Alcorn State University

FACULTY HANDBOOK

Revised March 2012

P R E F A C E

This faculty handbook of Alcorn State University is issued by the President under the laws of the State of Mississippi and the regulations of the Board of Trustees of State Institutions of Higher Learning.

The Board of Trustees has complete responsibility for all functions of Alcorn State University except the power over building construction, which is exercised by the Bureau of Building, Grounds and Real Property Management.

The provisions of the first edition of this handbook had been the subject of a period of several years of extensive discussions by members of the faculty and members of the university administration. It was revised using the same basic procedures. It is hoped that it will serve to provide a framework for the equitable conduct of faculty affairs at Alcorn State University. The handbook will be reviewed from time to time. As the need for revision is determined, a similar process of extensive consultation with the faculty will be followed.

The faculty handbook is a policy statement of the university. It is not intended to be and shall not be considered as a contract or part of a contract between Alcorn State University and its faculty.

Any policy, statement or procedure contained in this handbook that is found to be in conflict with the policies of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi, the laws of the State of Mississippi, the federal government or relevant decisions of state or federal courts is declared null and void.

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I

THE AUTHORITY OF THE PRESIDENT

The Board has delegated to the President of Alcorn State University the authority to administer the policies and programs of the institution. As the representative of the Board of Trustees, he is the official representative and spokesman for the university in all administrative relations with state, regional and national organizations and agencies.

Following are excerpts of the duties of institutional executive officers as contained in Section 301.0701 of the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning, State of Mississippi, as of September 19, 1990:

> The institutional executive officer of each of the several state institutions of higher learning shall be responsible for the administration of the schools and departments of his institution and for keeping its expenditures strictly in harmony with the budgetary authorizations of the Board and within the limitations provided therein.
>
> The institutional executive officer shall have the initiative in shaping the educational policy and academic standards of his institution, and, in cooperation with the Commissioner, recommend such policy to the Board for approval.
>
> The institutional executive officer shall have the initiative in the selection and recommendation for election by the Board of all employees and faculty members of his institution; and he shall have authority to fill vacancies that occur as emergencies, when the salary outlay is within the budget appropriations provided for such positions, all subject to authority for review and rejection or approval by the Board, in which body rests the sole power of election and confirmation or rejection of all appointments.
>
> The institutional executive officer is charged with the responsibility for maintaining appropriate standards of conduct of students and is authorized to expel, dismiss, suspend, and place limitations on continued attendance, and to levy penalties for disciplinary violations subject to procedures of due process.

II

HISTORY

Alcorn State University, the oldest predominantly black land-grant university in the United States, had its beginning in 1830 as Oakland College, which, at that time, was for the education of white male students. The Presbyterian school closed its doors at the beginning of the Civil War so that its students might answer the call to arms. Upon failing to reopen after the war, the college was sold to the state for the education of its black citizens. The college was renamed Alcorn University in 1871 in honor of the late James L. Alcorn, who was then Governor of the State of Mississippi.

Alcorn's first president was Hiram. R. Revels, who was the first Black elected to the United States Senate and who resigned his seat in the Senate to become Alcorn's first president. Another distinguished American who was outstanding in the history of Alcorn was Major John R. Lynch, then Speaker of the Mississippi House of Representatives, who signed the bill for the establishment and creation of Alcorn University.

In 1862, Congress passed an act known as the "Morrill Land-Grant Act," whereby the national government gave to each state in the union public land script equal to 30,000 acres for each Senator and Representative in Congress for the "endowment, support, and maintenance of at least one college whose leading object shall be without excluding other scientific and classical studies, and including tactics, to teach such branches of learning as are related to agriculture and mechanical arts...in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life."

In accordance with the above act, the Mississippi State Legislature took the following action in 1878:

> Chapter XIX, Section 1. Be it enacted by the Legislature of the State of Mississippi, that the institution known as Alcorn University is hereby established as, and declared to be, an agricultural college for the education of the Negro youth of the State of Mississippi.
>
> Section 9. Be it further enacted that each of said Board of Trustees shall possess all the power necessary and proper for the accomplishment of trust reposed in them to wit: The establishment and maintenance of a first-class institution at which the youth of the State of Mississippi may acquire a common school education and a scientific and practical knowledge of agriculture, horticulture, and the mechanical arts; also the proper growth and care of stock, without, however, excluding scientific and classical studies, including military tactics.

On March 15 1974, the name of the institution was changed from Alcorn Agricultural and Mechanical College to Alcorn State University. This official designation was marked by a ceremony in Alcorn's historic Oakland Memorial Chapel when Governor William L. Waller signed House Bill No. 298, which was passed by the Mississippi Legislature, granting university status to five of the state's colleges.

On January 23, 1965, the President of the university signed, with the approval of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi, the "Assurance of Compliance with the Department of Health, Education and Welfare Regulation Under Title VI of the Civil Rights Act of 1964." Alcorn State University thereby agreed that it would comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education and Welfare (45CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that act and the regulations, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program which the university receives federal financial assistance.

Alcorn State University is an equal opportunity university as well as an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, religion, sex, age or physical handicap in any of its programs.

Alcorn State University, along with seven other institutions of higher learning in the State of Mississippi, operates under the authority and control of the Board of Trustees of State Institutions of Higher Learning. The Board was created by a constitutional amendment of 1944 and consists of 12 members. The governor appoints four members to serve for 12 years. One member of the Board of Trustees is named from each of the five congressional districts as constituted in 1914, one from each of the three state Supreme Court districts, and two from the state at large.

III

MISSION STATEMENT

3.1 PURPOSE:

Alcorn State University, a historically Black College and University, is a comprehensive land-grant institution that celebrates a rich heritage with a diverse student and faculty population. The University emphasizes intellectual development and lifelong learning through the integration of diverse pedagogies, applied and basic research, cultural and professional programs, public service and outreach while providing access to globally competitive academic and research programs. Alcorn strives to prepare graduates who will be well-rounded future leaders of high character who will be competitive in the global marketplace of the 21st century.

3.2 VISION:

Alcorn State University will become the premier comprehensive land-grant university that develops diverse students into globally-competitive leaders and applies scientific research through collaborative partnerships which benefit the surrounding communities, state, nation and world.

3.3 UNIVERSITY GOALS:

Student-centered. Continue to offer students an engaging, transformative learning and living environment, empowering them to become globally competitive, socially and environmentally sensitive, and technologically competent leaders.

Academic Excellence. Consistently enhance its academic excellence and become nationally recognized as a premier comprehensive land grant university offering engaging intellectual experiences and collaborative research opportunities.

Shared governance and Professionalism. Assess its processes to ensure that honest and transparent communications, merit-based systems, and accountability prevail.

Enhancement of Infrastructure and Technology. Develop and implement a strategy to ensure that the technology and infrastructure exist to achieve the University's vision and mission.

Enhancement and Diversification of Resources. Enhance its resources and diversify the sources of funding through partnerships, creative fundraising strategies, leveraging its intellectual property, and entrepreneurship.

Diversity. Engage all stakeholders in developing an environment which embraces diversity of thought and encourages the acceptance of differences.

Community Outreach and Engagement. Strengthen its community outreach and engagement efforts by encouraging continuing education, expanding community partnerships, and developing new service and outreach programs.

3.4 CORE VALUES

Student-Centered

Our students are our greatest assets. We value every student. We encourage leadership development by mentoring our students and enabling them to participate in our decision-making processes.

Academic Excellence

We uphold the highest, rigorous academic standards. We expect excellent scholarship, preparation, and performance from every student and faculty member.

Shared Governance

The University provides an open and honest environment. Communications are thorough, truthful and present all of the facts. We value transparency in decision-making and communications. We encourage every stakeholder to be aware of our opportunities, challenges, and resources. Policies are merit-based, fair, and broadly communicated.

Professionalism

Everyone accepts full responsibility for personal performance and actions, maintains high moral standards, and complies with effective performance appraisal processes. We expect honesty, objectivity, and fairness in all transactions among our stakeholders. We pride ourselves on our strong commitment to a rigorous work ethic.

Diversity

We value the global nature of our society. Everyone is respected. We promote diversity of thought and encourage the acceptance of cultural diversity. We believe that diversity stimulates a dynamic intellectual environment, creativity, and innovation. We believe that everyone has something to offer.

Outreach, Engagement, and Community Service

We are committed to improving communities, locally and globally. We encourage students, faculty, and staff to apply their knowledge to build stronger, healthier, economically viable communities.

Institutional Pride

We treasure our legacy, our commitment to excellence, our development of leaders, and our service to others. These attributes imbue us with great pride in Alcorn State University. We respect the assets and resources of our University and use them prudently. We provide our students, faculty, and staff with the necessary infrastructure and technology to succeed while maintaining a safe, secure, and nurturing environment.

3.5 GEOGRAPHIC REGION SERVED:

Alcorn State University has been designated as the regional public university located in southwest Mississippi. The university, therefore, considers that region as its primary service area: however, it serves students from throughout the State of Mississippi, other states and foreign countries. In its research and extension land grant functions, the university seeks to provide programs and services to limited resource individuals throughout the State of Mississippi.

3.6 ORGANIZATIONAL ELEMENTS AND CHART:

The President of the institution is responsible to the Board of Trustees for the overall supervision and management of Alcorn State University, including the schools and departments of the institution. The following organizational chart illustrates the organization of the major areas of the university and their sub-units. (See **Appendix J** for Office of Academic Affairs Organizational Chart.) The specific responsibilities of the President and other administrative officers are contained in Section XII of the Faculty Handbook.

President

Executive Vice President/Provost
Vice President for Student Affairs
Director of Intercollegiate Athletics

Senior Vice President and CFO
Vice President for Institutional Affairs
Director of Diversity and Equity Engagement

Administrative Offices

Executive Vice President/Provost

School of AREAS
School of Arts and Sciences
School of Business
School of Education and Psychology
School of Nursing
School of Graduate Studies
University Libraries
Registrar's Office

Senior Vice President & CFO

Comptroller
Center for Information Technology
Director of Accounting
Campus Police
Human Resources
Physical Plant
Printing and Duplication

Vice President Institutional Affairs

ASU Foundation
University Relations

Vice President for Student Affairs

Health Services
Admissions and Recruiting
Financial Aid
Student Activities
Residence Halls
Student Engagement
Center for Student Services and Outcomes

IV
EQUAL OPPORTUNITY POLICY

4.1 COMMITMENT TO EQUAL OPPORTUNITY:

Alcorn State University hereby reaffirms its policy of equal opportunity. Alcorn State University is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the university. Specifically, it is the intent of the university to recruit, hire, and promote all faculty and staff without regard to race, color, religion, sex, national origin, handicapped condition unrelated to job performance or disabled veteran status. The university will not tolerate any conduct of sexual harassment. The university has an affirmative action program for ensuring equal employment opportunities for women, members of racial minority groups, handicapped persons, and Vietnam era and disabled veterans. The university complies with the Age Discrimination in the Employment Act of 1967, as amended, and the Vietnam Era Veterans Act of 1986. Decisions in all employment actions will be based upon the individual's qualifications, merit, and professional ability, and in conformance with all current legal requirements. All personnel actions, programs, and facilities will be administered in accordance with equal opportunity and affirmative action policies, including but not limited to recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, selection for training or retraining, and social and recreational programs.

The Director of Personnel of the university is to keep the President advised on the status of equal employment and affirmative action on a continuing basis. He is directly responsible for the administration of the affirmative action plans.

To realize the declarations set forth above, the university will, in all solicitations and advertisements for employment vacancies placed by or on behalf of the university, state its position as an equal opportunity/affirmative action employer. The university will engage the services of only those professional organizations, employment agencies, contractors or agents whose policies are in alignment with the equal employment opportunity policy of the university. The university will broadly publish and circulate its policy of equal employment opportunity by including in all correspondence, media communication, and printed matter for employment purposes. Further, the university will consider, through appropriate and designated procedures, the complaint or grievance of any individual who has reason to feel that he or she has been affected by discrimination because of race, color, religion, sex, national origin, age, handicapping conditions, or Vietnam era or disabled veteran status.

Further, as an institution of higher education, and in consonance with its policy of equal employment opportunity, the university hereby declares its policy of equal educational opportunity. All available student job opportunities will be filled without

regard to an applicant's race, color, religion, sex, national origin, handicapping condition unrelated to job performance, Vietnam era or disabled veteran status. This policy will be noted in all student handbooks and the complaint or grievance of any student who has reason to think he or she has been affected by discrimination will be considered through appropriate procedures.

4.2 POLICY ON ADVERTISING VACANCIES AND NEW POSITIONS:

As an equal opportunity institution that fosters the posture and practice of equal employment opportunities for current and potential employees, the university is committed to advertising vacancies and new positions as widely as is practical.

Employment Policy

The Budgetary Authority must ensure that funds are available to finance any open or vacant position before the employment process takes place.

Vacancies and new positions shall be posted on the University website, and with the Mississippi Employment Security Commission (MESC). In addition, advertisement with at least one widely circulated publication is recommended for professional level positions. To the extent feasible, a minimum of two weeks shall be allowed from the time a vacant or open position is published until the deadline for the receipt of applications.

Procedure

The Budgetary Authority initiates the hiring process using the steps below:

- Ensure that financial resources are available to fund the position.
- Have an approved position description for the open or vacant position.
- Submit the open or vacant position announcement to HR for advertising in the appropriate media, i.e. University website, Mississippi Employment Security Commission website and any other widely circulated publication, as applicable.
- The HR Recruitment Specialist will review and screen the applicant packages.
- Recruitment Specialist will select the most qualified candidates.
- Slate of Candidates and applications are forwarded to the hiring manager.
- Hiring Manager conducts the interviewing process.
- An interview committee is assembled, and the top tier candidates are recommended for final interviewing by the hiring manager.
- The most qualified of the candidates is selected by the hiring authority.
- Hiring Manager will provide written notification to the applicants who were not selected.

- Secure the necessary approval for extending the offer of employment.
- HR will send an employment offer letter to the selected candidate.
- If the candidate accepts the offer, the hiring manager and the candidate should agree upon an approximate date that the assignment will begin.
- Initiate the Personnel Action Form (PAF) approval process immediately upon the candidate's acceptance of the offer, or when securing approval to extend the offer.
- If the candidate refuses the offer, the hiring manager may review the remaining candidates' applications and select the best qualified and extend an offer of employment to that candidate; or
- Repeat the process from the point that the position is advertised.
- The employment application for all 'Original Appointments' and all 'Re-employed' actions, as well as all other supporting documentation, must be forwarded to Human Resources along with the approved PAF.
- When HR receives the completed and approved PAF, the assigned HRBP for that unit will mail an employment packet to the individual, and he or she should report to HR with the completed hiring forms. **The date that the individual reports to Human Resources is the effective date of employment; unless a future date is applied by the hiring manager in the comments section of the PAF form.**
- NO EMPLOYEE SHALL BE ALLOWED TO START A WORK ASSIGNMENT WITHOUT A COMPLETED & APPROVED PAF AND PRIOR AUTHORIZATION OF HUMAN RESOURCES.

V

APPOINTMENT, PROMOTION, TENURE, RESIGNATION, TERMINATION AND GRIEVANCES

5.1 DEFINITIONS:

5.1.1 Full-time Faculty:

Full-time faculty are those faculty members whose primary appointment is within an instructional department within the university and carry at least the minimum number of credit hours designated by the university for full-time faculty or an equivalent number of hours in teaching, research, service, and/or outreach activities.

5.1.2 Part-time Faculty:

Part-time faculty are those faculty members whose primary appointment is in a non-instructional department within the university, but who carry less than the minimum number of credit hours designated by the university for fulltime faculty. Part-time faculty are also those faculty members whose primary appointment is within an instructional department, but whose teaching, research and/or service activities are less than that designated by the university for full-time faculty.

5.1.3 Primary Faculty Appointment:

This is the appointment in an academic unit through which the faculty member has a primary academic affiliation. It is through this unit that the individual holds tenure in the university, if any, and it is from this unit that recommendations for appointment, promotion, tenure, salary adjustment and other actions concerning a faculty member are initiated (see Section 5.3.6).

5.1.4 Secondary Faculty Appointment:

This is an appointment an individual faculty member may hold in addition to the primary faculty appointment. Usually, an individual may not hold academic rank in a secondary appointment higher than that in the primary appointment. No tenure is granted through a secondary appointment.

5.1.5 Non-academic Appointment (Additional Titles):

For those members of the faculty who also work at Alcorn State University in a non-faculty capacity, their non-faculty Alcorn State work assignment may be called a Non-academic appointment (see Section 5.3.6).

5.1.6 Adjunct Faculty Appointment:

This is an appointment that is temporary and irregular within an instructional department.

5.1.7 Visiting Professor Appointment:

This is non-tenure track appointment that operates for a specific time with no commitment beyond the yearly contract.

5.2 CRITERIA FOR APPOINTMENT:

Criteria for faculty appointments and promotions and the award of tenure to faculty relate to faculty activities in teaching, research and service. It is recognized that an individual may not meet the criteria in these three areas equally well and that all may not be of equal importance for each academic rank or for any particular field of endeavor. While individual faculty member achievements are to be considered, it is also important that the program priorities of the appointing unit be considered as well. Wherever appointment, promotion and tenure recommendations are to be initiated, these recommendations are to be initiated and forwarded to the Office of the President for approval.

5.2.1 Effectiveness as a Teacher or Librarian:

Teaching effectiveness, whether teacher or librarian, is determined on a number of levels. An instructor should possess an in-depth knowledge of his/her subject matter that allows a willing and sincere desire to facilitate and guide the learning processes of students. Knowledge of subject matter is considered an ongoing effort and hence the instructor is expected to be cognizant of current trends and developments in his/her field and be able to incorporate new knowledge and ideas into classroom instruction when applicable. The effective instructor is one who utilizes various pedagogical skills in accordance with best practices in classroom instruction, and articulates his/her ideas in such a manner that moves the learning process forward involving the student in a meaningful dialogue that motivates interest and total participation.

5.2.2 Effectiveness in Scholarship and Other Creative Activities:

Although scholarly work takes many forms, a faculty member's effectiveness can be demonstrated by such achievements as publications, fine arts creations, personal presentation of formal papers, artistic performances and the like. The quality of the individual's scholarly approach, capacity for independent thought, originality, and quality of research shall be evaluated. The faculty member should delineate at the time for evaluation those works and activities which have been produced during his academic career or the period in question. When feasible, opinions concerning scholarly output or potential should be solicited from outside of the university as well as from colleagues within the institution.

5.2.3 Effectiveness in University Service:

Service functions may be those performed for the university or those making faculty expertise available for public service, including faculty consultation within or outside the university. Service may include such activities as delivery of professional services, participation in departmental as well as university-wide committee work, fulfillment of administrative assignments, and contributions to the improvement of student and faculty life. Service may involve the Alcorn State University community, State of Mississippi or be at the national or international levels.

5.2.4 Effectiveness in Community Service:

Alcorn State University prides itself on its commitment to the surrounding communities, and to that effect requires that faculty become involved in community affairs that best reflects the concern of the university regarding social and moral standards.

5.3 DEFINITION OF FACULTY STATUS:

All statements concerning terms of appointment refer to full-time, primary faculty appointments, except where otherwise noted. The following faculty ranks are employed throughout the university:

5.3.1 Instructor:

Employment as an instructor calls for the master's degree in the subject field or a master's degree and 18 graduate semester hours in the subject field. However, experience and a baccalaureate degree may be measured and can be used to meet the eligibility requirements of appointment. In some instances, demonstrated technical proficiency and experience may serve in lieu of formal training.

5.3.2 Assistant Professor:

The appropriate terminal degree is required for this rank, but an assistant professorship may be awarded in the absence of the degree to individuals who have made significant teaching, research or service contributions and who have shown evidence of academic potential. Appointments to the rank of assistant professor normally will require that the person will have served in the rank of instructor for at least four years.

5.3.3 Associate Professor:

This rank requires the terminal degree and service as an assistant professor for at least five years at this university or equivalent acceptable service elsewhere, with a minimum of nine years of teaching, service and/or productive research experience, five of which must have been at the college level.

