere with the performance of the employee's duties.

5.3.6 North Carolina Private College Tuition Exchange Program

In an effort to improve the fringe benefits available to their employees, several North Carolina private colleges have combined to create the North Carolina Private College Tuition Exchange Program. This Program entitles limited numbers of certified dependents of college employees to attend school tuition-free at any of the participating colleges. Contact the President’s Office for current information.

5.3.7 Social Security
Under the social security plan, Louisburg College pays one-half of the insurance and the other half is deducted from the salary check of the employee according to the directive of the Federal Insurance Contribution Act.

5.3.8 **Computer Purchase**

Louisburg College full-time employees are permitted to buy computer hardware and software through the College for their business or personal use. Interest-free payment plans for such purchases may be arranged with the Business Office. Full payment is required within the College fiscal year in which the purchase occurs.

5.3.9 **Tax Sheltered Annuities**

The College Business Office provides payroll reduction and processing services for full-time employees for tax-sheltered annuities that can be arranged by the employee with certain companies.

5.4 **Commencement**

The commencement program of the College usually occurs on the first or second Saturday of May. Candidates for degrees and certificates are required to attend, unless permission for graduation in absentia is granted by the Chief Academic Officer. Faculty are expected to be in academic regalia and to be present in the academic procession. For those who do not have regalia, arrangements for rental may be made through the Registrar's Office.

5.5 **Copyright Guidelines** (Re Public Law 94-553 - October 19, 1976, and The Chronicle of Higher Education, January 23, 1978)

The general rule is that copyrighting a work gives the owner exclusive rights to copy the work. The law allows "fair use" which provides limited copying under certain circumstances without the author's permission. Under the "fair use" provisions of the law a teacher **may not**:

A. Use copying "to create or to replace or substitute for anthologies, compilations, or collective works."

B. Copy for "expendable" use such items as workbooks or standardized tests.

C. Use copying as a substitute for purchasing the work from which you are copying.

D. Copy anything on instructions from a higher authority. It must be at the instance and inspiration of the teacher. Such inspiration must also have been so sudden that there was not sufficient time to receive permission to copy from the copyright owner.

E. Copy the same item for more than one semester.

F. Charge the student for the item beyond the actual cost for copying.
Copying is permitted in the following situations:

A. It is for your personal use in research, teaching, or preparation. In such cases it is legal to make a single copy of any chapter, article, short story, chart, graph, diagram, cartoon, or picture.

B. It is legal to make multiple copies for classroom use if they are made by the teacher giving the course, if no more copies are made than there are students in the course and if each copy includes a notice of copyright.

C. Three other tests must also be met: Brevity, Cumulative Effect, and Spontaneity.

- **Brevity** - It is permissible to copy up to 250 words of poetry. In prose one may only copy 2500 words. In a longer work it is permissible to copy a maximum of 1000 words or 10%, whichever is less.

- **Cumulative Effect** - Allows copying a particular piece of material for only one course but limits copying to no more than two excerpts from the same author. One may not make more than three excerpts from the same collective piece or periodical. There is a limit of nine items that can be copied for any one class in any one semester.

- **Spontaneity** - No matter how careful the copier may be about lengths of articles, etc., it is never fair use and multiple copying is prohibited under any circumstances, if the copier could have obtained the permission of the copyright owner and did not do so.

5.6 Duplication Services

Copiers are available for faculty use in several locations on campus, and duplication costs are billed to academic divisions by the Business Office. The most capable copier, which is also considerably less expensive to operate than the others, is located at the Faculty/Staff Post Office. Each division has a user number for this machine assigned by the Business Office for billing purposes. The Postmistress and Director of Duplication Services operates this equipment and instructs individual faculty members on its use. The beginning and end of each semester are heavy use periods; faculty are encouraged to give the director as much lead time as possible.

5.7 Emergency Information

County Emergency Center (report FIRE or call RESCUE SQUAD) 911
Police Department 911
Campus Security (normal day hours) Ext. 258
(on duty nights and weekends) 496-2511
(emergency) 911
Franklin Regional Medical Center 496-5131

General - Dean Lloyd should be informed of all student emergencies. President Ponder or Dean Foth should be notified of faculty and staff emergencies.
5.8 **Library Services**

Complete library services are available to the faculty, including audio-visual instructional service and interlibrary loans. Information concerning new book acquisitions is distributed by the library periodically.