5.3.4 Professor:

This position is the highest academic rank at the university. Ordinarily, it requires fifteen years of teaching, research and service, ten years of which must be at the college level with a minimum of six years at the associate professor rank.

5.3.5 Professor Emeritus

The rank of Professor Emeritus is granted to full-time faculty members in recognition of dedicated service at Alcorn State University upon the recommendation of the Promotion, Rank, and Tenure Committee, the Provost and the President. (**see Appendix B.**) It is an earned rank and entitles emeriti faculty members the commensurate rights, privileges, and responsibilities. Emeriti faculty are encouraged to make contributions to the University in ways that are significant and of mutual benefit, thus, the University will provide them with academic resources and other amenities, which may include but are not limited to, library privileges, gold card privileges, and email privileges, whenever feasible and legally permissible.

5.3.6 Other Titles:

Other titles may be used to designate ad hoc appointments for special purposes or limited periods of time. Persons holding such appointments are without eligibility for tenure or sabbatical leave unless specifically delineated as having such.

5.3.7 Level of Commitment in Above Ranks:

All faculty ranks included in Sections 5.3.1 through 5.3.4 are considered to reflect the faculty member's commitment to university work. Affiliation with the university is established through a primary faculty appointment in an academic department or other academic unit most appropriate to the faculty member's interest and competence. As outlined in Section 5.1, only primary faculty appointments establish tenure in the

department to which the faculty is assigned at the time of tenure. In addition to a primary faculty appointment, a secondary faculty appointment, usually at the same or lower rank, may be conferred in another department of the university as recognition of a specified teaching, research or service responsibility of the faculty member.

The term visiting or temporary may be added to any faculty rank to denote a person bringing expertise to the institution on a part-time or limited full-time basis without a primary affiliation to this university. Adjunct may be added to any faculty rank conferred on a part-time basis. The adjunct designation is used for those persons of high professional caliber who make substantial contributions to programs within the university. Faculty members with this additional definition of title are not eligible for award of tenure.

5.3.8 Eligibility Requirements for Graduate Faculty:

Personnel providing graduate instruction are selected from the several areas offering graduate work. Members of the graduate faculty are recommended by their respective departments, and reviewed and approved by the Graduate Council.

1. Those members of the faculty who are distinguished by their scholarly attainment and competence, as measured by degrees, honors and scholarly production, will be eligible for membership in the graduate faculty.

2. Departmental faculty members holding the rank of associate and full professors are automatically approved as graduate faculty, for both on and off campus courses, if approved by their department in their area of specialty. Once approved by the Council, these faculty members may be used on a continuous basis in their area of specialty by the department offering graduate work.

3. In general, the terminal degree or its equivalent, and a rank of assistant professor are the minimum requirements for membership in the graduate faculty. All other departmental recommendations must have specific, detailed justification and the individual approval of the Graduate Council.

5.3.9 Salary Arrangements:

The university does not adhere to fixed salary scales. Salaries are reviewed on an annual basis and increases, if any, are provided from funds appropriated by the state Legislature. When salary increases are available, the amount of an individual's salary increase reflects recognition of evaluated individual merit, productivity and market. It is expected that a general salary range will be created for each rank within each discipline employed by the university. Faculty members will be paid an amount within this range.

5.4 PROCEDURES FOR APPOINTMENT:

Recommendations for appointment to a faculty position normally originate at the departmental level and are forwarded to the appropriate vice president's office. The dean evaluates the recommendation based upon the material in the candidate's folder. The dean may also seek supplemental information. The dean then forwards the recommendation (whether positive or negative) to the Vice President for Academic Affairs. Upon review and approval by the President, all appointments to the faculty are referred to the Board of Trustees for final approval.

5.4.1 Initial and Probationary Appointments:

The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment will be supplied to the faculty member. Any subsequent extensions or modifications to an appointment, any special understandings or any notices incumbent on either the university or the faculty member, will be stated or confirmed in writing and a copy will be given to the faculty member at the time of appointment. With the exception of special appointments clearly limited to brief association with the university and reappointments of retired faculty members under special conditions, all full-time appointments to the rank of instructor or higher are to two kinds: (1) probationary appointments and (2) appointments with continuous tenure.

5.4.2 Tenured Appointments:

The regular faculty of the university consists of all persons appointed to the full-time faculty in the ranks of instructor, assistant professor, associate professor, and professor. The regular faculty members either hold or have the potential to hold tenure as assistant professors, associate professors or professors, unless their appointments specify otherwise. Instructors cannot be tenured. Those part-time, temporary, visiting, adjunct, non-tenure-earning appointments or other ad hoc appointments do not hold appointments potentially earning tenure. The phrase "appointment to a tenure track or a tenure-earning position" does not imply that such a person has tenure, but only that the appointment is subject to the rules of earning tenure as set forth in this document.

5.4.3 Non-tenure Track Faculty:

Universities are authorized by IHL Board Policy to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designed for submission for approval by the Institutional Executive Officer (President).

Subsequent requests for such designations submitted during the budget year must also be approved by the Institutional Executive Officer. Positions described as non-tenure track positions may be converted to the other type only with approval by the Institutional Executive Officer. Non-tenure track faculty positions may be established for full-time

professional faculty personnel employed in technical, special, career, research and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-system sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track personnel:

1. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure. Individuals in non-tenure track positions may not have their status converted to tenure track positions. However, they are eligible to apply for tenure track positions.

2. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available.

5.4.4 Employment of Relatives:

No relative of an employee of Alcorn State University may be employed to work under the general or direct supervision of that employee unless specific approval is granted by the President. No relative of a budget officer may be employed and paid from any funds over which that budget officer has control unless specific approval is granted by the President. The budget officer is required to reveal this information to the President before one of his relatives is interviewed.

5.4.5 Summer Employment Policy:

Summer school operates on a self-sustaining basis. The summer instructional program during the two summer sessions depends upon resources generated by student enrollments. It may not be possible for all nine-month faculty members who wish to work in summer school to do so. Consideration will also be given to normal teaching assignment, including areas of expertise in making summer school appointments. Within this framework, seniority will be given due consideration.

5.5 Faculty Evaluation:

It is Alcorn State University's policy to evaluate the effectiveness of all employees on an annual basis. The purposes of the evaluation are: (a) to serve as the basis for administrative recommendations such as salary, merit pay*, rank, promotion, and tenure; and (b) to support the improvement of individual performance. Written evaluations will be provided and the employee being evaluated will have an opportunity to discuss the evaluation with his/her supervisor before recommendations based upon it are forwarded. The evaluation shall follow written procedures which may be revised at any time provided that those affected are consulted; formal consideration of revisions must occur at least once

every three years. Major changes, if needed, are normally made at the beginning of the academic year and enforced the next evaluation period. The applicable departmental chairperson must assist individual faculty members--especially those in a probationary status--by reviewing their progress at the end of each academic semester.

5.5.1 REVIEW OF FACULTY MEMBERS:

In order that appropriate recommendations can be made by the school deans, the chairperson of each department has the responsibility of maintaining a file for each faculty member of the department to be updated on the basis of information furnished by the faculty member at least once a year. Further, the school dean or a representative shall assist individual faculty members, especially those in probationary status, by reviewing their progress with them on a periodic basis.

5.6 TENURE POLICY:

For any faculty member appointed to a tenure-track position, the non-tenure probationary period shall not exceed a total of seven (7) years in this university. If tenure has not been awarded by the end of the sixth (6th) year of service to the university, appointment will be a one year terminal appointment. An individual not being reappointed shall be notified in writing at least twelve (12) months prior to the date on which the appointment is to end. Faculty members should be informed of the reasons for non-reappointments upon request by them (see also Section 5.8.4).

5.7 PROCEDURES AND CRITERIA FOR PROMOTION AND TENURE:

Promotion to the several professorial ranks indicates a faculty member's accomplishment of university and professional goals. Tenure reflects the principle of assuring a faculty member the security of appointment within the university on the basis of demonstrated capabilities and the promise of continuing intellectual development. It is achieved through a guarantee by the university that the person will be given continuing appointments at least at the same faculty rank. Promotion of a tenured faculty member indicates continuation of tenure at the new rank.

**To evaluate university personnel, an evaluation scale of Poor (Unsatisfactory), Fair (Barely Satisfactory), Good (Satisfactory), Very Good or Outstanding may be considered for merit pay. Each year the percentage of funds available for merit pay will be determined by the administration. Percentage of merit pay for each individual will be based on performance in teaching, research and public service activities. All of the above is predicated by the allocations and directives from the Board.*

The services of a faculty member with tenure shall be terminated only for adequate cause, including cases of financial exigency at the university.

The awarding of tenure is a serious and significant step for both the faculty member and the university. Tenure is not awarded merely on the basis of time in service. Tenure should be regarded as a most valuable possession signifying a long-term commitment of resources by the university, matched by the sincere commitment of the faculty member to continue professional growth and achievement.

In granting tenure to a faculty member, academic qualifications are to be considered, especially with regards to the excellence of attainment in teaching, research and service. There should be demonstrable excellence in two of these. Judgments relative to these qualifications should be rendered by the appropriate faculty committee at the departmental level. Department chairpersons, school deans and the Vice President for Academic Affairs may seek review by knowledgeable persons outside the university. Further, priorities and needs of the academic program of the department should be considered in recommending each award of tenure.

In addition to academic qualifications, eligibility to apply for promotion to the several professorial ranks is based on specific criteria which relate to experience and minimum time in rank. These criteria are:

Assistant Professor:

Promotion to the rank of assistant professor normally will require that the person will have served in the rank of instructor for at least four (4) years.

Associate Professor:

Promotion to the rank of associate professor requires at least five years in the rank of assistant professor at this university, or equivalent acceptable service elsewhere, with a minimum of nine (9) years of teaching, service and/or productive research experience, five (5) of which must have been at the college level.

Professor:

Ordinarily, the rank of professor requires fifteen (15) years of teaching, research and service, ten (10) years of which must be at the college level with a minimum of six (6) years at the associate professor rank.

5.7.1 Responsibility of Department/School:

The procedures for promotion and/or award of tenure originate at the departmental level with the individual concerned. Data for the application should be gathered and presented to the chairperson of the department. Each department shall have a promotion and tenure committee, composed of three tenured faculty members who review applications and make recommendations to the department chairperson. Departments which do not have three tenured faculty members may choose a member from another department to serve on the committee or may use senior faculty members in the department. The application, departmental committee's and department chairperson's recommendations are sent simultaneously to the dean for review and recommendation. The dean forwards these documents, along with his/her recommendation, to the Vice President of Academic Affairs.

5.7.2 Responsibility of Promotion, Rank and Tenure Committee:

Consideration for promotion or award of tenure shall be referred to the Promotion, Rank and Tenure Committee by the Vice President for Academic Affairs. The committee shall elect a presiding chairman and may elect, if it desires, other members from the committee (comprising an executive group) to meet regularly with the Vice President to present recommendations and to discuss faculty matters. This committee is charged by university policies and regulations with advising the Vice President on promotion and tenure matters.

5.7.3 Responsibility of the Vice President for Academic Affairs:

All faculty appointments and changes in status require concurrence and recommendation of the Vice President for Academic Affairs. It is the Vice President's responsibility, upon receiving a departmental recommendation for or against appointment or reappointment, to determine that adequate evaluation of the recommended action has been made.

5.7.4 Approval of the President:

The President shall review and approve or disapprove all appointments, promotions and awards of tenure. The President shall fulfill the institution's responsibility to the Board of Trustees. All appointments, reappointments, promotions and tenure are established only by a written notification of appointment issued to the faculty member by the president of

the university. Conditions of each appointment are made in attachments to the written notice of appointment issued to the individual concerned.

5.7.5 Board of Trustees Action:

The President shall confer with the Board of Trustees, who shall exercise final approval on all appointments, reappointments, promotions and awards of tenure that have been recommended by the President. Upon approval by the Board, notification of approval is sent back to the Office of the President of the institution where subsequent announcements are made. Tenure of faculty is to the department of the faculty member.

5.7.6 Notification of Action to Faculty Member:

Notification to faculty members concerning promotion and/or tenure shall be made by March 1 of each year. Appropriate review schedules have been established by the Promotion, Rank and Tenure Committee to provide adequate time for full consideration, including action by the President. Each involved faculty member shall receive prompt advance notification prior to the release of public information concerning promotion or tenure.

5.8 NON-REAPPOINTMENT, RESIGNATION AND DISMISSAL:

5.8.1 Notice of Non-Renewal or Termination of Non-Tenured Personnel:

1. Notice of intention not to renew non-tenure track personnel shall be furnished in writing thirty (30) days prior to the expiration date of the contract.

2. Lack of funds–Notice of termination of non-tenure track personnel prior to expiration of the contract due to a lack of funds shall be furnished in writing thirty (30) days prior to the termination.

5.8.2 Resignation:

Acceptance of a full-time faculty appointment is a commitment to the scheduled academic year and, for administrative personnel, to a full fiscal year. When circumstances do not permit the completion of such a commitment, the university may agree to a resignation with at least three months written notice given the departmental chairperson/dean. Unless emergency conditions exist, the faculty member is expected to carry out the terms of his/her contract. A faculty member may terminate his/her appointment under normal conditions effective at the end of an academic year, provided he/she gives notice in writing at the earliest possible convenience, but not later than May 15 or ten (10) days following issuance of his/her contract for the coming year, whichever date occurs later.

5.8.3 Dismissal:

Dismissal of a faculty member from an academic position is a most serious matter and requires action by the President. Dismissal is applicable to both tenured and non-tenured faculty members and differs from non-reappointments in that dismissals may occur at any time; it requires a special kind of action; it is based upon such causes as wrong doing or incompetence. In those instances where a departmental chairperson/dean or the vice president believes a faculty member's continued appointment is not in the best interest of the university, the first step is the preferring of charges. A faculty member shall be given a hearing before a faculty committee convened by the President. The faculty member shall be informed, in writing, of the charges before the hearing is conducted and shall be permitted to choose an advisor who may act as counsel. The hearing shall be conducted in accordance with established written procedures for such hearings as set forth in Appendix A of this handbook. A record of the hearing will be made.

Until the final decision on the matter has been reached, the faculty member shall not be suspended unless immediate harm to himself/herself, to others, or to the university is threatened by continuance. Salary shall continue during the period of suspension. Suspension can be effected only by the President.

A written report of the hearing before the above committee, including findings of facts and specific recommendations for or against dismissal as well as other possible sanctions such as demotion or suspension, shall be transmitted to the President. Final decision in the matter rests with the President and the university Board of Trustees.

5.8.4 <u>Termination of Tenured Faculty</u>:

Termination of service of a person with continuing employment is made only under extraordinary circumstances as follows:

1. Financial exigencies (lack of adequate finance);

2. Termination of programs, academic or administrative units;

3. Malfeasance, inefficiency or contumacious conduct; and

4. For cause.

Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment shall not be recommended by the executive officer of the institution without submitting the recommendation of the tenure committee. If requested, the administration of the institution shall arrange a hearing. In all cases, the accused faculty member, at least twenty (20) workdays before the hearing, shall be informed in writing of the charges against him and shall have the opportunity to be heard in his/her own defense. He/she shall be permitted to have with him/her an advisor

of his/her own choosing who may act as counsel. There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetency, the testimony shall include that of faculty and other scholars. Faculty on continuous appointment, who are dismissed for reasons stated on page 69 (E) (of the board handbook), shall be paid only through the term of their current contract; however, at the discretion of the institution and the Board of Trustees, the faculty member's salary may be paid, and he may be relieved of teaching duties.

5.8.5 Termination Due to Financial Exigency:

Tenured faculty members' appointments may be terminated with one year's notice because of a financial exigency. A drop in overall enrollment or a drop in enrollment in a specific department may be the basis for financial exigency. The appointment of non-tenured faculty members may be terminated prior to the end of a previously agreed upon period of appointment in the same manner. Should such a matter arise, the terminated faculty member is entitled to a hearing, if he or she so requests, conducted in accordance with the procedures described in Appendix C of this handbook.

5.8.6 Termination Due to Loss of Project Funds:

If a faculty member is hired on federal, foundation and/or other temporary grant funds, his/her appointment ends at the university when the grant expires.

5.9 GRIEVANCES:

A faculty member with a grievance in any matter other than dismissal proceedings (Section 5.8.3) should seek solution to the problem through the department chairperson, dean and vice president, making use of available procedures provided by the policies and regulations available in this handbook. If unable to obtain a satisfactory resolution, the faculty member may then request that the academic dean convene a committee to consider the complaint as set out in the written grievance procedures (**Appendix C** of this handbook).

VI

FACULTY ROLES AND RESPONSIBILITIES

6.1 ACADEMIC FREEDOM:

The university can fulfill its mission only when its faculty members have academic freedom; that is, freedom to pursue the truth without fear of pressure from sources inside or outside the institution. It is the policy of Alcorn State University to defend academic freedom by resisting all efforts, from whatever source, to encroach or restrict it. The university, therefore, adopts the following statements concerning academic freedom:

1. Faculty members are entitled to full freedom in research and in the publication of the results when the above does not conflict with the adequate performance of their other academic duties, but research for pecuniary returns should be based upon an understanding with the authorities or the administration of the university.

2. Faculty members are entitled to freedom in the classroom in discussion of their subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated at the time of appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When teachers speak or write as a citizen, they should be free from institutional censorship or discipline; but their special position in the community imposes special obligations. As a person of learning and an educational officer, a teacher should remember that the public may judge a teacher's profession and institution by said teacher's utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not institutional spokespersons.

6.2 POLITICAL ACTIVITY:

Any faculty member may support any political candidate, entity, campaign, program or action so long as it is made clear that the stance is personal rather than reflecting the university's policy. No member of the faculty, staff or student body of the university shall be expected to engage in political activity except on a voluntary basis.
The exact language of the policy of the Board of Trustees of State Institutions of Higher Learning about political activities is as follows:

> *Participation by employees of the several institutions of higher learning in various community and public affairs is expected; however, it is expected that time given to such activities will not interfere with the regular duties of the employees. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution or if the employee elects to take and the institution grants a leave of absence without pay.*

6.3 POLICY ON OUTSIDE EMPLOYMENT, CONSULTING AND CONFLICT OF INTEREST:

6.3.1 <u>Outside Employment</u>:

The following policy is contained in the By-laws and Policies of the Board of Trustees of State Institutions of Higher Learning pertaining to outside employment: Institutional members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned, and provided further that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will in no way interfere with the institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he/she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

6.3.2 <u>Consulting and Conflict of Interest</u>:

The use or orientation of any research effort to serve the needs of an individual, group, firm, corporation or other organization or entity without the proper disclosure of such use of orientation to the sponsoring agency and to the university constitutes a serious breach of confidence. Furthermore, there should be no purchase by an employee of any major equipment, instrument, materials or other items for use in university research efforts from a corporation, company, firm or organization in which the member has a pecuniary interest without obtaining the approval from the university in advance.

It is incumbent upon each individual faculty member who participates in outside consulting activity to review outside consulting assignments continuously to avoid participating in any which would concurrently or, in the future, constitute a conflict of interest or the appearance of a conflict of interest. When a potential conflict of interest arises, it is expected that the faculty member, with the assistance of the departmental chairperson, school dean, the Vice President for Academic Affairs, and others as necessary will act to preclude or remove the conflict.

When a faculty member is engaged in a government-sponsored research program and concurrently serves as a consultant to one or more governmental contractors or prospective governmental contractors in the same technical field as the research project, particular care must be taken (a) to avoid giving advice which might be of questionable objectivity because of the possible bearing on other interests; (b) in undertaking and performing consultant services, to make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work of the university or the contractor.

Many conflict of interest situations may arise, both obvious and subtle, in such variety that they cannot adequately be presented in this document. The Council on American Association of University Professors and the American Council on Education, working in cooperation with the President's Science Advisor and the Federal Council of Science Technology in 1965, developed a statement of principles formulating basic standards and guidelines in this problem area. It behooves each faculty member planning to undertake government-sponsored research to study the statement in advance of making any formal agreement, as well as during the course of any such work. Copies of such statements are available in the Vice President for Academic Affairs' office and through the Office of the President.

6.4 RESPONSIBILITIES:

Faculty members are expected to do the following as a condition of employment at Alcorn State University:

1. Meet all scheduled classes on time;
2. Attend faculty meetings;
3. Maintain approved office hours for conferences and academic advisement;
4. Properly maintain the roll book and call the roll at each class meeting;
5. Fulfill commitments to research and public service projects;
6. Attend special university functions (including commencement) which may be announced from time to time;
7. Serve on various committees to which they are assigned; and
8. Administer examinations as scheduled by the Vice President for Academic Affairs.

6.5 WORK LOAD:

Faculty loads reflect differences in assignments for teaching undergraduate classes, advising, directing seminars, supervising clinical experiences, and directing theses. The teaching load is twelve (12) semester hours per term at the undergraduate level, and nine (9) hours at the graduate level. Where laboratory and skill courses are involved in determining the teaching load, two clock hours of laboratory or skill instruction equal one clock hour of lecture time. Departmental chairpersons may teach up to six (6) semester hours each academic semester.

VII

EXTERNALLY FUNDED GRANTS AND CONTRACTS POLICY

The administration and financial management of all externally funded grants and contracts at Alcorn State University comply with the regulations of the Office of Management and Budget as stipulated in the Education Division General Administrative Regulations (EDGAR) and all other applicable state and federal regulations. Of particular importance to the administration of federally funded grants and contracts is Circular No. 1-21--Principles for Determining Costs Applicable to Grants, Contracts, and other Agreements with Educational Institutions.

Alcorn State University is primarily a teaching institution; however, the university conducts a considerable amount of research primarily in agriculture and agriculturally related areas.

It is the policy of Alcorn State University to encourage, facilitate and promote the involvement of faculty and staff members in conducting research which may contribute to their professional growth, improve their instructional activities, advance knowledge and/or contribute to the university's public services to the community. Toward this end, the university encourages faculty and staff members to seek external funding to supplement institutional funds.
It is the policy of Alcorn State University that no full-time faculty member shall devote more than 75 percent time to externally funded research during the regular academic year. A faculty member is prohibited from overextending himself or herself in the pursuit of externally funded grants and contracts to the detriment of his/her teaching, advisement, committee assignments and other responsibilities. Consequently, faculty members must obtain the approval of the department chairperson, school dean and Vice President for Academic Affairs in order to be engaged in externally funded research. The university president retains the right to approve all externally funded projects conducted at the university to prevent undue interference, internal and external, with researchers' freedom to investigate and report their findings.

Faculty members engaged in externally funded research may be released from all teaching responsibilities during the summer to conduct full-time research.

It is the policy of the university to ensure that the support of general university activities are not so dependent on externally funded grants and contracts as to endanger the operation of any area of the university if such external funds are discontinued. Externally funded grants and contracts and any indirect cost derived there from will supplement and not supplant state funding.

Faculty members who are engaged in externally funded research and/or public service activities during the regular academic year may be compensated from the external grant or contract at the same rate as the normal salary and prorated according to the proportion of time devoted to the externally funded activity. Faculty members engaged in externally funded research and/or public service activities may be released from teaching responsibilities during the summer to conduct full-time research and/or public service. Such faculty may be paid 100
percent from the external funding or in proportion to the amount of time devoted to the externally funded activity. The rate of pay shall be based on the faculty salary for the coming (next) academic year. Faculty members who are not employed by the university during the summer may seek and negotiate for external employment provided there is no conflict of interest with the faculty member's university's responsibilities.

7.1 Sponsored Program Incentive Award Program:

It is the policy of Alcorn State University to encourage, facilitate and promote the involvement of faculty and staff members in conducting research, public service and other scholarly activities which may contribute to their professional growth, improve their instructional activities, advance knowledge and/or contribute to the university's public services to the community. Toward this end, the university encourages faculty and staff members to seek external funding to supplement institutional funds.

The university has an incentive program designed to encourage and assist faculty and staff members to 1) seek external funding, 2) conduct research, 3) publish, and 4) provide community services.

A special award may be made to faculty/staff members whose contribution in areas of grantsmanship, research, and/or public service are outstanding (exceed normal expectation). Detailed information regarding the incentive program may be obtained from the Office of Sponsored Programs, Office of Academic Affairs and from department chairs and deans.

VIII

INSURANCE, RETIREMENT AND BENEFITS

Alcorn State University provides fringe benefits to its faculty and staff on an amount within its financial capability. Benefits are purchased in such a way as to provide the best possible coverage for the least cost. Information concerning the retirement and insurance programs is available through the various pamphlets, certificates, policies, and an explanation available through the Personnel Office of Human Resources.

8.1 INSURANCE PROGRAMS:

Alcorn State University has made available to employees a program of group life, accidental death and dismemberment insurance benefits. All university employees who are paid by or through Alcorn State University and who, in accordance with the policies and regulations established by the university, have been classified as faculty or staff are eligible. The amount of life insurance coverage for eligible employees is based on salary level, with the university paying 50 percent (50%) of the premium and the individual paying the remaining 50 percent (50%).

In addition, the university provides a group health insurance program which is available for full-time, regular faculty members of Alcorn State University. There is no cost to the employee. However, the employee is responsible for any dependent coverage.

8.2 RETIREMENT PLANS:

All eligible faculty Alcorn State University are required by state law to become members of either the Public Employees' Retirement System (PERS) or participate in the Optional Retirement Plan (ORP), as a condition of their employment.

8.2.1. PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF MISSISSIPPI (PERS):

All eligible faculty of Alcorn State University are required by state law to become members of either the Public Employees' Retirement System of Mississippi (PERS) or participate in the Optional Retirement Plan (ORP). Members contribute 7.25% of their salary to the Plan and the University contributes 9.75% of the member's salary to the Plan.

Service retirement benefits are available to members who terminate covered employment, meet the minimum eligibility requirements, and submit a completed application to PERS. Any PERS member who is age 60 or older with at least 4 years of membership service in PERS, regardless of age, who has at least 25 years of creditable service is eligible to apply for service retirement benefits. Disability benefits are designed to provide a secure income to active members who become sick or injured, can no longer perform the essential duties of the job, and have a condition this is likely to be permanent.

8.2.2 Optional Retirement Plan:

Effective July 1, 1990, the Optional Retirement Plan (ORP) was made available to eligible members of the faculty. In July/August 1998, the Board of Trustees amended the eligibility criteria for participation in the ORP. The amendment allowed newly hired librarians with academic rank, intercollegiate coaches with or without academic rank, and administrators with budgetary authority to be considered as part of the "teaching and administrative faculty" and thus eligible for participation in the ORP.

The participant and the University contribute the same percentage of the participant's salary to the Plan that is contributed to PERS – 7.25% and 9.75%, respectively. However, 2.50% of the University's contribution goes to PERS to fund the unfunded accrued liability of PERS.

The OPR account is immediately 100% vested. These funds may be transferable to other eligible plans, in the event the participant relocates to another employer. The participant chooses the investment vehicles in which his/her contributions are deposited and can make limited transfers of the account based on the annuity contract with the vendors.

8.3 WORKER'S COMPENSATION:

The university maintains standard worker's compensation insurance coverage in accordance with Mississippi state laws which, in general, prescribe the amounts of indemnity payable for the degrees of disability, temporary or permanent, and for death if the injury or disability occurs on the job. These laws also provide for medical care, hospitalization, and weekly compensation for the period of disability. All injuries should be reported immediately to the Personnel Office. Fraudulent claims on worker's compensation may lead to dismissal.

Each supervisor is required to file a written report in the Office of Personnel giving the location, time, date, cause and witnesses, if possible, to each accident.

IX

COMPENSATION AND PAYROLL DEDUCTIONS

Alcorn State University employees are generally paid as follows:

Those employees who are paid on a salary basis are usually paid once a month on the last day of the month, except when the month ends on Saturday or Sunday, at which time payday is the last workday of the month. At the close of the first semester, if state funds are available, employees are paid before Christmas holidays begin. The university has no obligation to pay before this day. At the end of the second semester, employees who are on nine-month contracts are paid on the last day of their contract, provided all student grades have been turned in to the Registrar's Office and all other requirements of the position have been completed as required by the Vice President for Academic Affairs. Under no circumstances will checks be issued until these obligations are met. Each faculty member must complete a monthly leave summary form before this check can be issued.

With the exception of department chairpersons, teaching appointments for the two summer sessions are by invitation only, unless a member is employed under a 12-month contract. In all instances of summer appointments, the needs of the students and those of the university are of primary concern. The salary rate for each summer term of full-time teaching equals one-ninth (1/9) of the teacher's previous nine-month contracted salary. Faculty members accepting a one-course, summer session teaching assignment will be compensated at the rate of one-eighteenth (1/18) of their previous yearly salary.

The university has no obligation to provide summer employment for its faculty. The university reserves the right to bring in outside persons to meet its faculty needs.

Faculty members not on 12-month contracts are paid for the summer session at the end of the session in which they work.

The following deductions are normally made from all payroll checks issued
The following deductions are normally made from all payroll checks issued by Alcorn State University:

1. FICA (Social Security);

2. Federal income tax;

3. State income tax;

4. State retirement

X

TRAVEL POLICIES

10.1 GENERAL:

The university encourages faculty and staff travel to professional, educational and scientific meetings, conferences and workshops for the purpose of professional growth and development which will be of benefit to both the individual and the university.

Official university travel is governed by state law, board policy, and university budgetary considerations.

10.2 TRAVEL PROCEDURES:

1. Travel requests must be submitted to the appropriate department head/dean and/or Vice President for Academic Affairs for approval.

2. Once a travel request has been approved by the Office of Business Affairs, the Office of Academic Affairs must call the state travel agent to make specific arrangements for the proposed trip.

3. Once the Office of Business Affairs has approved the travel and the copy of the travel request is received by the applicant, the faculty or staff in the academic area should call the Office of the Vice President for Academic Affairs so that arrangements can be made to charge tickets to an air travel card. All persons in the professional staff area should contact the Office of Business Affairs to make arrangements for tickets to be charged to an air travel card.

4. Travelers have the options of having tickets mailed prior to traveling, or tickets can be picked up at the airport. The preference of the traveler should be made known to the secretary to the Vice President for Academic Affairs or the Vice President for Business Affairs, whichever area--academic or professional staff--is applicable.

10.3 REGULATIONS:

1. Travel allowances are based on current state law. Travel by private automobile will be reimbursed at the prevailing state rate per mile for each mile actually and necessarily traveled. A public carrier should normally be

used for travel to a distant city. When a private vehicle is used, reimbursement will be made on the
air fare or automobile mileage to the place traveled, whichever is the lower.

2. When more than one person from the university is attending the same meeting or function for which reimbursement of travel expenses will be sought, said individuals are required to travel together when such travel is by private vehicle.

3. Ground transportation from the airport to a hotel or place of meeting must be on a bus or in a limousine provided for such purposes at the airport. Taxis must not be used for such transportation unless bus or limousine service is not available at the airport. Expenses for ground transportation must be supported by receipts.

4. Receipts must be presented for train, airplane, or bus fares, parking lot charges, registration fees, and any items of an unusual nature. The nature of long-distance telephone calls must be explained to show party called and purpose.

5. All air travel must be tourist class. In the event that tourist class is not available, a statement from the airline making such certification is required.

6. Expenses incurred for lodging must be supported by a receipt. An itemized breakdown of the room and tax amounts must be shown on the hotel receipt. University representatives are urged to secure the most economical accommodations feasible. Educational rates should be requested when making hotel/motel reservations.

7. Reimbursement for meals may not exceed the prevailing state rates for in-state or out-of-state or applicable high-cost areas. The Office of Business Affairs shall disseminate information on prevailing rates.

8. A detailed report of travel to conventions and/or professional meetings should be made to the department chairperson, deans, vice president and the president of the university.

9. All travel requests must have the approval of the school or administrative head before any trips are made. All travel requests must be received and approved at least two days in advance in the Office of Business Affairs before any trips are made. Travel submitted for approval and payment after a trip has been made may be denied.

10. If circumstances of an emergency nature arise that will not allow ample time for approval of the trip before the trip is made, a written, detailed

explanation must be given stating reason(s) the trip was not approved prior to the travel date before reimbursement can be made.

11. All reimbursement forms must be itemized by each person traveling.

12. Receipts must be submitted for the following:

    a. Hotel (after checking out)
    b. Taxi, bus or limousine
    c. Parking (hotel or airport)
    d. Meals for high cost cities when claiming above per diem
    e. Gas receipts for university vehicles (include tag number, date of tag number, date of trip and store name)

13. All receipts must be originals and unaltered.

14. No reimbursement will be made for anyone other than the person traveling.

10.4 TRAVEL ADVANCE:

It is the policy of Alcorn State University that the university shall not provide advanced travel funds for its employees except in cases of group travel involving students.

10.5 APPROVAL FOR TRAVEL ABROAD FOR WHICH REIMBURSEMENT IS REQUESTED:

1. Travel outside the continental United States for which reimbursement is required must be approved by the Board and meet the requirements as set forth by state statute.

2. Request for travel outside the continental United States must be made by completing a Request for Approval for International Travel Form and submitted, through the normal university chain of command, to the university president.

XI

HOLIDAYS, VACATIONS AND LEAVES

11.1 HOLIDAYS:

The official holidays of Alcorn State University are as follows:

HOLIDAY	DAYS
New Year's Day	1
Martin Luther King, Jr.'s Birthday	1
Good Friday	1
Spring Break	2*
Memorial Day	1
Independence Day	1
Labor Day	1
Thanksgiving	2
Christmas	5

Special holidays may be announced by the President from time to time.

When a holiday falls on Saturday or Sunday, it will be observed the following Monday or another day designated by the university. It is understood that essential services of the university must be provided at all times, thus compensatory time off will be given faculty members who are required to work on official university holidays.

To qualify for a paid holiday, it is necessary to work both the working day before and after the holiday occurs. The working day before and after the holiday will be defined as the regularly scheduled working day for each employee's job.

11.2 VACATION POLICY:

11.2.1 Twelve-Month Employees:

All twelve-month employees of Alcorn State University, upon completion of one month of continuous service and who are full-time regular employees, shall be allowed credit for personal leave as follows:

*To be announced by the President.

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	12 hours per month	18 days per year
37 months to 8 years	14 hours per month	21 days per year
97 months to 15 years	16 hours per month	24 days per year
Over 15 years	18 hours per month	27 days per year

For the purpose of computing credit for personal leave, each employee shall be considered to work not more than five (5) days each week. Leaves of absence granted by Alcorn State University for one year or less shall be permitted without forfeiting accumulated continuous service. The provision of this policy shall not apply to military leaves of absence. The time for taking personal leave, except when such leave is taken due to an illness, shall be jointly determined by Alcorn State University and the employee. All employees are encouraged to use earned personal leave. An official vacation period shall be announced each year by the institution. Vacations must be taken at a time mutually agreeable to the immediate supervisor and the employer.

The earned personal leave of each employee shall be credited monthly after the completion of each month of service. Alcorn State University will not grant personal leave in an amount greater than was earned and accumulated by the employee.

Personal leave may be used for vacations and personal business as scheduled by Alcorn State University and shall be used for illnesses of the employee requiring an absence of one (1) day or less. Personal leave shall be used for the first day of an employee's illness requiring his/her absence of more than one (1) day.

There shall be no limit to the accumulation of personal leave. Upon termination of employment, each employee shall be paid for not more than thirty (30) days of accumulated personal leave. Unused personal leave in excess of thirty (30) days shall be counted as creditable service for the purposes of the retirement system.

Alcorn State University shall maintain proper leave records and shall keep the employee informed on a monthly basis as the employee's accumulated leave balances. For accounting purposes, an employee's anniversary date is the date of employment to full-time regular service.

Under no circumstances will an employee be paid for accrued personal leave time while still employed by Alcorn State University or any other agency of the State of

Mississippi. When members transfer to other agencies of the state, all accrued personal leave shall be transferred. Alcorn State University shall furnish a statement of accrued leave at the time of transfer by an employee.

Should an employee die having accumulated personal leave as provided in this handbook, the wages or salary which would have been paid to such employee during their leave shall be paid to the person designated by such employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees' Retirement System.

The foregoing vacation policy is in accordance with Section 25, Chapter 3 of the 1986 Cumulative Supplement to Mississippi Code 1972 Annotated, issued September, 1986.

11.2.2 Nine-Month Employees:

Employees on a nine-month appointment basis are granted no additional vacation beyond the holidays and vacations occurring during the academic year.

11.3 MEDICAL LEAVE POLICY:

11.3.1 Twelve-Month Employees:

All twelve-month employees of Alcorn State University, upon completion of one month of continuous service and who are full-time permanent employees, shall accrue credit for major medical leave as follows:

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	8 hours per month	12 days per year
37 months to 8 years	7 hours per month	10.5 days per year
97 months to 15 years	6 hours per month	9 days per year
Over 15 years	5 hours per month	7.5 days per year

There shall be no maximum limit to major medical leave accumulation. All unused major medical leave shall be counted as creditable service for the purpose of the retirement system.

Major medical leave may be used for the illness or injury of an employee only after the employee has used one (1) day of personal leave for each absence due to illness, or leave without pay if the employee has no accrued personal leave. However, major medical leave may be used, without prior use of personal leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a medical doctor. For each absence due to illness of thirty-two (32) consecutive working hours (combined personal leave and major medical leave), major medical leave shall be authorized only when certified by a medical doctor.

In the event an employee is absent due to illness beyond the medical leave days earned, a pro rata deduction will be made from the employee's salary for the number of days in excess of the employee's accumulated medical leave days. For accounting purposes, an employee's anniversary date is the date of the employee's appointment to full-time regular or provisional service at Alcorn State University. An employee may use up to three (3) days of earned major medical leave in any calendar year because of a death in the immediate family requiring the employee's absence from work. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose. For the purpose of this section, the immediate family is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law.

At no time will an employee be paid for accrued medical leave while still employed at Alcorn State University except for medical leave pay, which may be made as heretofore provided. No payment will be made for accrued major medical leave except that of an employee who presents medical evidence that his physical condition is such that he can no longer work in any capacity may be paid for not more than one hundred twenty (120) days of earned major medical leave.

All accrued major medical leave shall be transferable between state agencies. Alcorn State University shall furnish a statement of accrued leave at the time of transfer by an employee.

11.3.2 Nine-Month Employees:

Nine-month employees are entitled to medical leave on a pro rata basis. All nine-month employees of Alcorn State University, upon completion of one month of continuous service and who are full-time regular employees shall accrue credit for major medical leave as follows:

Medical Leave (Sick) is Computed Per Academic Year as Follows:

9-month Faculty Member

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	13 1/3 hours	15 days
37 months to 8 years	14 1/5 hours	16 days
97 months to 15 years	15 2/5 hours	17 days
Over 15 years	16 hours	18 days

Medical leave will not be paid in excess of that accrued by the employee. In order to be eligible for allowance of paid medical leave, the employee must be ill, notify the department head immediately of the reason for absence, and keep the department head informed of his condition. Unused medical leave will be counted as creditable service for purposes of the state retirement system.

If any nine-month faculty member becomes temporarily disabled between the end of one academic year and the beginning of another (during the interim the employee is not teaching), he or she is not eligible for paid leave status.

If any nine-month faculty member becomes temporarily disabled prior to the end of a contract period but has accrued personal and major medical leave, he or she is not eligible to be continued on a paid leave status after the end of the contract period if the contract ends prior to using all earned leave days.

11.4 SABBATICAL LEAVE:

11.4.1 <u>Purpose</u>:

A sabbatical leave shall be granted for the purpose of professional improvement only. The leave enables a member of the faculty to undertake such research, writing, study, advanced degree work, or other creative endeavor as he would not be able to do in the course of his full-time university responsibilities. It is designed to increase the usefulness, the effectiveness, and productivity of faculty.

Sabbaticals leave allowed under the Mississippi statute are not granted as rest periods, vacations, or earned leave with part-pay, or for any other purpose except as

explicitly stated in law. Sabbatical leaves are granted at the discretion of the university and subject to the availability of funds.