Each academic division is allocated limited book purchase funds each year by the Director of Library Services for the purpose of updating library holdings in subjects taught by the division. Chairs of academic divisions are encouraged to periodically review library holdings in their subject areas and to coordinate with the Director of Library Services to maintain currency. The library phone number is 496-2526.

5.9 **Mail Services**

Louisburg College Postal Services are under the supervision of the Assistant Business Manager. Each faculty member is assigned a post office box in Main Building. Faculty mail is placed in these boxes as soon as possible after mail arrival, Monday through Friday. Inter-campus mail will be placed in boxes 1:00 - 4:00 p.m., Monday through Friday. Memos and notices to students must bear the student's post office box number, available on the student directory issued by the Registrar. Stamps may be purchased at the switchboard window during normal operating hours. However, please make your purchases and clear the window as soon as possible. All outgoing mail to be metered should be delivered to the Post Office window by 4:00 p.m. There is no pickup of outgoing mail from individual offices. Outgoing mail leaves the Post Office at 4:30 p.m., Monday through Friday. Access to the Post Office is restricted to the Postmistress and her student workers. Faculty and staff are urged to use the memo pads available from the Business Office for inter-campus communication.

5.10 **Payday**

Faculty and staff are paid twice monthly on the 1st and 15th days of the month. If the 1st or 15th day falls on Saturday or Sunday, payment occurs on the Friday before the 1st or the 15th. The following options (to be designated at the Business Office) of payment are available: (1) Eighteen bimonthly payments, (2) Twenty-four bimonthly payments, (3) Automatic deposit in a designated account, (4) Checks mailed to home or campus address. If a member is going to be out of the area at pay day, s/he may leave deposit slips with the Business Office and checks will be deposited during the absence.

5.11 **Personnel Files**

Files pertaining to faculty academic records, previous work experience, and information concerning qualifications or rank are kept in the Chief Academic Officer's Office. Copies of contracts, letters of agreement and other correspondence are kept in the President's Office. Student personnel files are kept in the Registrar's Office.
5.12 Publications

Current Louisburg College publications include: Louisburg College Catalog, Columns, and Louisburg Unlimited.

5.13 Publicity

News articles and other items pertaining to College publicity should be referred to the Office of Public Affairs.

Faculty should exercise caution in release of information to the public related to College affairs. Release of personal views or opinions should be clearly labeled as such. College stationery should not be used for personal correspondence or dissemination of personal views and opinions.

5.14 Public Relations

Since Louisburg College is an institution of public service, public opinion and public relations have considerable influence on its general health. Faculty and staff members, by their own dedication to the aims and purposes of the College, by their contributions to the community, and by their tactful dialogue the students, alumni and the public, can contribute significantly to College/community relations.

5.15 Recommendations for Students

Forms to be completed regarding recommendations for students transferring to other colleges are usually completed and mailed by the Dean of Students. Students and alumni often request other types of recommendations from individual faculty members, and they are encouraged to promptly comply with such requests.

5.16 Roll Books

The Chief Academic Officer furnishes roll books to the faculty at the beginning of each academic year.

5.17 Speakers

The on-campus appearance of guest speakers in classes and other events is encouraged by the College. The expression of a particular opinion by a visiting speaker on campus does not imply College endorsement of that view. Faculty and staff members are encouraged to accept speaking engagements to off-campus events.

A faculty member who wishes to use outside guest lecturers or speakers must notify her/his division chair at least one week prior to the scheduled appearance.

5.18 Telephone Service
The College switchboard is located at the Faculty/Staff Post Office. Normal switchboard hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. There is no switchboard service on Saturdays except to check recorded messages.

To prevent a large billing and collecting burden on the Business Office, faculty members are encouraged to obtain telephone charge cards for personal calls or to charge such calls to home telephone numbers.

5.19 **Transcript of Records**

A transcript of record is a copy of a student's academic record while enrolled at Louisburg College. It shows every course for which the student registered, grade received, term taken, and credit received. A transcript, in order to be considered official, must bear the seal of the College, the signature of the Registrar, and the date of issuance. Requests for transcripts must be made in writing by the student to the Registrar's Office. There is no charge for the first transcript; the charge is $5.00 per transcript for further copies.
6.0. Appendix (Forms Used For Faculty Matters)