11.4.2 Eligibility:

Only full-time regular faculty members are eligible for sabbatical leave.

To qualify for one semester (four and one-half months) of leave, a faculty member must have served full-time on the faculty of Alcorn State University for six (6) consecutive semesters of regular session work before the effective date of the leave; to qualify for two semesters (nine months) of leave, the faculty member must have served twelve (12) consecutive semesters of regular session work in the university before the effective date of leave.

11.4.3 Application and Plan of Activities:

Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the Office of the President, Alcorn State University.

Applicants are required to submit a plan of activities during the period of leave that is to accompany their applications for sabbatical leave.

Leave requests for any part of a school year must be submitted at least six months, and preferably one year, in advance of the start of the leave. Applications are to be submitted through the departmental chairperson/dean, to the Vice President for Academic Affairs, the President, and the Board of Trustees.

11.4.4 Formal Agreements and Requirements:

A faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.

A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty of the employing institution for one semester for each semester of leave granted, which semester shall follow immediately the termination of the leave period. This formal agreement requires repayment of salary received while on leave by anyone given sabbatical leave who does not return to work for the specified time required. Persons who fail to return from sabbatical leave forfeit their relationship with the university.

Sabbatical leave may be spent on campus or off campus, depending upon the type of activity to be undertaken. A faculty member shall not be expected to carry on committee assignments or special administrative functions during a period of leave.

Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars and

professional people, whether under the sponsorship of any institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation employment which would violate the contracts for full service he will have with his institution while on leave.

Board of Trustees' approval of leave must not be later than June prior to the fiscal year in which the leave is to take place. Sabbatical leave periods normally will be during regular session semesters. It is not intended to allow for summer school attendance only. (Report statement from 10.4.8.)

11.4.5 Compensation:

The compensation due while on sabbatical leave will be paid monthly--or according to the regular policy of the institution--and shall be paid from the regular payroll. By law, compensation for leave may not be paid for more than two semesters (9 months) of leave time.

However, a faculty member eligible for two semesters of sabbatical leave may receive sabbatical leave one semester at full pay in lieu of two semesters of leave at half pay; and a faculty member eligible for one semester of sabbatical leave at regular one-half pay may receive two semesters of leave at one-fourth pay.

11.4.6 Rights and Fringe Benefits While on Leave:

A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of State Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.

11.4.7 Number on Leave at One Time:

Not more than four percent (4%) of the full-time regular faculty may be on sabbatical leave during any one semester; and no more than one member of any one department may be on sabbatical leave any one semester.

It may be necessary for faculty members to make special adjustments in sabbatical leave duties when leave is requested by more than one person of a school/department for the same period of time.

11.4.8 Conclusion of Sabbatical Leave:

Recipients of paid sabbatical leave are expected to return to full-time service at Alcorn State University for at least one academic year, and must submit a concise report of the activities during the sabbatical leave to the dean/departmental chairperson and the Vice President for Academic Affairs.

11.5 LEAVES OF ABSENCE:

11.5.1 Disability Leave:

It is recognized that employees suffer temporary sickness or disability from time to time and are therefore unable to perform assigned duties. This policy describes employee entitlement, including leave with or without pay, for such temporary sickness or disabilities.

It is the intention of this policy and its entitlement to provide leave for any temporary disability occurrence that normally has a reasonable predictable time frame encompassing an onset and an end of the condition. Leave necessary for the purpose of childbearing is included in entitlement of this policy.

Any regular full-time employee who has successfully completed the university's initial evaluation period and who suffers temporary sickness or disability, thus making him or her unable to perform assigned duties, may be granted a leave of absence without pay for a reasonable time, but not to extend normally beyond a six-month period, to accompany the combined accrued personal and major medical leave. According to board policy, nine-month faculty members do not accrue personal leave.

Accrued major medical leave and/or personal leave must be used to cover work days falling within the period of entitlement. The beginning date of disability will be determined by the employee's physician and, at the discretion of the university, may have to be approved by the university's health service. The ending date of disability shall be determined by the employee's physician and, at the discretion of the university, may have to be approved by the university's health service. When the employee returns to his or her duties, the employee shall present a statement from his or her physician stating the ability to resume work. Upon returning to employment, the employee will be returned to his or her former position or to an equivalent position.

If any nine-month faculty member becomes temporarily disabled between the end of one academic year and the beginning of another (during the interim the employee is not teaching), he or she is not eligible for paid leave status. If any nine-month faculty member becomes temporarily disabled prior to the end of a contract period but has accrued major medical leave, he or she is not eligible to be continued on a paid leave status after the end of the contract period if the contract ends prior to using all earned leave days.

11.5.2 **Military Leave**:

In accordance with state law, members of the federal and state armed forces are granted military leave for authorized training absences and will be paid during days in which they are ordered to active duty for periods of up to 15 days annually. Should a member be required to remain on active duty more than 15 days, a member shall be placed on leave of absence without pay for the remainder of his military service.

In order to secure a military leave of absence, faculty members should file a copy of the official military orders with the departmental chairperson, who forwards it to the Director of Personnel with proper notice to the dean and Vice President for Academic Affairs.

11.5.3 **Jury Duty and Elections:**

Jury duty is recognized as a civic responsibility. Regular employees, when summoned for jury duty, will be given time off with pay. If asked to assist with the school district, municipal, county, state or federal election, an employee may have time off with pay. The employee is expected, however, to make arrangements with the supervisor before the date of such duty. Employees are expected to vote in other than work hours. Should this not be possible, one may have time off with pay to vote in county, state or federal elections.

11.5.4 **Educational Leave**:

The policy of the university has been to encourage leaves of absence for graduate and postdoctoral study. For this purpose, leaves are granted for a school year, a semester, or, on occasions, a part of a semester. No salary is paid by the institutions for the period of leave, except under the provisions of sabbatical leave policy.

11.5.5 **Application for Leave Form**:

Faculty members who have to miss classes or other official duties are required to complete an application for leave form.

XII

ADMINISTRATIVE ORGANIZATION

12.1 EXECUTIVE COUNCIL:

The President serves as the chairman of the Executive Council. Other members include: Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, and Vice President for Development and Marketing.

12.2 RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS:

12.2.1 President:

The President of Alcorn State University serves as an executive officer of the Board of Trustees and is answerable to the Board on all matters pertaining to the university. The President's responsibilities include:

1. Serving as the chief administrative officer and the principal educational officer of the institution;

2. Planning, developing and administering a program of instruction, research and service suited in the broadest sense to the needs of the institution' sponsors and supporters, including the students;

3. Developing a sound administrative structure for the institution, to the end that all employees will be suitably assigned and supervised;

4. Recruiting and maintaining a qualified instructional, research and administrative staff through his recommendation to the Board of Trustees;

5. Planning and developing proper budgets for financing the institution in both capital investments and in operations;

6. Developing and maintaining efficient procedures for plant maintenance, purchasing, accounting, auditing and financial reporting;

7. Securing and supervising an educable student body in accordance with admission and retention regulations of the Board;

8. Evaluating and improving the instructional and other curricula and co-curricular services provided to the student body;

9. Developing communication channels among all staff and student groups in the institution;

10. Disseminating information periodically about the institution to other agencies related to the constituency, to cultural, civic and business organizations, to the alumni and to the general public.

12.2.2 Vice President for Academic Affairs:

The Vice President for Academic Affairs is responsible for the administration of all academic affairs of the institution. This area includes seven, instructional schools: (1) arts and sciences, (2) education and psychology, (3) agriculture and applied sciences, (4) business,
(5) graduate, (6) nursing, and (7) college for excellence. The seven schools are administered by deans who report to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the ultimate responsibility for the proper coordination of curricula, course offerings, instruction and evaluation of all departments. The Vice President for Academic Affairs has the responsibility for the establishment and application of admissions criteria and, acting through the registrar, the preparation of all academic records. The incumbent is further responsible for the security and proper utilization of the records. His/her concern for the total academic program includes responsibility for the development and maintenance of adequate library facilities and holdings. He/she exercises the function through the Dean of Libraries. The Vice President for Academic Affairs is charged by the President of the university to produce a total academic program that will be productive of highly qualified students. He/she is expected to be current in all academic matters and to monitor the academic institutional effectiveness process. While he/she is expected to work closely with the faculty, his/her delegation is by the President and the incumbent is responsible to the President for the execution of his/her duties.

12.2.3 Vice President for Development and Marketing

The Vice President for Development and Marketing is responsible for marketing the university's mission successfully to university stakeholders, internally and externally. The incumbent is responsible for creating an exuberant and sustainable advancement program to build endowment, engage alumni in the life of the institution and attract new sources of philanthropic revenue that will support the university's strategic mission. The Vice President for Development and Marketing reports directly to the President.

12.2.4 Vice President for Student Affairs:

The Vice President for Student Affairs is responsible for the administration and proper functioning of all non-academic aspects of student affairs. The incumbent supervises those subordinate areas whose activities fall wholly or partly within the areas of student personnel services. Since approximately 80 percent of the students of Alcorn State University are residents, much of the responsibility of the Vice President for Student Affairs involves residence hall activities. In these, the Vice President for Student Affairs is assisted

by several other administrators for student affairs, a coordinator of residence halls and several residence counselors. Under the supervision of the Vice President for Student Affairs, the Director of Student Activities is responsible for providing a well-rounded experience for all students. The officers of the Student Government Association are responsible to the Vice President for Student Affairs as they lead the members of the student body to involvement in policy development and decision-making in those areas which affect their academic and social lives.

12.2.5 Vice President for Business Affairs:

The chief fiscal officer of the university is the Vice President for Business Affairs. The incumbent is responsible for all auxiliary enterprises, for the maintenance and operation of the physical plant, and the receipt, custody, disbursement and accounting of all university funds. The Vice President for Business Affairs and all personnel working with the incumbent in handling funds are bonded. Since most activities of the university are interwoven with finances, the Vice President for Business Affairs has the additional responsibility of cooperating with officers of all other units in the process of budget-making and budget control.

XIII

FACULTY GOVERNANCE

The basic concept of university governance is one of shared authority among the various components of the university. Faculty participation is exercised via the Faculty Assembly (committee of the whole), Faculty Senate, university standing committees, councils, and ad hoc committees. The number of committees and membership on committees are subject to change based on the efficacy of the committees and regulations regarding term limits, respectively.

Responsibility for populating the faculty standing committees is vested in the Faculty Senate in consultation with academic departments. Terms of appointment are determined in accordance with the Bylaws of the Faculty Senate.

13.1 FACULTY ASSEMBLY:

The Faculty Assembly is a committee of the whole which consists of all professional employees of the university who hold faculty status.

The Faculty Assembly may formulate, adopt, and recommend policies to the university administration for its consideration. The administration may seek input from the Faculty Assembly on any matter in which such input might be appropriate. The Faculty Assembly meets biannually, in the fall and spring of each academic year. The authority of the Faculty Assembly is delegated to the Faculty Senate during the period between meetings of the Faculty Assembly.

13.2 FACULTY SENATE:

Members of the Faculty Senate shall include faculty members elected on a proportionate basis from the academic departments of the university and from the professional library faculty as follows: one from the first ten members and one for each additional ten members or any fraction thereof. The members include full-time members with a minimum of one year of service at Alcorn State University; *ex officio* members as designated by the Faculty Senate Constitution and Bylaws;; and three faculty members at large. All details concerning the functions of the Faculty Senate are contained in the Bylaws maintained by the Senate. [**Appendix I**] All bills passed by the Faculty Senate must be approved by the President of the university before they may be implemented, and the President of the University shall notify the Chairman of the Faculty Senate in writing of approval or disapproval of all bills.

13.3 GRADUATE COUNCIL:

This council is responsible for the development, formulation and approval of policies affecting the conduct of the graduate program. The voting membership is composed of representatives from each of the areas offering graduate degrees and/or

concentrations, a delegate from the professional library faculty and the Deans of each school. The Dean of Graduate Studies serves as chairperson of the council. The chairperson may vote in case of a tie among voting members. The council meets once each semester or on call if there is a need.

Delegates are chosen by graduate faculty members in each area offering graduate work. Departmental chairpersons of areas that are involved in graduate work and are not official delegates may sit in as nonvoting members of the council.

Specific responsibilities of the Graduate Council are:

1. Determine policies of admission, retention and readmission to the graduate school and all other policies related to the conduct and standards of the graduate program;

2. Approve and improve graduate curricula and programs submitted to the council from the various departments;

3. Recommend policies related to curricular structure, academic standards, examinations, requirements and degrees, etc.; and

4. Hear all appeals from students and faculty members concerning policies that apply to them.

All policies approved by the Graduate Council must be approved by the Vice President for Academic Affairs and President of the university.

13.4 TEACHER EDUCATION COMMITTEE:

TEACHER EDUCATION COMMITTEE

Alcorn State University views teacher education as the responsibility of both the School of Education and Psychology and the academic disciplines in the other schools. Every faculty member who teaches prospective teachers, no matter what his/her discipline, should see teacher education as a significant part of his/her responsibilities. In addition, every academic department outside the School of Education and Psychology that has programs leading to teacher certification should have at least one faculty member who is formally designated as a "content-based teacher educator" and who is responsible to keep his/her department abreast of issues of pedagogy and licensure. The office of the Dean of the School of Education and Psychology will maintain a list of these content-based teacher educators and will actively seek to keep them informed about teacher education issues.

Teacher Education Committee

Purpose: The Teacher Education Committee (TEC) is the governing body of teacher education at ASU. The purpose of the TEC is to recommend requirements that govern Alcorn State University Teacher Education Programs, to advise appropriate units of the

University of Teacher Education Policies, and to provide leadership in early childhood, elementary and secondary education reform. This committee will provide a forum where a representative group of teacher educators from the professional education unit, public schools, community colleges, and community stakeholders meet to discuss and/or communicate ideas, needs, and proposed changes regarding the educator preparation programs at Alcorn State University.

Meetings: The Teacher Education Committee will meet when there are issues, ideas, or proposed changes to be shared and discussed by stakeholders. Meetings will be called by the Dean of the School of Education and Psychology, as needed. The TEC shall meet at least two times per semester (a formal list of meetings dates shall be available to members at the beginning of each semester).

Membership: Membership shall consist of, representatives from each of the following: the Professional Education Unit, faculty members who teach prospective teachers, public school administrators, public school teachers, community colleges representatives, and a community member. The Dean of the School of Education and Psychology will seek nominations for the public school and community representatives and will appoint Professional Education Unit representatives based on input from the other ASU Deans. The intention is to ensure that representation from appropriate stakeholder groups is in attendance at called meetings.

13.5 THE DEANS and DIRECTORS COUNCIL:

The Vice President for Academic Affairs chairs the council. This council consists of the Associate Vice President of Academic Affairs, Deans and Associate Deans of each school, Dean of University Libraries, and Directors of academic support units and is concerned with academic policies and regulations. Items brought to the council may originate at the departmental level and can be referred to the council by the department and/or school concerned. Items approved by the council become policy with the signature of the Vice President for Academic Affairs. Items approved by the council, which require approval of the President of the University, are forwarded to the President by the Vice President for Academic Affairs.

13.6 THE DEPARTMENTAL CHAIRPERSONS COUNCIL:

This Council consists of the Chairpersons of academic departments of the university and is concerned with curriculum development and academic standards and is concerned with academic policies and regulations. Information and issues that concern academic departments are discussed in depth and proposals and suggestions are referred to the Deans and Directors Council as appropriate. The Associate Vice President of Academic Affairs serves as liaison officer between the Chairpersons Council and the Deans and Directors Council.

13.7 STANDING COMMITTEES:

UNIVERSITY CURRICULUM COMMITTEE

Purpose: to review all proposals for curricular changes, including new courses, course revisions, new degree programs, degree program revisions, and the general education core; and to forward recommendations to the Vice President for Academic Affairs.

FACULTY AWARDS AND RECOGNITION COMMITTEE

Purpose: to identify faculty on an annual basis for special awards and recognition based on the faculty member's outstanding achievement in teaching, research, and service.

FACULTY DEVELOPMENT AND INTELLECTUAL RENEWAL COMMITTEE

Purpose: to assist the university in planning effective and continuous development of all faculty's knowledge, skills, and abilities needed to remain effective in delivering service, research, and teaching. To review and assess the university's policy on faculty development opportunities and sabbatical leave. To review applications for faculty development opportunities and sabbatical leave.

SERVICE LEARNING/OUTREACH AND STUDENT ENGAGEMENT COMMITTEE

Purpose: to assist the university in planning effective and continuous use of service learning as a method of instruction and student engagement beyond the classroom.

COMMENCEMENT COMMITTEE

Purpose: to plan each element of May Commencement exercise in coordination with other administrative units of the university in such a way that it will be a positive and memorable experience for graduates, families, faculty, administrators, and friends of the university.

REGISTRATION COMMITTEE

Purpose: to continuously improve the registration experiences for students, faculty, and families by streamlining tasks, providing easy tuition and fee payment systems, and reducing the time associated with completing the registration process. Note: some university-wide appointees serving on a registration improvement task force are appointed to the committee by virtue of their administrative position.

GLOBAL PROGRAMS COMMITTEE

Purpose: to operate an interdisciplinary program that gains external sponsors for international development and research experiences for students and faculty that help broaden their global perspective.

STUDENTS' EVALUATION OF INSTRUCTION COMMITTEE

Purpose: to assist the university in developing effective methods, standards, and measures aimed at continuously improving faculty performance in teaching, advisement and mentoring of students and to suggest methods for improving evaluation of on-line instruction.

ACADEMIC TECHNOLOGY COMMITTEE

Purpose: to assist the university in ensuring that technological systems are in place to support university's instructional and operational programs.

FACULTY PERFORMANCE AND EFFECTIVENESS COMMITTEE

Purpose: to assist the university in developing effective methods, standards and measures aimed at determining the effectiveness of faculty performance.

SPONSORED RESEARCH, GRANTS, AND CONTRACTS COMMITTEE

Purpose: to provide an interdisciplinary forum for gaining sponsored programs that support the vision and mission of the university through leveraging the capabilities of the faculty in rapidly and effectively responding to requests for proposals.

UNIVERSITY ASSESSMENT COMMITTEE

Purpose: to assist the university in developing academic assessment methods, standards and measures aimed at continuously improving student learning outcomes at the university.

FACULTY MENTORING COMMITTEE

Purpose: to oversee mentoring for new faculty and for other faculty who need such support.

PROMOTION, RANK, TENURE, AND LEAVE COMMITTEE

Purpose: to review all applications for promotion, rank, tenure, and educational leave (including sabbatical leave), and to make recommendations regarding the same to the Vice President for Academic Affairs.

XIV

UNIVERSITY PROPERTY MANAGEMENT

14.1 PURCHASING:

Alcorn State University operates under laws enacted by the Legislature of the State of Mississippi for the purchasing of all supplies, equipment, and services. Strict guidelines for purchasing are provided by the Mississippi Division of Purchasing Supervision. The purchasing department is the only agent of the university duly authorized to obligate the university for materials or services. The purchasing procedure starts, in each case, with a need that is established within the requesting department. Requests for supplies and professional services must be confirmed through the submission of a properly authorized requisition. Based upon the approved requisition, a purchase order must be issued by the purchasing department to cover the requisition before acquisition of material or services can be made. Requisitions initiated within the various departments must be processed far enough in advance of the need for the purchase to permit investigation of sources of supply and securing competitive prices, when warranted--generally for purchases amounting to $500 or more. The university's budget may contain an approved equipment budget which represents the approved equipment allocation of a department for the fiscal year. Based upon items submitted by faculty members through their department heads, this equipment budget is developed by the Budget Committee and approved by the President of the university. The purchasing agent, upon receiving this approved equipment budget, proceeds to confer with department heads for specifications. No further communication on the part of any department is needed prior to ordering of furniture and equipment by the purchasing agent. The university assumes no responsibility for purchasing unless the procedures described above are followed. Detailed purchasing procedures are spelled out in the Alcorn State University Accounting Procedures Manual, available in the Office of the Director of Purchasing. A breach of these procedures constitutes a serious violation of university policy. Any person violating these procedures will be called in by the department chairperson, school dean, Vice President for Academic Affairs, Vice President for Business Affairs and President. There is no excuse for not reading the rules.

14.2 REPAIRING EQUIPMENT:

All repair service must receive the approval of the purchasing agent and the Office of Business Affairs before equipment is repaired.

14.3 USE OF UNIVERSITY EQUIPMENT:

University equipment is intended for official use in fulfilling the mission of the university. Under no circumstances will this equipment be used for other purposes.

Faculty members are not to carry school equipment to their homes or any other place without first securing the approval of the departmental chairperson and/or school dean.

14.4 INVENTORIES:

Each dean/departmental chairperson is responsible for inventorying all university equipment that is under the control of their respective offices. The university property officer is responsible for maintaining a listing of all equipment within the university to reflect the responsible individual. Those persons who leave the university who have supplies or equipment under their control must secure clearance from this office in order to receive their final payroll check. Inventories will be checked on a random basis from time to time. Any items unaccounted for will be charged to the individual responsible. In those instances where departments feel that a piece of equipment is obsolete and of no useful value, the university property officer should be contacted by the department chairperson and requested to initiate a meeting of the Salvage Committee to delete such property from the inventory. The Department of Campus Police, as well as the university property officer, should be notified immediately upon discovering that an item of property has been lost and/or stolen. All equipment and supplies should be delivered directly to the Department of Receiving and Storage. This is necessary in order for the supplies to be inventoried. Any person violating this policy is subject to due process, which may result in appropriate disciplinary action up to and including termination.

XV

UNIVERSITY RESOURCES AND SERVICES

15.1 AUTOMOBILE REGISTRATION:

All employees and students who operate automobiles on the campus must register their automobiles with the campus Security Office by September 15 of each year or within seven (7) days after arrival on campus. In case of an accident, the Mississippi Safety Responsibility Act requires motorists to have liability coverage or security equal to the amount of damage involved. For this reason, it is recommended that all faculty members have liability insurance on their vehicles. Tags are issued with registration. Failure to register a vehicle will result in the vehicle being banned from campus. All persons registering vehicles with the Security Office will be issued written traffic regulations which have been approved for use on campus. These regulations should be studied carefully.

15.2 BOOKSTORE:

The university maintains a bookstore which is housed in the James L. Bolden Campus Union Building. It sells approved textbooks, instruments, general office supplies and other general merchandise. Additional services, such as special book orders, are available.

15.2.1 Policies and Procedures for Textbooks:

The title of the basic textbook to be used for each course is on file in the office of the school deans and with the chairperson of each department. It is expected that the same basic text will be used for a course even though the course may be taught by different teachers. Departments are required to evaluate texts being used for the various courses offered by the department each semester. Based upon this evaluation, decisions will be made on books to be returned.

Requests for textbooks originate with faculty and must be approved by the department chairperson and dean. In cases where a textbook has been previously approved, a change of textbook will be authorized only when satisfactory provisions can be made to eliminate inventory of the previously approved text. Orders for textbooks and other books to be used in courses must be made on the order forms provided and are routed through the department chairperson and school dean to the university bookstore. No textbook order should be brought to the bookstore by a faculty member. March 15th is the deadline for submitting summer orders. May 15th is the deadline for submitting fall orders. October 15th is the deadline for submitting spring orders. If there are any date changes on any of the above, the department will be notified in advance by the bookstore manager.

Students are required to secure adopted textbooks. Mid-term of the semester will be the deadline for students to have books. After consulting with department chairpersons, the bookstore manager will return any unsold copies of textbooks to the publisher. This is particularly true for books which will not be used the following semester.

Faculty members whose books have not arrived when needed must notify their department chairperson, who will cooperate with the bookstore to remedy the deficiency. Faculty members should not contact the bookstore concerning textbook orders. The bookstore manager will check on orders not filled after 15 days and report to the department chairperson on the status of all books ordered.

15.3 DINING HALL:

As a convenience to employees, the university provides a dining hall for use of employees, students and visitors. Since its primary purpose is to serve students, it normally operates only when students are on campus.
Serving hours are:

Mon-Wed-Fri:

Breakfast	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:30 p.m.
Dinner	4:30 p.m. to 6:30 p.m.

Saturday and Sunday

Brunch	11:30 a.m. to 1:30 p.m.
Dinner	4:30 a.m. to 6:30 p.m.

15.4 CAMPUS COMMUNICATIONS AND PUBLICATIONS:

The university employs several medium for the timely dissemination of news and information of interest and relevance to the Alcorn community. The Office of University Relations monitors print and electronic publications for adherence to university standards and guidelines. To review these standards and guidelines, visit the University Relations website at www.alcorn.edu/universityrelations.

All print publications, news releases, etc., should be reviewed by University Relations before release or distribution to the public. Any member of the faculty or staff is welcome to contribute articles to be considered for inclusion in one or more media outlets. University Relations may edit or refuse any submission at its discretion. Submit articles electronically to news@alcorn.edu.

University news and information is available through the following media sources:

1. **The Alcorn Website** is the primary source for daily news and information. To promote a more eco-friendly workplace, a weekly printed newsletter is no longer produced.

2. **Alcorn ListServes** are email lists used to distribute important information via email. Some Alcorn listserves are mandatory, while you may choose to subscribe to others of interest to you.
3. **ConnectEd Emergency Notification System** is a voluntary service offered by the university to which you may subscribe. It will send voice and/or text notifications to your landline or cell phone in case of emergency.
4. **Campus Periodic Publications** - - The University does periodically produce printed documents, such as the Alcorn Mini-Facts brochure, which highlight significant achievements or benchmarks of the institution.

Two other important sources for campus news and information are under the auspices of the Department of Mass Communications. For information on these media outlets, contact the department chairperson.

1. **WPRL Radio 91.7 FM**
2. **ASU – TV 13**

15.5 CAMPUS POLICE:

The university provides a campus police force for the well-being and security of all employees. While the Department of Campus Police has the overall responsibility for campus security, employees at all levels have the responsibility of maintaining a work environment that is safe and free of disturbances of all types. In the event of any criminal act, possible criminal act, automobile accident (on university property), and other breaches of peace or security, call extension 3000 or dial 601-877-2291 to reach the assistance of the campus police.

15.6 HEALTH SERVICES:

The university's health services are available to each student, faculty, and staff member enrolled or employed at Alcorn State University. The services include a medical examination and general health instructions and services. A medical fee is imposed for any individual who seeks and obtains a special medical examination. Services provided include the following: physical examinations, follow-up, counseling, temporary hospitalization (not to exceed four days), limited medicines and special off-campus consultations arranged at the patient's expense. Hours of operation are 8:00 a.m. to 12:30 p.m. and 1:30 p.m. to 12 midnight, Monday through Friday.

15.7 HOUSING:

The general purpose of university housing is to provide an additional means of attracting faculty and staff to work at the university. However, the university is in no way obligated to provide housing for its employees, and when it does it does so on a priority basis as (1) determined by the importance of the position/employee to the protection, security, and maintenance of the university and/or (2) determined by the university. Any person desiring to secure housing on the campus should register his/her needs with the Office of Business Affairs, departmental chairpersons/deans, as well as the academic vice

president, should inform the Vice President for Business Affairs any time a new faculty or staff member is being seriously considered for employment and will need housing.

15.7.1 Availability:

University housing of various sizes is available with the rent schedule depending upon the size. The size of the family is a factor in determining the assignment of university housing. Only members of the university faculty and staff shall be eligible for assignment to university housing. Faculty and/or staff members whose employment with the university is terminated shall vacate the housing facility they occupy in accordance with the rental agreement. In the event of death of a faculty or staff member, his/her spouse will be able to occupy the rented housing facility for a reasonable time (not more than three months, unless exception is granted by the appropriate university official) until moving arrangements can be made. If the surviving spouse is also a member of the faculty or staff, then such survivor may apply to rent housing available for his/her family size and needs as would any other faculty or staff member. The prevailing rate of rent will be charged in either case. Faculty members who are granted tenure by the university must secure off-campus housing within one year (exception may be granted, in writing, by the appropriate university official) after the granting of tenure. However, each faculty member is encouraged to secure housing in the community when the opportunity presents itself, thereby becoming an active part of the community. There will be no subleasing of housing. All housing units are intended for use by the faculty or staff and his/her immediate family. Immediate family means spouse and children. Any other occupant, other than a guest who remains for a short period of time, should be approved by the appropriate university official.

15.7.2 Person to Contact:

The Vice President for Business Affairs has the responsibility for managing university housing. Questions concerning housing should be directed to the Office of Business Affairs.

15.7.3 Payment of Rent and Security Deposit:

A rental agreement requires that an appropriate amount of rent is to be paid each month in advance to the Office of Business Affairs not later than the tenth day of the month. In the event such payment is not made when due, deductions will be made from the tenant's next paycheck and thereafter by payroll deduction. Faculty and staff members should understand that rental rates are subject to adjustment at any time on notice given by Alcorn State University. A security deposit not to exceed $500 is required at the time the housing unit is leased, which shall be held against any damage except reasonable wear done to the property. Because the security deposit is required, the lessee of the university housing is required to participate in a pre- and post-inspections and inventory of the housing unit.

15.7.4 Housing Policy, Care and Inspection:

Inspections will be made at the beginning of occupancy and before the end of occupancy or upon proper notice. However, the university reserves the right to inspect housing at any reasonable time. Inspections will normally be made during regular school business hours (8:00 a.m. to 5:00 p.m.), unless otherwise requested.

Each occupant will be responsible for keeping the lawn properly trimmed and cleaned at all times. Moreover, the occupant must see that paper, litter and other debris are removed from the premises at all times. In the event of failure to adhere to the foregoing policy, a warning will be given to the occupant. If corrective measures are not taken immediately, the university reserves the right to take whatever corrective action it deems necessary. The occupant will be
responsible for paying the costs of corrective action taken.

All appliances provided in housing units should be kept clean at all times, and occupants are required to report a need for services immediately upon the indication of such.

15.7.5 Services and Maintenance:

The university will provide normal maintenance services on a scheduled basis.

15.7.6 Eviction:

After proper warning, all persons failing to obey housing policy will be requested to secure off-campus housing.

15.7.7 Pets:

Pets are to be kept under control, properly vaccinated and with proper identification tags.

NOTE: A copy of the housing policy is furnished to each person at the time the rental agreement is signed.

15.8 LAUNDRY AND DRY CLEANING:

Complete laundry and dry-cleaning services are available on campus. These services are restricted to students, faculty and staff members associated with the university.

15.9 LIBRARY SERVICES:

The university library serves as the cornerstone of education at Alcorn State University. It provides services and resources essential to the instructional, research, and public service needs of the university.

Renovated and expanded in 2000, the J. D. Boyd Library is a state-of-the-art facility designed to accommodate 1000 users and hold 500,000 volumes. It contains a thirty-station computer laboratory, a media center with a video classroom, group study rooms, an archival and special collections room and a 140 seat auditorium. Reading and study areas wired for computer access are available on the first and second floors. Administrative offices, as well as circulation, reference, serials, government documents, the computer lab, microform area, and technical services facilities are located on the main level. This expansive open area provides easy access to all major reference services. The media center, video classroom, archives, and special collections are located on the second floor. The ground floor contains the shipping and receiving area, storage rooms, computer office, a faculty/staff professional development center, and a staff lounge. Carrels, tables, and informal seating are interspersed throughout the spacious facility to provide an atmosphere conducive to the learning process.

Books, except for the reserve, African American, and archival collections, are readily accessible on open stacks. Journal back files and government documents are housed in compact shelving. Point of use instruction is available as well as specialized library tours and orientation sessions. Bibliographic instruction classes are conducted each semester as a part of the University Life courses. These sessions are held in the Medgar Wiley Evers Auditorium. Microform reading and printing machines, and photographic copying services are also available on the main floor.

The library has in its holdings 301,409 print volumes in the circulating and reference collections (including 62,425 micrographic volumes), and maintains a print subscription list of over 900 periodicals including scholarly journals and general interest magazines. The Library's print collection is supplemented by online services to over 60 databases, 34,585 electronic journals (including over 11,000 full-text), three Net library electronic book collections totaling over 29,000 titles, internet access, and CD-Rom resources. A complete listing of library services can be found on the library web page at http://www.alcorn.edu/.

The library utilizes "Voyager," by Exlibris, as its online information management system. Voyager is one of the leading systems of choice for information management in today's libraries. It provides flexibility and functionality. Voyager is an integrated information management system for academic and research libraries operating on a UNIX server platform, incorporating client/server architecture, and graphical user interface (GUI) operating under Microsoft Windows. Modules currently operable on the new Voyager system include circulation, the online public access catalog, cataloging, acquisitions, serials, reserves, media booking, and system administration.

Improving library services for the students, faculty, and staff of Alcorn State University is of utmost concern and the number one priority for the university library. Therefore, the library also engages in cooperative relationships with other libraries and agencies in order to increase the proficiency of library resources and services, to support distance learning, and to better serve the entire surrounding university community.

15.10 CAMPUS SPEAKERS:

Designated facilities at Alcorn State University may be used for public gatherings and for inviting speakers from outside of the institution. The guidelines issued by the Board of Trustees, which are applicable to all institutions of higher learning within the State of Mississippi, apply. On December 1, 1969, a three-judge federal court entered a final decree in the litigation concerned with regulations of the Board of Trustees of State Institutions of Higher Learning governing the appearance of outside speakers on the several campuses under the jurisdiction of that board. The court, as an appendix to its decree, promulgated rules governing the appearance on campus of outside speakers to remain in force until repealed by the Board of Trustees. The Board of Trustees has not repealed the regulations; and, as a consequence, the court-drawn rules are now and will continue to be in effect.

Those regulations are:

1. A request to invite an outside speaker will be considered only when made by an organized student or faculty group recognized by the head of the college or university;

2. No invitation by such organized group shall be issued to an outside speaker without prior written concurrence by the head of the institution, or such person or committee as may be designated by him (hereinafter referred to as his authorized designee), for scheduling of speaker dates and assignment of campus facilities.

3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience and topic of the speech. Any request not acted upon by the head of the institution or his authorized designee within four days after submission shall be deemed granted.

4. A request made by a recognized organization may be denied only if the head of the institution or his authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
   a. The violent overthrow of the government of the United States, the State of Mississippi or any political subdivision thereof; or

b. The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property; or

c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions; or

d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students; or

e. Other campus disorder of a violent nature. In determining the existence of a clear and present danger, the head of the institution or his authorized designee may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or educational functions at any such institution.

5. Where the request for an outside speaker is denied, any students of the institution, for a de novo consideration of the request. The Campus Review Committee shall have power to grant or deny the request, and its decision shall be final unless judicial review is sought as hereinafter provided. If such request is neither granted or denied within said two-day period, it shall be deemed granted and the speaker's invitation shall be issued. The three faculty members to serve on the Campus Review Committee shall be appointed at each institution for a one-year term beginning September 1 of each calendar year, and this appointment shall be made by the president of the Board of Trustees of State Institutions of Higher Learning. The two student members of the campus review committee shall be the president and secretary of the student body of each institution, and they shall serve only as long as they hold these student offices.
Any sponsoring organization aggrieved by the action of the Campus Review Committee in denying the request may obtain judicial review thereof upon application to any court of competent jurisdiction, state or federal, by presenting its verified petition

setting forth the grounds of compliant and giving adequate notice of such filing to the head of the institution. Upon a hearing to be conducted as soon as practicable, and at such time and place as the court may prescribe, the court shall either reverse or affirm the decision of the Campus Review Committee as may be proper under the law and facts.

6. Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the head of the institution or his authorized designee, in writing, immediately of such acceptance. The head of the institution or his authorized designee may, at his discretion, require that the meeting be chaired by a member of the administrative faculty, and he may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. By his acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him while he is on campus. Complete information concerning the scheduling of speakers can be acquired from the Vice President for Academic Affairs.

15.11 PATENT POLICY:

Since the university participates in grants and contracts, it is required to have available a patent policy for inventions, copyrighting and so forth. The patent policy of Alcorn State University is attached as Appendix D of this handbook.

15.12 POST OFFICE:

A branch of the Office of U.S. Mail Service is maintained by the university with the following operating hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.; Saturday, 8:00 a.m. to 12 Noon; closed on Sundays and on official holidays.

15.13 DUPLICATING SERVICES:

The university operates a printing and duplicating shop which meets many of the printing and duplicating needs of the campus. The shop operates under the control of the

Vice President for Academic Affairs. The shop offers offset, mimeograph and photocopying services. In addition, the library offers photocopying services to copy library materials that can be copied without violation of the copyright restrictions. The library also provides a microfilm reader-printer for copying articles for microfilm.

15.14 RECREATIONAL FACILITIES:

The following services are available to the faculty, staff and students of Alcorn State University:

15.14.1 INDOOR FACILITIES:

The James L. Bolden Campus Union Building has facilities for bowling, billiards, air hockey, table tennis, and other activities. Operating hours for the game area are 12:00 noon to 10:30 p.m. Monday through Thursday; 12:00 Noon to 11:00 p.m. Friday and Saturday; and 6:00 p.m. to 10:30 p.m. on Sunday.
The Davey L. Whitney Health, Physical Education and Recreation Complex contains an Olympic-size swimming pool, handball courts, a gymnastics room and a weight room in addition to many other facilities. The Director of Athletics should be contacted regarding the hours these facilities may be used for recreational purposes.

15.14.2 OUTDOOR FACILITIES:

The Alcorn State University Outdoor Recreation Park contains six tennis courts; two all-weather, all-purpose courts; a kiddy park; picnic tables; nature trail; softball field; toilet facilities and a concession stand. Hours during which the park may be used will be posted. There are also several lakes suitable for boating and fishing on the Alcorn campus.

15.15 TELEPHONE SERVICES:

Telephone services provided by the institution are intended for the sole purpose of conducting the business of the institution. All requests for telephone services should be made in writing to the Office of Business Affairs. All costs of telephone services by departments will be charged to the department concerned. All long distance calls will be charged to appropriate departments. Individuals living in university housing may have personal telephones installed in such housing by contacting the telephone company.

XVI

APPROPRIATE USE POLICY ON COMPUTER RESOURCES AND SERVICES

16.1 INTRODUCTION

This policy governs the use of computers, computer-based networks, and related equipment administered by Alcorn State University (ASU). Under the federal statutes and the section of the
Mississippi Code that regulate the use of these resources, The Alcorn State University Center for
Information Technology Services (CITS) is required to ensure that this equipment is used properly and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, IHL/University policy, and a productive work environment.

16.2 GENERAL PRINCIPLES

Appropriate use reflects academic honesty and ethical behavior, and demonstrates consideration in the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

16.3. AUTHORIZED USE

Individuals may use ASU computing and networking facilities only with the express authority of ASU. Using an account that belongs to another individual or giving an individual other than the owner access to an ASU account is prohibited. Each user is responsible for all activity originating from his or her account. CITS management authorizes system accounts and the use of lab facilities. In certain cases, such as with remote Nursing School facilities, CITS management may designate an appropriate agent to authorize accounts. Authorized users of ASU computing and networking facilities include:

- The faculty, students, and staff of the state-supported universities governed by the Mississippi Board of Trustees of Institutions of Higher learning (IHL).
- Pre-approved individuals associated with other state-supported educational institutions
  (e.g., high school teachers and students working on special projects)

- Other outside, pre-approved clients.

- Individuals found using ASU computing and networking facilities without express

authorization are subject to disciplinary action and criminal prosecution.
Individuals found assisting others in gaining unauthorized access to ASU computing and networking facilities are subject to the suspension or revoking of computing privileges, disciplinary action and criminal prosecution.

16.4 APPROPRIATE USE

Appropriate use of ASU computing and networking facilities includes:

- the support of instructional activities (e.g., to complete class projects or conduct activities relevant to class work).
- the support of institutionally sponsored research, including thesis work.
- the support of independent study and research by authorized users.
- the facilitation of official work of state and university offices, departments, agencies, and sanctioned campus organizations.
  ASU computing and networking facilities are not to be used for commercial purpose or financial gain except in pre-approved circumstances. ASU computing and networking facilities are not to be used for partisan political purposes. Because ASU computing and networking facilities serve diverse purposes and diverse constituencies, rules for use may vary somewhat across systems and labs. Activities having valid educational benefits, but which are not specifically tied to class work or research, are generally allowed: however, they may be limited or banned on certain systems at the discretion of CITS management, according to system load and system function. For example,
  due to the limited number of stations, game playing in ASU labs is strictly prohibited, unless the activity is required as part of a university course. System and lab dependent policies are communicated to users through on-line messages, news items, and lab postings. Compliance with the ASU Appropriate Use Policy requires compliance with all system and lab dependent policies.

Misuse or abuse of ASU computing and networking facilities is a violation of the ASU Appropriate Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in cases of violations of state or federal law.

16.5 COMPUTER SOFTWARE USAGE

ASU computing and networking facilities utilize many software applications with a wide range of license and copyright provisions. Users are responsible for availing themselves of appropriate
information and complying with the license and copyright provisions of the software that they use. Moreover, ASU computing and networking facilities are subject to the *Alcorn State University Policy Statement on Software Usage:*

- Alcorn State University prohibits the unauthorized copying or electronic transmission of copyrighted computer software, computer data, and software manuals at Alcorn State University unless appropriate written consent is obtained from the software vendor or licensor.

- Such unauthorized duplication is grounds for disciplinary action by the University and is subject to criminal prosecution under Mississippi Computer Statutes (Sections 97-45-1 through 13), as well as under the Federal Computer Fraud and Abuse Act of 1986.
- According to the U.S. Copyright Statutes, illegal reproduction of software can be subject to civil damages of $50,000 or more, and criminal penalties including fines and imprisonment. Under the Mississippi Computer Crimes Law, the maximum fine is $10,000 and the maximum imprisonment sentence is five (5) years.

16.6 USER RESPONSIBILITIES

Respect the integrity of the Alcorn State University Center for Information Technology Services (CITS) computing environments and computing environments reachable by ASU network connections. No individual shall, without authorization, access, use, destroy, alter, dismantle or disfigure ASU technologies, properties or facilities. If an individual encounters or observes a vulnerability in system or network security, then that individual must report the vulnerability to CITS management. Individuals must refrain from exploiting any vulnerabilities in security. No individual shall use ASU computing and networking facilities to gain illegal or entry into other computers. ASU users must follow any policies (which may be more restrictive than this policy) governing the use of any remote hosts accessed. Respect the privacy of other individuals. Files belonging to individuals are to be considered private property unless explicit authorization is given by the owner of the files. That a user can read a file does not mean that a user may read a file. The ability to alter a file does not give a user the right to alter a file. Respect the finite capacity of systems. No individual shall monopolize or hoard resources, including lab stations (PC, workstation, terminal), printing facilities, dial-in connections, limited-use software licenses, and system resources such as CPU, disk, and memory. Use computing and networking facilities in a manner that promotes a productive and professional working environment-locally, nationally, and internationally. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research. Individuals should not use electronic communications systems such as E-mail to harass others or to interfere with their work. Other examples of misuse include: (1) sending unsolicited messages, mail or communications of any kind to persons who have not requested it or who cannot be reasonably expected to welcome such communications; (2) printing or displaying materials (images, sounds, messages) that are unsuitable for public display or that could create an atmosphere of discomfort or harassment for others. ASU computing facilities are not to be used in a wasteful or frivolous manner (e.g., typing up system or network resources with computer-based game playing, sending trivial or excessive messages, printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are available, etc). Protect your account.

Even the best computer systems cannot protect the individual who fails to conceal his or her password. To prevent abuse of your account, (1) physically protect your session, (2) never record a password where it could be found, and (3) never reveal your password. Follow CITS guidelines for password selection and change your password often. Inform CITS when you leave the institution so that your account may be properly closed. Failure to act responsibly in the use of ASU computing facilities is a violation of the CITS Appropriate Use Policy; violators are subject to the suspension or revoking of computing privileges, disciplinary action, and criminal prosecution in cases of violations of state or federal law.

16.7 CITS RIGHTS AND RESPONSIBILITIES

Acknowledgment of this policy statement authorizes appropriate CITS system or network personnel, under the direction of CITS management to examine user files and activities, if necessary. No guarantee of complete privacy is made. CITS management reserves the right to stop any process, restrict any individual's use, inspect, copy, remove or otherwise alter any data, file, or system resource that may undermine or adversely affect the overall performance or integrity of the computing and networking facilities. CITS system and network administrators have taken reasonable precautions to ensure that potentially offensive materials do not reside on local facilities; however, CITS cannot be held responsible for materials on remote sites. Individuals are cautioned to exercise judgment in accessing such materials.

16.8 CONSEQUENCES

Violation of CITS Appropriate Use Policy may result in the following penalties:

- Suspension for varying amounts of time or the permanent revoking of computing privileges. CITS management reserves the right to revoke the computing privileges of individuals who have violated this policy until suitable, comprehensive disciplinary action is determined.

- Reporting of the violation to the appropriate Disciplinary Advisory Committee for the user's institution.

- Referral to the appropriate law enforcement agency in cases of violations of state and federal law.

VII

AREA INFORMATION

17.1 VOTING:

As indicated earlier in this handbook, all employees of Alcorn State University are encouraged to vote in the local elections. To do so, employees should familiarize themselves with the voting stations within the region. These stations will be posted from time to time by the state.

17.2 VEHICLE REGISTRATION (STATE OF MISSISSIPPI):

All persons arriving from out of state are advised that they should make immediate arrangements to change the registration of their vehicles to a Mississippi registration. Mississippi state laws require that this be done within thirty (30) days of a person's move into the State of Mississippi. The vehicle should be registered in the county in which the faculty member lives.

17.3 MEDICAL FACILITIES IN THE VICINITY:

The health services which are available at the university are limited in scope and, therefore, it is necessary that each individual be aware of the medical facilities that are available in the vicinity of Alcorn State University. This information can be acquired from the Director of Health Services.

XVIII

SEXUAL HARASSMENT

Alcorn State University officials provide a workplace free from sexual harassment. Sexual harassment may consist of request for sexual favors, unwelcome sexual advances, threats, actual bodily contact or other deliberate verbal or physical conduct of a sexual nature. Such behavior is discouraged between all employees.

Sexual harassment is especially forbidden where the offending employee is in a position to affect the compensation or employment status of the person being harassed. In all cases, Alcorn State University officials shall take prompt and appropriate corrective action. This rule applies equally to sexual harassment of both men and women.

XIX

PUBLICATIONS POLICY

It is the intention of Alcorn State University to make every effort to ensure that all official university publications are truthful and honest in their representation of the university.

The university will not knowingly state directly or imply any information, data, or description in any of its publications to deceive or misinform its intended user. The highest standards of ethics and professionalism shall govern all official publications produced by the university. Such publications shall include: General Catalog, Faculty Handbook, Staff Handbook, A Handbook for Students, Weekly Bulletin, Alcorn Herald, The Alcorn Report, The Alcornite, website, university mass distribution brochures, departmental brochures and any other university publication approved by the university for communicating the university and its programs to students, prospective students, faculty and staff, and/or the general public. In order to ensure the integrity of the university's official publications, there is a Publications Committee chaired by the Director of University Relations. The Publications Committee reviews and approves publications other than the university catalog. The university catalog is produced under the guidance of the Vice President for Academic Affairs, who is accountable for the quality and accuracy of that publication.

In general, the university does not advertise; however, it places announcements about course offerings in local newspapers. Such announcements conform to similar stringent rules of accuracy as do other official publications.

XX

DRUG-FREE WORKPLACE POLICY STATEMENT

It is the policy of Alcorn State University to maintain a drug-free workplace and workforce consistent with federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988. Consequently, all employees--faculty, staff, part-time/full-time--are absolutely prohibited from the unlawful possession, manufacture, distribution, dispensation, sale, use or in any way involve themselves with controlled substances.

For the purposes of this policy, the terms controlled substances mean those defined in Schedules I through V of Section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulations at 21CFR 1300.11 through 1300.15. Any faculty or staff member found in violation of the aforementioned policy while on the university campus, or while engaged in official university business off campus, shall be required to undergo mandatory assessment for drug abuse. The university reserves the right to prescribe the nature and type of corrective action(s) to be imposed on faculty or staff members found in violation of the Drug-Free Workplace Policy. Such corrective actions may include (1) issuance of warning, (2) referral for treatment, (3) suspension, or (4) termination.

20.1 NOTIFICATION OF CONVICTION:

1. It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the university president within five (5) work days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation.

2. It is the policy of the university to comply with the federal law which requires that the university notify applicable federal agency(s) within ten (10) days after the university has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

20.2 CONDITION FOR EMPLOYMENT:

Strict adherence to the above policy and any future modification thereof is an absolute and irrevocable condition for employment at Alcorn State University.

XXI

SAFETY AND HEALTH POLICY

It is the policy of Alcorn State University to conduct all operations as safely and efficiently as possible. This policy is consistent with the university's mission of "maintaining a campus atmosphere which is safe, healthy and conducive to cultural, personal and social development."

To accomplish this, the authority and accountability for safety has been assigned to all department heads and supervisory personnel within their individual area of operations. A university-wide Employee Safety and Health Plan Committee has also been appointed. This committee shall be chaired by a staff or faculty designated by the President. The committee chairperson shall be the safety and health plan coordinator. It shall be the responsibility of the coordinator to administer university-wide safety efforts and to coordinate these efforts with all departments to ensure that safety standards are met throughout the institution. Each department must establish a departmental safety and health plan committee.

All employees must perform their duties and responsibilities in a safe and efficient manner and report unsafe conditions to their department head or supervisor for prompt correction. In the case of vehicle operation, drivers are expected to follow the principles of defensive driving; i.e., to drive so as to prevent accidents in spite of the incorrect action of others and in spite of adverse driving conditions.

XXII

IMMIGRATION FORMS I-9

All new employees are required by the provisions of the Immigration Reform and Control Act of 1986 to complete government Form I-9 before or immediately following employment. This form attests to the individual's eligibility for employment in the United States. Certain specific documents must be presented to your supervisor which will prove your eligibility for employment in this country. This law applies to all individuals, regardless of employment status, who enter into an employee/employer relationship with Alcorn State University.

XXIII

ADMINISTRATIVE POLICY AND PROCEDURES ON SCIENTIFIC INTEGRITY

It is the policy, posture, and practice of Alcorn State University to comply with all applicable federal and state laws and regulations regarding scientific integrity at the university. To this end, all researchers at the university are expected and obligated to ensure that all applicable research is conducted in a manner which is consistent with the U.S. Department of Health and Human Services--Public Health Service Regulations, 42 CFR Part 50, Subpart A. It is the intention of the university to be in full compliance with the aforementioned policies.

While the emphasis of the university is on compliance with and adhering to ethical standards and applicable regulations in all scientific endeavors, the university will take immediate and appropriate actions to investigate any allegations of scientific misconduct that may be reported or uncovered and will take any corrective action that may be necessary. Any allegation of scientific misconduct on the part of any employee of the university must be reported to the university president immediately. The President will, in turn, initiate the official investigation of the allegation(s).

A copy of the U.S. Department of Health and Human Services--Public Health Services Compliance Procedures, to which the university adheres, is on file in the Office of Institutional Advancement, Planning, and Research. Copies have been disseminated to all Vice Presidents, deans, department chairpersons and to research scientists at the institution.

APPENDIX A

ALCORN STATE UNIVERSITY

ALCORN STATE, MISSISSIPPI 39096-7500

TENURE/PROMOTION APPLICATION

Applicant Name: _____ Date: _____

Department: _____ School: _____

Date of Full-time Employment at Alcorn: _____

Previous Rank: _____ Years at Rank: _____

Present Rank: _____ Date of Appointment: _____

Length of Service in Institutions of Higher Learning:

A.		Alcorn State University

(years of service)

B.		State Supported Institutions of Higher Learning in Mississippi

(years of service)

C.		Other Institutions of Higher Learning

(years of service)

Higher Education Attainment:

Highest Degree Earned:		Hours Beyond Highest Degree:	

Major Field(s) of Study:

_____

_____

Minor Field(s) of Study: _____

_____

Action(s) Under Consideration by this Application:

☐ Promotion ☐ Tenure

From: _____ **To:** _____

Present Rank New Rank

* * * * *

To be completed by the Department Chair only: The applicant qualifies to move forward in the Promotion/Tenure Application Process: ☐ Yes ☐ No

I. TEACHING OR PRIMARY RESPONSIBILITY

A. List in Chronicle Order, Courses Taught Over The Past Six Years

Year One:

COURSE #	COURSE NAME

Year Two:

COURSE #	COURSE NAME

Year Three:

COURSE #	COURSE NAME

Year Four:

COURSE #	COURSE NAME

Year Five:

COURSE #	COURSE NAME

Year Six:

COURSE #	COURSE NAME

A2. <u>List in order of significance other Primary Responsibilities (ASU)</u>

_____ _____
(Year)

_____

_____

_____

_____

_____ _____
(Year)

_____

_____

_____

_____

_____ _____
(Year)

_____

_____

_____

_____

(Year)

(Year)

A3. <u>Primary Responsibility at Other Institutions</u>

(Year)		

B. Student Counseling and Advisory Duties Performed During the Past Six Years

Year	No. of Advisees	Grad./Undergrad.	Comment on Activity

C. Senior Papers, Projects or Recitals You Supervised (completed activities)

Student Supervised	Department	Chair	Activity Title	Year Completed

D. Senior Papers, Projects or Recitals You Supervised (in progress activities)

Student Supervising	Department	Chair	Activity Title

E. Masters Thesis Projects or Projects You Supervised (activities completed)

Student Supervising	Department	Chair	Activity Title

F. Masters Thesis or Projects You are Currently Supervising (activities in progress)

Student Supervising	Department	Chair	Activity Title

II. RESEARCH AND OTHER CREATIVE ACTIVITIES DURING THE PAST SIX YEARS.

A. Publications: (give complete bibliographical citation, and attach a copy of the last three publications)

1. _____
2. _____
3. _____
4. _____
5. _____

Books and Monographs: (Distinguish between sited and authored books or monographs)

1. _____
2. _____
3. _____
4. _____

Chapters in Books: (Do not repeat here reprinted articles that have already been listed above)

1.

2.

3.

4.

Articles in Refereed Journals and in the Edited Books:

1.

2.

3.

4.

Articles in Non-refereed Journals, Recognized Newspapers, Newsletter, etc.

1.

2.

3.

4.

Reviews of Book and of Non-print Media:

1.

2.

3.

4.

Government & Technical Reports:

1.	
2.	
3.	
4.	

Other Scholarly Activities:

Presentations at Professional Meetings

1.	
2.	
3.	

Funded Research (Give Details)

1.	
2.	
3.	

Art Exhibits/Recitals

1.	
2.	
3.	

Presentations at Public Meetings and in/on Mass Media

1.

2.

3.

Editorial Responsibilities

1.

2.

3.

Proposal Submitted for Funded Research (indicate Status.)

1. _____

2. _____

3. _____

Awards, Research/Study Leaves, and Other Special Recognition for Scholarship

1. _____

2. _____

3. _____

Other Scholarly Activities:

1. _____

2. _____

3. _____

4. _____

5. _____

SERVICE AND INSTITUTIONAL LEADERSHIP ACTIVITIES OVER THE PAST SIX YEARS. (Include contributions to committees, program development, curricular and instructional innovations, resource development, library-relevant community and consultation service, other assignments, etc.)

B. <u>Service</u> within Alcorn State University (Include committee work and specify periods of service)

<u>University-wide</u>

<u>Year</u>

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

<u>School and/or Interdepartmental</u>

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Departmental

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

C. Other professional services (*Give detail information including time periods*)

Professional Memberships

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

International

1 _____

2 _____

3 _____

4 _____

5 _____

National

1 _____

2 _____

3 _____

4 _____

5 _____

Regional and State

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

Local

1 _____

2 _____

3 _____

4 _____

5 _____

Community Service

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

III. PROFESSIONAL GROWTH DURING THE PAST SIX YEARS

A. List the credit and non-credit professional workshops and/or institutes of short duration that you have participated in during the past six years, indicating the **date**, **place**, **nature of the event** and the **certificate** (if possible)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

B. Graduate study during the past six years

(1) Have you received graduate credits and/or additional degrees during the past six years? ☐ **Yes** ☐ **No**

If "**Yes**", please describe and include a copy of an official transcript of this work in your application binder.

_____

_____

_____

_____

C. Special honors and citations in academic area received during the past six years.

_____

_____

_____

IV. ENDORSEMENTS AND RECOMMENDATIONS (List below the names of the persons that have written letters in support your application for promotion and/or)

A. Students that you have taught and not presently in your class

1. _____
2. _____
3. _____

B. Professional colleagues (Two must be tenured members of the faculty and one must be within your department)

1. _____
2. _____
3. _____
4. _____
5. _____

C. Other references

1. _____
2. _____
3. _____
4. _____

I certify that the information given in this Tenure/Promotion Application is true and accurate to the best of my knowledge.

_____
Signature of Applicant

_____

APPENDIX B

ALCORN STATE UNIVERSITY

ALCORN STATE, MISSISSIPPI 39096-7500

Professor Emeritus Application

Definition

The rank of Professor Emeritus is granted to full-time faculty members in recognition of dedicated service at Alcorn State University upon the recommendation of the Promotion, Rank, and Tenure Committee, the Provost and the President. It is an earned rank and entitles emeriti faculty members the commensurate rights, privileges, and responsibilities.

University Policy

The University fully appreciates the past service and significant contributions of retired faculty members, recognizes their potential as continuing valuable resources, and commits to developing a very active relationship with them.

Emeriti faculty are encouraged to make contributions to the University in ways that are significant and of mutual benefit, thus, the University will provide them with academic resources and other amenities, which may include but are not limited to, library privileges, gold card privileges, and email privileges, whenever feasible and legally permissible.

Application

Name: _____

School: _____

Department/unit: _____

Highest Degree held: _____

Area of expertise/research: _____

Current academic rank: _____

Year of retirement: _____

Years of service:

Please fill in the total years of service for each applicable area listed below. If additional information is necessary, please use the comment box provided.

Instruction: _____

Comment:

Program Director: _____

Comment:

Administration: _____*

Comment:

Total Years of Service at Alcorn State University: _____

(minimum 20 years)

*note: It is understood that chairpersons maintain a notable teaching load while serving as chair of a department, but for the sake of clarity please separate years as chair from years of instruction. Please feel free to use the "Comment" box to discuss issues of teaching while serving as chair.

Endorsements and Recommendations

(Attach three letters from three persons* who have written in support of your application for Professor Emeritus)

* Two must be tenured members of the faculty and one must be within your department.

APPENDIX C

TERMINATION FOR CAUSE (DISMISSAL) OF A TENURED FACULTY MEMBER OR A FACULTY MEMBER WHOSE TERM OF APPOINTMENT HAS NOT EXPIRED

I. INITIATION OF PROCEEDINGS:

As provided for in board policy, termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, shall not be recommended to the Board of Trustees by the executive head of the institutions without submitting the recommendation of the appropriate faculty committee. Formal termination proceedings are commenced by furnishing to the faculty member a letter from the president of the university containing a statement of the charges against the faculty member. This letter should contain the following information:

1. A statement of specific charges against the faculty member;

2. Information that the faculty member has a right to a hearing before an impartial faculty committee; and

3. A tentative date for the hearing; at least twenty (20) workdays after the receipt of the statement of charges.

II. RESPONSE:

The faculty member so charged should state in reply whether a hearing is desired and, if so, should answer in writing--not less than one (1) week before the date of the hearing--the charges as stated in the President's letter.

III. SUSPENSION:

Suspension of the faculty member during the proceedings involving the faculty member is justified only if immediate harm to the faculty member or others is threatened by continuance of the faculty member.

IV. HEARING COMMITTEE:

The appropriate faculty committee for receiving of dismissals is appointed by the president of the university. It may consist of the Vice President for Academic Affairs, one member from each academic rank, and the chairman of the department with which the person involved is connected.

V. PROCEDURE:

If the faculty member has not requested a hearing, the committee shall meet and consider the case on the basis of the obtainable information and decide whether the faculty member should be removed. However, a faculty member may resign and avoid a hearing or any inquiry by a hearing committee. When a hearing has been requested, the committee shall proceed by considering the statement of grounds for dismissal already formulated and the faculty member's response written before the time of the hearing. The President shall have the option of attendance during the hearing. The President may designate an appropriate representative to assist in developing the case, but the committee shall determine the order of proof, conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence important to the case.

The committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to: (1) simplify the issue; (2) affect stipulate ions of facts; (3) provide for the exchange of documentary or other information; and (4) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious.

The committee hearing shall be governed by the following rules and regulations:

1. The hearing shall be private.

2. During the proceedings, the faculty member shall be permitted to have an academic advisor or counsel of the faculty member's own choice. The university may also have counsel present.

3. A record of the hearing or hearings shall be made.

4. The Hearing Committee shall grant adjournments to either party to enable it to investigate evidence to which a claim of surprise is made.

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

6. The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear but the committee determines that the interest of justice requires admission of their statement, the committee shall identify the witnesses, disclose their statements, and, if possible, provide for interrogation.

7. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher learning.

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

9. The findings of fact in the decision shall be based solely on the hearing record.

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

11. 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 shall be avoided so far as possible until the proceedings have been completed. The President shall be notified of the decision in writing and shall be given a copy of the record of the hearing.

VI. COMMITTEE DECISION:

After the hearing is concluded, the committee shall meet to reach its conclusion. The committee will report to the President whether or not adequate cause for dismissal has been established by the evidence in the record. If the hearing committee concludes that adequate cause for dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons.

VII. PRESIDENT'S DECISION:

The President shall consider only evidence that was presented during the hearing. If the President rejects the report of the committee, the reason for doing so shall be stated in writing to the committee and the faculty member. The President then refers the entire proceeding to the Board of Trustees for consideration. The decision of the Board of Trustees is final; however, this shall not preclude the faculty member from seeking recourse from appropriate state or federal agencies or courts. A copy of the hearing proceedings shall be available for inspection upon request of the faculty member.

APPENDIX D
GRIEVANCE PROCEDURES

I. FILING A GRIEVANCE:

When a faculty member has been unable to obtain a satisfactory solution to a grievance, formal grievance procedures may be initiated by the faculty member by filing a written grievance with the Vice President for Academic Affairs and requesting that a grievance committee be convened. The written grievance should state in detail facts from which the grievance arose and the results of any preliminary attempts to solve the problem.

When the Vice President for Academic Affairs receives a written grievance and request to convene a grievance committee, the Vice President shall establish a committee from the grievance committee panel under procedures set out below.

II. OUTLINE AND TIMETABLE: Please refer to the Chart No. 1

III. GRIEVANCE PANEL:

Each academic year, the president of the university shall appoint nine (9) faculty members to serve on a standing university grievance panel. The names of those appointed shall be arranged alphabetically to create a panel from which grievance committees may be appointed. Service on grievance committees shall be automatically rotated. Each grievance committee shall be made up of three (3) members of the standing panel. The first grievance committee of any academic year shall be made up of the first three names on the alphabetically listed panel.

The Vice President for Academic Affairs shall notify those three members of the panel who are next in line for service by letter and include a copy of the grievance. Any member of the committee who feels that an impartial decision on a particular matter cannot be rendered by such member because of personal involvement with any of the parties, a particular school or department involved shall so state to the Vice President for Academic Affairs within five (5) days of receipt of the appointment. The Vice President for Academic Affairs will then appoint the next person(s) on the rotating panel as a replacement.

When a committee of three is obtained, the Vice President for Academic Affairs shall so notify the grievant. The grievant shall be allowed to challenge the service by any member of the committee who, in the opinion of the grievant, cannot consider the grievance impartially. Should the grievant elect to exercise this right, the grievant should notify the Vice President for Academic Affairs, and if the Vice President for Academic Affairs concurs, the challenged member shall be excused. The Vice President for Academic

Affairs shall then notify the next name on the list to serve on the committee. This process may continue until a committee of three has been established.

I. GRIEVANCE PROCEDURE STEPS & ACTIONS OF EMPLOYEE TIME LIMIT ACTION OF EMPLOYER TIME LIMIT

1. Employee discusses grievance directly with department chairman, within ten working days of occurrence. Department chairman discusses grievance fully with employee and renders decision and reasons for decision.* Decision rendered within five working days of first meeting.

2. If department chairperson's decision is not acceptable to employee, he/she may request review by the dean through the department chairman. Within five days of notification of department chairman's decision. Department chairman establishes meeting with dean and faculty member. Dean hears grievance and renders a decision and gives reasons for decision.* Meetings scheduled within ten working days of notification of review. Decision rendered at meeting or no later than five working days after meeting.

3. If the dean's decision is not acceptable to employee, he/she may request review by the Vice President for Academic Affairs through the dean. Within five days of notification of dean's decision. Dean establishes meeting with Vice President for Academic Affairs and faculty member. Vice President for Academic Affairs hears grievance and renders decision and reasons for decision.* Meeting scheduled within ten working days of notification of review. Decision rendered at meeting or no later than five working days after meeting.

4. If Vice President for Academic Affairs' decision is not acceptable to employee, he/she may request review in writing on grievance report form to the Faculty Grievance Committee. Within five working days after notification of third decision, the Vice President for Academic Affairs establishes meeting of Faculty Grievance Committee. The committee hears grievance and makes recommendation to President, with copy to faculty members. *President's decision and reasons shall be confirmed to faculty member in writing. Meeting scheduled as soon as feasible after written request. Recommendation handed to the President within five working days after meeting. President's decision handed to faculty member within ten working days after receipt of recommendation.

*Faculty member may be accompanied by co-worker from same school. The faculty member and/or the charged party(ies) may present witnesses or documents before the committee. The committee may request pertinent documents for review.

GRIEVANCES BASED ON AFFIRMATIVE ACTION PROGRAM

A. Character of Proceedings:

The affirmative action program of Alcorn State University provides that persons who feel that they have been the object of discriminatory treatment in violation of the affirmative action program may utilize the grievance procedure. It is the role of the grievance committee to investigate the complaint as presented to the committee by the grievant to obtain all facts in the dispute and to come to a conclusion whether the grievant had good cause to complain. A grievance committee convened pursuant to the affirmative action program must come to a conclusion as to whether the procedures and rules, regulations, and standards of the involved administrative unit have been applied in a discriminatory manner. This may sometimes necessitate an examination of the qualifications of a grievant's department or school, but the committee should refrain from making the grievance procedure a review and assessment of the professional qualifications of the grievant, as it is not within the scope of any grievance committee to make an evaluation of the professional qualifications of the grievant. This is the responsibility of the appropriate peer group, administrator and consultants within the concerned department and school.

B. Rights and Responsibilities of the Grievant:

1. The grievant shall state the grievance listing the specific items on which the allegations of discrimination are based and naming those charged with discrimination.

2. The grievant may be advised by counsel, but must represent himself/herself in presenting his/her own case before the committee.

3. The grievant shall be allowed to present any available witnesses or documents. The grievant may request that the committee call witnesses or produce documents that are unavailable to the grievant. However, it should be noted that the committee does not have subpoena authority or power to compel witnesses to appear at any grievance hearing.

4. The grievant may be present and hear any witnesses the committee wishes to call, to question those witnesses and to inspect and rebut other statements considered.

C. Rights and Responsibilities of the Charged Party:

1. Persons charged with discrimination by the grievant shall be allowed to present any available witnesses or documents.

2. Charged parties may be present and hear and question all witnesses and to inspect and rebut other statements considered.

3. Charged parties may be advised by counsel.

D. Rights and Responsibilities of the Grievance Committee:

1. The Grievance Committee shall limit its investigation to the issue of discrimination and has the right to exclude any portion of the grievance which, in their opinion, is not a proper subject for an affirmation action grievance. The Grievance Committee may request that the grievant resubmit the grievance with more specificity if, in the opinion of the committee, the nature of the grievance is not clearly defined.

2. The committee may hold preliminary meetings with the grievant and other parties to schedule the hearing and appearance of witnesses, provide for exchange of documents, and to achieve other appropriate objectives to make the grievance procedure fair, effective and expeditious.

3. The committee may question the grievant and any witnesses the grievant wishes to present.

4. The committee may call any other witness necessary to the collection of all relevant facts. The committee shall have access to and may consider any university records which are pertinent to the proceeding.

5. The committee must give at least fifteen (15) days' notice to the grievant of the time and the date at which the hearing is to begin and the location of the hearing. The chairperson of the committee shall work with the grievant in establishing times for appearances of witnesses to be presented by the grievant. The fifteen (15) day notice period may be shortened upon request of the grievant and the availability of the committee.

6. A record of the proceedings shall be kept.

7. The formal rules of evidence shall not be applicable.

8. The committee shall be guided in its decision only by the evidence presented at the hearing.

9. A grievance hearing shall be confidential and only those concerned shall be included in the grievance hearing.

E. The Committee Report:

When the hearing is concluded, the committee shall summarize the evidence that was heard and the conclusions of the committee reached. Copies of the report shall be sent to the grievant and to the Vice President for Academic Affairs, who convened the committee. The Vice President for Academic Affairs shall seek to resolve the grievance and, in so doing, shall give considerable weight to the report of the Grievance Committee.

F. Final Action:

If the grievance has not been resolved within thirty (30) days after the Vice President for Academic Affairs has received the report, the grievant may appeal to the president of the university. The Vice President for Academic Affairs shall then forward to the President the committee report along with his recommendation. The President shall act within thirty (30) days after receiving the report and, in so doing, shall give considerable weight to the report of the committee. Should the President's action be inconsistent with the report of the Grievance Committee, the President shall state his reasons to the committee and the grievant.

V. ALL GRIEVANCES OTHER THAN AFFIRMATIVE ACTION:

A. Character of the Proceeding:

The grievance procedure is not an administrative hearing such as that afforded to persons who have been dismissed; therefore, the grievance procedure does not include all of those due process rights required in administrative hearings very much like court proceedings. It is the role of the Grievance Committee to investigate the complaint as presented to the committee by the grievant, to obtain all the facts in the dispute, and to come to a conclusion as to whether the grievant had good cause to complain. In grievances concerning the terms of faculty appointment, promotion, non-reappointment or the award of tenure, the role of the Grievance Committee is to determine whether the grievant has had all of the benefits of the procedures afforded by the grievant's contract and the university rules and regulations, and whether the decision which forms the basis for the grievance was the result of adequate consideration in terms of the relevant standards of the university. It is not within the scope of any grievance committee to make judgments on the professional qualifications of the grievant. That is the responsibility of the appropriate peer group, administrator and consultants within the concerned department and school.

B. Rights and Responsibilities of the Grievant:

1. The grievant shall state his/her grievance with specificity.

2. It is the responsibility of the grievant to present all the facts and to prove the merits of the grievance. To this end, the grievant shall be allowed to present any witnesses or documents on the grievant's own behalf.

3. The grievant shall not be represented by counsel.

4. Formal rules of evidence shall not be applicable.

C. The Responsibilities of the Grievance Committee:

1. The committee shall give fifteen (15) days notice of the time and date at which the hearing is to begin and the location of the hearing. The chairperson of the committee shall work with the grievant in establishing times for the appearance of witnesses to be presented by the grievant.

2. The committee may hold one or more preliminary meetings with the grievant and other parties to schedule the hearing and appearance of witnesses, provide for exchange of documents, and to achieve other appropriate objectives to make the grievance procedure fair, effective and expeditious.

3. The committee may question the grievant and any witnesses the grievant wishes to present.

4. The grievance committee may call such witnesses and examine such documents as it considers necessary.

5. A record of the proceedings should be kept.

6. A grievance hearing shall be confidential and only those concerned should be included in the grievance hearing.

7. The committee shall be guided in its decision only by the evidence presented at the hearing.

D. The Committee Report:

When the hearing is concluded, the committee shall summarize the evidence that was heard and the conclusions of the committee reached. Copies of the report shall be sent to the grievant and to the Vice President for Academic Affairs, who convened the committee. The Vice President for Academic Affairs shall seek to resolve the grievance and, in so doing, shall give considerable weight to the report of the Grievance Committee.

E. Final Action:

If the grievance has not been resolved within thirty (30) days after the Vice President for Academic Affairs has received the report, the grievant may appeal to the president of the university. The Vice President for Academic Affairs shall then forward to the President the committee report along with his recommendation. The President shall act

within thirty (30) days after receiving the report and, in so doing, shall give considerable weight to the report of the committee. Should the President's action be inconsistent with the report of the
Grievance Committee, the President shall state his reasons to the committee and
the grievant.

APPENDIX E

TERMINATION OF A FACULTY MEMBER DUE TO A BONA FIDE FINANCIAL EXIGENCY

I. TERMINATION:

Termination of a tenured or non-tenured faculty member due to a bona fide financial exigency is commenced by furnishing to the faculty member one year in advance of the expected termination date, a letter from the president of the university containing a statement that the appointment will be terminated due to a bona fide financial exigency. The letter should contain the following information:

1. A statement of specific reasons for termination, providing names of those persons upon whose judgment and advice the decision to terminate has been made and/or documents on which the university has relied in making the termination decision.

2. Information that the faculty member has a right to a hearing before an impartial committee and that such right may be exercised by notifying the President within fifteen (15) days of the receipt of notice of termination that a hearing is desired.

II. THE HEARING COMMITTEE:

If a faculty member requires a hearing, a hearing shall be conducted by a committee appointed from the faculty assembly. This committee shall consist of three (3) faculty members and shall select its own chairperson.

III. PROCEDURE:

The committee chairperson shall notify the faculty member by mail of the date, place and time of hearing to be set no later than thirty (30) days after the receipt of the request for hearing. The notification shall also contain the names of the hearing committee members.

The committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to:

(1) simplify the issues;

(2) effect stipulations of facts;

(3) provide for the exchange of documentary or other information; and (4) achieve such other appropriate pre-hearing objective as will make the hearing fair, effective and expeditious.

The committee shall be governed by the following rules and regulations:

1. The hearing shall be private.

2. During the proceedings, the faculty member shall be permitted to have an advisor or counsel of the faculty member's own choice.

3. The university shall be represented by a counsel.

4. A verbatim record of the hearing or hearings shall be taken and a typewritten copy shall be made available to the faculty member, without cost, at the faculty member's request.

5. The Hearing Committee shall grant adjournments to either party to enable them to investigate evidence to which a claim of surprise is made.

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

7. The faculty and the administration shall have the right to hear and cross-examine all witnesses.

8. The Hearing Committee shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issue involved.

9. Findings of fact, if the decision shall be based solely on the hearing record.

10. Bona fide financial exigency shall be determined by the institution in collaboration with the Board of Trustees of State Institutions of Higher Learning.

IV. COMMITTEE DECISIONS:

After hearing is concluded, the committee shall meet to reach its conclusion. The committee shall report to the President whether or not a bona fide and demonstrable financial exigency has been established by the evidence in the record.

V. THE PRESIDENT'S DECISION:

The President shall consider only evidence that was presented during the hearing. If the President rejects the report of the committee, the reasons for so doing shall be stated, in writing, to the committee and the faculty member. The President shall submit his decision to the Board of Trustees for final action. However, this shall not preclude the faculty member from seeking recourse from appropriate state or federal agencies or courts.

APPENDIX F

PATENT POLICY

In view of the increase in and diversification of the university's research efforts, periodic changes in the patent policy, as stated below, will be necessary to comply with obligations undertaken with federal agencies. Current information may be obtained from the patent administrator of the university. In view of the far-reaching research in the various schools of the university, it is inevitable that new discoveries and inventions will be made. The university
recognizes that the protection and control provided under the patent laws may have to be invoked to obtain the greatest public benefit and usefulness from the products of scientific research. It is recognized that employees of the university need assistance in determining and evaluating patentability and in prosecuting patent application of inventions made by them. Many such inventions involve equities beyond those of the inventor, since the use of university facilities, the assignment of duties as a condition of employment, and the use of research
funds with contractual obligations regarding patent rights give rise to complicated questions concerning rights and equities of all parties concerned.

1. The president of the university shall appoint a university patent committee, composed of members representative of the entire university, to administer the policies of the committee. This committee and the patent administrator shall serve at the pleasure of, and their actions shall be subject to the approval and right of review of, the president of the university.

2. Subject to the approval of the president of the university, the Patent Committee shall have power to adopt such rules and procedures as are deemed appropriate; to determine the interest of the university in all reported inventions; to cause all reported inventions to be investigated in order to evaluate the interest of the university in said invention (with due consideration given to the achievement of the inventor and the financial returns to the inventor and the university); to authorize the patent administrator to execute a release when the Patent Committee decides that the university has no interest in the invention or decides that the university does not desire to pursue the patenting or development of the patent; and to authorize applications for patents on reported inventions, and to retain patent counsel in association for matters pertaining to patent applications, and to make recommendations to the president of the university with regard to the prosecution and protection thereof and any litigation that may arise therefrom. The Patent Committee shall also have power to do all things appropriate for the investigation of patent rights and for the exploitation of patent rights by direct

exercise, exclusive or nonexclusive licensing, and make recommendations to the president of the university with regard to partial or total assignment or sale thereof. All questions concerning the methods by which the patent shall be commercially exploited shall be decided by the Patent Committee.

3. All faculty members and university employees, both while employed by the university and thereafter, shall report to the Patent Committee any invention or discovery which they have conceived or developed or which has been conceived or developed under their direction during their university employment.

4. Any such invention or discovery (a) which is the result of research carried on by or under the direction of any employee of the university and/or having costs thereof paid from university funds under the control or administered by the university; or (b) which is made by an employee for the university which relates to the inventor's field of work at the university; or (c) which has been developed in whole or in part by the utilization of university resources or facilities belonging to the university, shall be assigned to the university or a university-designated, nonprofit organization established for its benefit. In other situations, the Patent Committee should determine that the university has no interest in the invention or discovery. Releases shall be executed by the patent administrator when the Patent Committee decides that the university has no interest in the patent or does not desire to pursue the patenting of the invention.

5. The Patent Committee shall cause each invention or discovery to be investigated in order to determine the interest of the university, and, if the Patent Committee determines that the university has an interest in the invention, the committee shall consider the benefits that might accrue to both the university and inventor. The Patent Committee and the patent administrator are responsible for the prompt action for the purpose of protecting the property rights of the inventor and the university.

6. As further consideration for the assignment rights set forth herein, the university agrees to pay annually to the inventor, and heirs and assigns of the inventor, 50 percent (50%) of the royalties, fees or other financial returns received by the university from such inventions after a deduction of 15 percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of patent rights. Recoupment of any unusual expenses paid by the university for the inventor may be allowed by the Patent Committee on patents assigned to the university or to a university-designated, nonprofit organization established for its benefit.

7. The above policy shall not preclude the properly designated university officials from approving the executing research proposals, contracts, grants, and consulting agreements from or with the United States government or its agencies, from or with corporations, or from or with individuals wherein the university's patent interest and the patent interest of the research, with approval of the researcher, are at variance with the above paragraphs; and the terms of said contracts, grants and agreements to the Patent Committee for recommendations prior to approval. To the extent of the provisions of these proposals, contracts, grants and agreements permit, the university shall administer such patents to provide exclusive licensing or on a royalty-free or on a reasonable royalty basis. Exclusive licensing may be utilized for limited periods when further development is needed or investment of risk capital is not readily available or there is another inventive for the development of the invention.

8. This statement of policy shall not apply to copyrights, except as they may pertain to inventions covered by this policy.

APPENDIX G

POLICY ON COPYRIGHT LAWS AND REGULATIONS

It is the policy of Alcorn State University that all faculty, staff and students must comply with all applicable federal and state laws and regulations on copyright. Copyright violation is a crime which is punishable. The university will not be liable for any infraction of copyright laws or regulations by any university employee or student.

APPENDIX H

ALCORN STATE UNIVERSITY
CENTER FOR INFORMATION TECHNOLOGY SERVICES
COMPUTER ACCOUNT REQUEST FORM FOR
INTERNET USE

Before this form will be processed, you must have a signed C.I.T.S. Appropriate Use Policy on file.

Today's Date_____ ASU ID_____

Mr. Mrs. Ms. Dr.

Last name First name Middle name (Circle one)

Institution Department (major) Title Advisor (if student)

Phone number Fax number

University Classification (check one)	
Undergraduate	
Graduate	
Faculty	
Staff	
Other	
Non-University	

Please submit a fully completed form to:

Room 101
Center for Information Technology Services
Walter Washington Administration/Classroom Building
Please allow 3 days to create the account(s).

Official Use (Do not write below)
Status: Approved_____ Pending_____ Not Approved_____
Account ID:_____ Password_____
E-mail Address:_____

APPENDIX I

ALCORN STATE UNIVERSITY

FACULTY SENATE CONSTITUTION AND BY LAWS

PREAMBLE

Realizing that a faculty forms the creative and energizing force of institutions of higher learning, recognizing that this faculty has a responsibility to participate actively in the decision making process affecting all institutional components, believing that security, a sense of freedom, and respect for individual dignity and worth are requisites to all human activities, and endeavoring to promote growth and progress befitting excellence in higher education, the Alcorn State University Faculty Assembly and Faculty Senate are hereby established.

Article I

The Faculty Assembly

Section 1: Membership

A. The Faculty Assembly shall consist of all professional education appointees of the university who hold faculty status.

B. Membership on the Faculty shall not lapse because of leave of absence or attainment of emeritus status. Those members of the Faculty Assembly who are in fulltime employment at the university shall be eligible to vote as members for the Faculty Assembly.

C. Temporary appointees for summer sessions, extension work, exchange members of the teaching staff, and persons teaching on a semester contract shall not be voting members of the Faculty Assembly.

D. When the necessity for voting arises during a summer session or in a period between regular sessions, those members of the faculty qualified to vote in regular sessions and on campus without terminal duties at the university, shell be eligible to vote.

E. The appropriate Deans and Division Heads of the university shall be responsible for compiling and supplying the Chairman of the Faculty Senate with a current list of the general faculty before the first meeting of the general faculty each academic year. They shall be responsible for informing that officer, at least once each semester, of additions and deletions necessary to keep the list current.

F. The Faculty Senate or its designate group will define membership in the Faculty Assembly.

Section 2: Powers

Subject to the laws of the State of Mississippi and the regulations of the Board of Trustees of Institutions of Higher Learning in Mississippi, the Faculty Assembly, or a body to which it delegates its power, shall be the solo body composed of faculty members, as defined in these provisions, at the university with power to perform the duties enumerated in Article I, Section 3.

Section 3: Functions

A. It shall be the function of the Faculty Assembly to formulate, adopt, and recommend to the proper administrative officer regarding academic, personnel, and professional polices (including fiscal policies related thereto), for which the university itself has responsibility.

B.1. It shall be the function of the Faculty Assembly and administrative officers to consult together at the request of the other.

B.2. It shall be the function of the Faculty Assembly and administrative officers to initiate and review policies concerning the university's relations with outside agencies and foster cooperative and mutually beneficial relations with neighboring community.

Article II

Organization of the Faculty Assembly

Section I: Officers

A. The officers of the Faculty Assembly shall be a Chairman, a Vice-Chairman, a Secretary and a Parliamentarian.

B. Officers shall be elected by secret ballot from among those presented as candidates for each office by a nominating committee. Nominations may be made from the floor. The

candidate with the highest number of votes will be declared elected. In the case of a tie vote, the procedure o f the bylaws shall be followed.

C. Officers may be elected for a second, but not a third, successive team.

D. No officer may be an officer of both the Faculty Assembly and the Faculty Senate.

Section: Meetings

A. Regular meeting
There shall be two regular meeting each year, one in the fall semester and one in the spring semester.

B. Meetings shall be conducted with Robert's Rules of Order, revised edition, as guide

C. Special meetings

1. May be called by the President of the University at any time.

2. May be called by the Chairman of the Faculty Assembly on his or her own initiative or at the request of the percent of the Faculty Senate, or by petition signed by at least ten percent of the voting members of the Faculty Assembly.

3. May be called after giving reasonable prior notice to the faculty and administration.

D. Elections for the Faculty Assembly officers and at-large Senate members shall take place at the spring meeting to be held during the month of April.

E. The Chairman of the Faculty Assembly, or in emergencies, his or her designee, shall preside at all meetings of the Faculty Assembly, except those mentioned in Section 2. C. 1.

Section 3: Quorum

Fifty percent (50%) plus one of the voting members of the Faculty Assembly shall constitute a quorum.

Section 4: Voting rules

Voting at all meetings of the Faculty Assembly shall be:

A. Normally by voice vote;

B. By division vote (show of hands, standing), if one voting member so requests;

C. By secret vote (written ballot), if ten percent of the voting members present so request.

Section 5: Delegation of Authority

The Faculty Assembly delegates its power to the Faculty Senate, except where specifically reserved. Delegated powers exercised by the Senate shall, ordinarily, prevail. Decisions of the Senate may be reviewed by the Faculty Assembly for possible reconsideration. Such review would occur at a meeting called in accordance with Section 2.C.1.

Article III

The Faculty Senate

Section I. Purpose

A preeminent purpose and objective of the Faculty Senate shall be to participate with the Administration in a partnership, based on mutual respect, for shared responsibility for the University toward the ends of teaching and scholarly excellence, enhanced productivity, and greater responsiveness to the needs of Alcorn State University in achieving its unique contemporary mission.

Section I. Membership

The Alcorn State University Faculty Senate shall be a deliberative body composed of representatives from those areas of the university directly related to the academic life of the institution, including department chairpersons or directors if they have been appointed with the advice and consent of the faculty of their department or division.

I.A. Members of the Senate shall include:

I.A.1. Faculty Senators elected on a proportionate basis by secret ballot from and by full time faculty members of the academic departments of the university, and from the professional library staff as follows: one for the first ten members, and one for each additional ten members, or any fraction thereof. These members must be full-time faculty with a minimum of one year of service to the institution.

I.A.2. Three faculty members at-large, elected by the University Faculty in an election conducted by the Faculty Senate.

I.A.3. Ex officio members shall include

I.A.3.a. The outgoing Chairman, ex-officio, for one year following the end of the term of office providing that s/he remains a member of the faculty.

I.A.3.b. The following general administrative officers of the University, whether they hold regular faculty appointments or not, shall be non-voting members, ex-officio, of the Senate for the purpose of exchanging information with the faculty senators and participating in discussions with faculty senators concerning Senate business:

President
Vice Presidents
Deans of the Schools and of the College for Excellence
Dean of the University Libraries

I.B. Membership on the Senate will be for three academic years, as determined according to the university calendar.

I.B.1. Following the initial election of Senate members, the Faculty Assembly will determine by vote the one-year, two-year, and three-years members in order to initiate the staggered terms.

I.B.2 Elected faculty members of the Senate may succeed themselves for one three-year only, and may be elected to a new term three years after the expiration of the second term served.

I.C. Vacancies for a whole term or part of a term of elective Senate posts will be filled by regularly adopted election procedures.

Section II. Functions

II A.

1. The Faculty Senate shall make recommendations to the President of the University on matters pertaining to the welfare of the University.

2. The Faculty Senate shall consider all matters brought before it by the President of the University, the Administration, the General Faculty, or individuals of the General Faculty, and make recommendations concerning them when appropriate.

3. The Faculty Senate shall keep the General Faculty fully informed of recommendations.

4. The Faculty Senate shall be represented by its Chair or designee on various University councils and in the University Senate Presidents Association.

II.B. In order to perform its duties, the Faculty Senate shall create committees as provided in Article IV. Section B. The Senate may request reports from any committee when the Senate deems such reports appropriate, but at least at the last Senate meeting of the Spring semester. The Senate shall make minutes of all Senate committees accessible to the faculty by placing them in the university library, except for the confidential reports to the President from the Promotions, Rank, Tenure and Leave; Faculty Affairs,; Judicial, and Grievance Committees.

II.C. The Senate may adopt such by laws as are necessary to carry out its purposes and functions. By-laws may be adopted if a majority of the members vote for them in two successive meetings. By-laws may be repealed by the adoption of a by-law to that effect.

II.D. The Senate shall make provision in its by-laws for its operation during interim Periods not specified in Section 5.B.1.b.

Section III: Faculty Senate Procedures

III.A. Meetings

Regular meetings shall be held on the fourth Tuesday of each month during the academic year. Special meetings shall be held on the call of the Chairman, or twenty-five percent of the Senate, or ten percent of the total faculty. The Chairman shall be the presiding officer of the Faculty Senate. In the absence of the Chairman, the Vice-Chairman of the Faculty Senate shall preside.

III.B. Meetings shall be conducted according to Robert's Rules of Order.

III.C. Quorum

The quorum shall be fifty percent of the members plus one.

III.D. Voting Rules

Voting at all meetings of the Faculty Senate shall be:

1. Normally by voice vote.

2. By division vote (show of hands or standing), if one member so requests;

3. By secret vote (written ballot), if ten percent of the members present so request;

4. By roll call vote (recorded by name), if a majority of the members present so request.

5. By electronic or printed mail ballot when necessary for ratification of governing documents by a majority of the faculty eligible for Senate Membership.

III.E. Procedures: Studies and Recommendations

- Each proposal for a study or recommendation by the Faculty Senate must be presented to the Senate Chairman in writing with the proposer's name appearing thereon. Each new proposed study or recommendation shall be provided in writing or read by the Chairman to the Senate prior to voting to accept the study or recommendation.

- After introduction, the question shall be on sending the proposed study or recommendation to committee for further processing.

- Upon the Senate's approval, each proposed study or recommendation shall be assigned to the appropriate committee by the Chairman, and a report from that committee is expected in a timely manner at a subsequent meeting of the Senate.

- Questions of fact may be asked of the committee following its report.

- Following the questions of fact, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the Senate Amendments may be offered from the floor.

- One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the members of the Senate with a written copy of its report at least three full days before the meeting at which the report is given.

- A proposed recommendation shall be adopted by the Senate when it receives the majority vote of q quorum. Each recommendation shall carry with it a notation of the number of members voting "aye," "nay", and abstaining.

- A recommendation of no action, or the failure of a committee to make a report or recommendation, shall not preclude the right of the Senate to take further action on a proposed recommendation or a variation of it.

- Motions and resolutions pertaining to internal matters of the Senate, which are not otherwise provided for by these bylaws can be initiated and passed upon in a single meeting. A majority vote of those Senate members present and voting "aye" or "nay" is required for adoption of such motions and resolutions.

III.E. Non-members' presence at meetings

Senate meeting shall be open. However, the Senate does reserve the right to call for an Executive Session at any time, if a majority of the membership so request.

III F. Distribution of Minutes

Two copies of the minutes of each meeting shall be distributed to each departmental office and in the Office of the President of the university. Four copies will be deposited in the university library. (See Duties of Secretary of Faculty Senate, Article II. Section IV.A.4.c.)

Section IV: The Organization of the Senate
IV.A. **Officers of the Senate**

IV.A.1.The officers of the Senate shall include a Chairman, a Vice-Chairman, A Secretary and a Parliamentarian. Terms of office shall be one year, beginning August and ending July. Elections shall be held at the final regular Faculty Senate meeting of the academic year and officers shall take office at the first Senate meeting of the subsequent academic year. Nominations shall come from the floor, and election shall be by secret majority vote. Ballots will be counted by a special committee consisting of members not running for office, elected by the Senate membership. No officer shall be eligible for immediate re-election after having served three (3) consecutive terms.

IV.A.2. Senators who have served for at least one (1) academic year shall be eligible for nomination for the position of Senate Chairman.

IV.A.3. No two executive officers shall come from the same department.

IV.A.4. Duties of Officers

IV.A.4.a. The Chairman of the Faculty Senate shall perform the following duties:(1) act as spokesperson for the Senate; (2) preside over all meetings of the Senate; (3) call special meeting when necessary or at the request of the majority of Senators or any one of the faculty; (4) call the annual meeting of the Faculty Assembly; and (5) act as liaison between Faculty Senate and Administration.

IV.A.4.b. The Vice-Chairman shall perform all the duties of the Senate Chairman should the Chairman be absent or become incapacitated.

IV.A.4.c. The Secretary shall perform the following duties: (1) act as archivist for The permanent records of the Senate; (2) keep accurate minutes of all regular and special meetings of the Senate; conduct all correspondence for the Senate; send agenda and notices of meetings to Senators; and (3) distribute copies of Senate minutes to Senators and make these minutes available for faculty inspection as provided in Article II, Section III.F.

IV.A.4.d The Parliamentarian shall maintain order and make sure that meetings Are conducted according to Robert's Rule of Order.

IV.B. Committees

The function of all committees is the shaping and presentation of studies and recommendations to the Faculty Senate for consultation and consideration for enactment. All Faculty Senate committees shall be chaired by a member of the Faculty Senate, appointed by the Chairman of the Senate. Designated committees shall be staffed by Faculty Senators only; members of the Faculty Assembly who are not Faculty Senators may be appointed members but not chairs of the other standing committees. The President of the University is an ex-officio member of all committees. Committee meetings shall be open, but may go into Executive Session.

IV.B.1. An Executive Committee consisting of the Senate officers and one Senate member-at-large. The outgoing chair shall serve as an additional, ex-officio member on this committee for one year after the completion of the term as chair. The Chairman of the Faculty Senate shall serve on the analogous administrative committee.

IV.B.2. The following standing committees shall be composed of members of the Faculty Assembly and chaired by a Faculty Senator:

Accountability

Faculty Affairs

Grievance

Judicial

Promotion, Rank, Tenure and Leave

University Resources

IV.B.2.A. Accountability

Purpose and Purview. The purpose of the Accountability Committee is to advise the Chairman and the Faculty Senate on matters pertaining to student, and peer and administrator evaluation and to make recommendations regarding procedures on evaluation and accountability. Included in this purpose is 1) the responsibility for evaluating the effectiveness of the Constitution and Bylaws of the Faculty Assembly and Faculty Senate and making recommendations for revision as indicated and 2) making recommendations to the Faculty Senate regarding accountability procedures for the Senate.

Membership. In addition to a chair appointed from the Faculty Senate, membership shall consist of two Faculty Senators and two members of the Faculty Assembly who are not Faculty Senators.

Procedures. The Committee shall develop procedures necessary to achieve its purpose, within the context due process, parliamentary procedure and faculty participation in shared governance. The committee may create internal subcommittees to address the various responsibilities under its purview.

IV.B.2.b. FACULTY AFFAIRS

Purpose and Purview. The purpose of the Faculty Affairs Committee is to systematically address issues relevant to faculty that are not addresses in other standing committees of the Faculty Senate, issues pertinent to curriculum, to professional standard and ethics, to faculty welfare, faculty development, and to relationships between faculty and students, administrators, staff and other entities within the university.

Membership. In addition to the Chair to be appointed by the Chairman of the Faculty Senate, standing membership of the Faculty Affairs Committee shall consist of four members of the Faculty Assembly eligible for election to the Faculty Senate, appointed by the President of the Faculty Senate.

Procedures. The Faculty Affairs Committee shall meet at least once a semester. The committee shall develop procedures necessary to achieve its purpose, within the context of due process and faculty participation in shared governance.

IV.B.2.c. GRIEVANCE COMMITTEE

Purpose and Purview. A Grievance Committee shall meet on the petition of a faculty member on any matter other than dismissal and after the petitioner has exhausted all other available remedies.

Membership. The Grievance Committee shall be chaired by a Faculty Senator, and shall consist of two additional members of the tenured faculty. When the committee is called into action, an additional two members of the Faculty Assembly shall be appointed by the chief academic officer.

Procedure. All procedures of the Grievance Committee shall conform to the requirements of due process. Meetings shall be closed to all except the complainant and the defendant. The Committee shall have the right to call witnesses, review exhibits, and engage in fact-finding as deemed appropriate and necessary to assure a fair judicial process. The Committee shall report its recommendations to the chief academic officer. The Committee shall file an annual report with the Chairman of the Faculty Senate, observing requirements of confidentiality in its report.

IV.B.2.d. JUDICIAL COMMITTEE

Purpose and Purview. A Judicial Committee shall hold hearings on charges in dismissal proceedings and on charges of misconduct concerning individual faculty members.

Membership. The five-person membership of the Judicial Committee shall consist of two members of the Faculty Assembly, appointed by the Chairman of the Senate; when the Committee is called into action, an additional two members of the Faculty Assembly shall be appointed by the chief academic officer; the Committee shall be chaired by a Faculty Senator appointed by the Chairman of the Senate in consultation with the chief academic officer. All members of the Judicial Committee shall be tenured faculty. No faculty member from the department concerned shall be appointed to the Judicial Committee. Term for the three Senate appointees is three years; members appointed by the Chief Academic Officer will serve for duration of the specific hearing for which they were appointed.

Procedures. All procedures of the Judicial Committee shall conform to the requirements of due process. Meeting shall be closed to all except the complainant and the defendant. The Committee shall have the right to call witnesses, review exhibits, and engage in fact-finding as deemed appropriate and necessary to assure a fair judicial process.

IV.B.2.e. PROMOTION, RANK, TENURE AND LEAVE

Purpose and Purview. The major purpose of the Promotion, Rank, Tenure and Leave (PRTL) Committee of the Faculty Senate is to conduct a systematic review of applications for promotion, rank, tenure and leave as directed by the Vice President for Academic Affairs. Additional purposes of the Committee include review and recommendation for revisions in policies and procedures

regarding the Committee, and to participate in the dissemination of information relevant to promotion, rank, tenure and leave to the Faculty.

Membership. The Chair of the PRTL Committee shall be a Faculty Senator who is a tenured member of the Faculty holding the rank of Associate Professor or Professor, appointed to the committee chair by the Chairman of the Senate. Membership on the committee shall consist of one elected representative from each of the five academic schools and the Library. Persons eligible for election to the PRTL Committee shall hold the rank of Associate Professor or Professor and shall be eligible for election to Faculty Senate. If no elected representative is a member of the Faculty Senate, the Chairman of the Senate shall appoint a committee chair from the membership of the Senate, who will serve in a non-voting, administrative capacity.

Procedures. The procedures guiding the functioning of the PRTL Committee shall he published in detail in the University Faculty Handbook, and shall be systematically reviewed every three years.

IV.B.2.f. UNIVERSITY RESOURCES

Purpose and Purview. The purpose of the University Resources Committee is to study the allocation of resources within the University; and to acquaint the Faculty Senate with such allocations; make yearly recommendations to be considered by the Faculty Senate for forwarding to the University administration concerning faculty salaries, increments for promotion, provision of funded sabbaticals and related matters.

Membership. The University Resources Committee shall be chaired by a Faculty Senator appointed by the Chairman of the Faculty Senate, and shall further consist of two additional members appointed from those eligible for election to the Faculty Senate.

Procedures. The Committee shall develop procedures necessary to achieve its purpose, within the context of due process and faculty participation in shared governance.

IV.C. Ad hoc Committees

Ad hoc Committees may be appointed by the Executive Committee of the Senate upon either faculty or administrative request.

ARTICLE IV

Adoption

These provisions will become effective upon ratification by a simple majority of all persons eligible to serve on the Faculty Senate and present at the ratification meetings. The quorum shall consist of fifty percent of the persons eligible to serve on the Faculty Senate.

ARTICLE V

Amendments

Amendments to these provisions shall be approved by a two-third majority vote in the Senate, at a regular or special meeting, provided the proposed amendment has been submitted in writing to each member of each component entitled to vote in the Senate at least twenty days prior to the date of the vote on the approval of the proposed amendment. After Senate approval, such amendments shall be submitted in writing to the faculty, and unless disapproved by written (electronic or printed) mail ballot of one-third of the quorum of the Faculty Assembly within thirty days, is submitted to the President of the University.

ARTICLE VI

Support

The University shall consider in its budget an appropriation of funds and appointment of facilities sufficient to allow the Faculty Senate to perform its functions