

# UNIVERSITY of the CUMBERLANDS



## **POLICIES AND PROCEDURES ADDENDUM FOR FACULTY 2015**

## **Employee Grievances**

If any employee feels unfairly treated in any way other than because of prohibited discrimination, including the terms and conditions of employment, salary, rank, course load, course assignments, non-renewal of appointment on the faculty, denial of tenure, termination of employment, disciplinary actions short of termination, or in any other matter, the employee shall submit a written statement of grievance and any supporting evidence to the chair of the department or administrative head within 30 days of the occurrence. The department chair or administrative head will respond to the complaint within 30 days of receipt of the written grievance. If the employee remains dissatisfied after discussions, then the department chair or administrative head shall immediately submit the grievance and any materials developed, the employee's supporting evidence, and any recommendations to the President. If for any reason an employee prefers to initiate the grievance with the Vice President for Business Services, the employee may do so. The President shall review the grievance and make a final decision within 30 days of receipt of the grievance. If the grievance concerns the termination of employment of a tenured member of the faculty, the faculty member may appeal the decision of the President to the Chair of the Board of Trustees within 30 days of the decision. The appeal will be considered at the next meeting of the Board. If the grievance concerns an act or omission of the President, the employee shall submit the grievance statement and any evidence to the Chair of the Board of Trustees.

## **Nondiscrimination Policy**

The University does not illegally discriminate in its programs and activities on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law. As a non-profit Christian institute of higher learning, the University exercises its rights under state and federal law to use religion as a factor in making employment decisions. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, see the grievance procedures published below or contact the appropriate person:

The following person has been designated to handle inquiries or complaints regarding the disability nondiscrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

*Mr. Nate Clouse*  
*Student Success Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-3561, [nate.clouse@ucumberland.edu](mailto:nate.clouse@ucumberland.edu)*

The following person has been designated as the University's Title IX Coordinator to handle inquiries or complaints regarding the sex nondiscrimination policy and compliance with Title IX of the Education Amendments of 1972:

*Ms. Pearl Baker*  
*Human Resources Director and Title IX Coordinator*  
*Gatliff Administration Office 116*  
*(606) 539-4211, [pearl.baker@ucumberlands.edu](mailto:pearl.baker@ucumberlands.edu)*

*Dr. Emily Coleman*  
*Vice President for Student Services and Deputy Title IX Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-4171, [emily.coleman@ucumberlands.edu](mailto:emily.coleman@ucumberlands.edu)*

The following person has been designated to handle inquiries or complaints regarding all other portions of the nondiscrimination policy:

*Mr. Steve Morris*  
*Vice President for Business Services*  
*Gatliff Administration Office 001*  
*(606) 539-4597, [steve.morris@ucumberlands.edu](mailto:steve.morris@ucumberlands.edu)*

#### **Accommodation of Disabilities**

In compliance with section 504 of the Rehabilitation Act and the Americans with Disabilities Act, University of the Cumberland will provide reasonable accommodation of all documented disabilities. Please see Appendix D of *Policies and Procedures for All Employees* for the accommodation of disabilities policy for employees.

**POLICIES AND PROCEDURES  
ADDENDUM FOR FACULTY**

**STATEMENT OF ORGANIZATION OF THE FACULTY**

**Preamble**

The Statement of Organization of the Faculty of University of the Cumberland is drawn by the authority of the Board of Trustees and the President of University of the Cumberland, and all actions of the faculty are subject to review and approval by the President and the Board of Trustees of University of the Cumberland.

As authorized, therefore, by the Board of Trustees and the President, the faculty of University of the Cumberland shall be responsible for recommending academic policy, programs of study and requirements for degrees, conducting academic instruction, and providing advising and guidance services. It shall be qualified to receive information and recommendations regarding all academic affairs and academic relationships of University.

**Article I – Name**

The name of the organization shall be the Faculty of University of the Cumberland.

**Article II - Membership**

Section 1. Membership in the faculty shall consist of those persons who hold the rank of instructor, assistant professor, associate professor, professor, part-time professor, professor, emeriti faculty, affiliate librarian, assistant librarian, associate librarian, and librarian.

Section 2. Voting privileges shall be extended to those members holding the rank of instructor, assistant professor, associate professor, professor, affiliate librarian, assistant librarian, associate librarian, and librarian.

**Article III – Officers**

Section 1. The President "shall have power to convene the faculty on special occasions and he shall appoint all standing and special committees of the faculty. He shall present to the faculty such matters as he deems appropriate for their consideration and action," in accordance with Article III, section 6, paragraph 5, By-Laws University of the Cumberland Board of Trustees.

Section 2. Members of the faculty may be appointed annually by the President to serve as ex-officio member of all standing and special faculty committees; to assist in the planning of faculty programs, workshops, and meetings; to serve as Faculty Marshal at all formal academic programs; and to serve as a non-voting member of the Board of Trustees subcommittee on honorary degrees.

Section 3. A secretary, appointed by the President, shall keep a record of all regular or called faculty meetings.

#### **Article IV - Faculty Jurisdiction**

Section 1. Faculty responsibilities shall be defined by the President or by the Vice President for Academic Affairs with the approval of the President.

Section 2. Limitations on Faculty action shall include those specifications in University of the Cumberlands Articles of Incorporation and By-Laws, Statement of Purpose of the University, Policies and Procedures, as well as veto power of the President, the Board of Trustees, or both.

#### **Article V – Amendments**

The Statement of Organization may be amended by the following procedures:

1. An amendment to the Statement of Organization may be proposed by the President, the Vice President for Academic Affairs, the appointed faculty member, or twenty-five percent of the voting faculty.
2. Each proposed amendment must be presented to the secretary for review. This review will consist of an evaluation by a select committee of the faculty relative to the limitation defined by Article IV, Section 2. If the proposed amendment is found to be in compliance, a copy will be provided to every voting faculty member at least two weeks before the amendment is to be presented for first reading.
3. The proposed amendment will be placed on the agenda of the next faculty meeting, at which time it shall be read, discussed, and presented for the initial vote. If the amendment receives the approval of a majority of the faculty present, it shall be placed on the agenda for the second vote at the next regularly scheduled faculty meeting or at a called meeting. Two weeks must elapse between the first vote and the second vote. For passage, the amendment must receive at the second reading, two-thirds of the votes of those present and voting.
4. When the faculty has passed an amendment at the second reading it shall become effective upon approval of the President of the University and the Board of Trustees.

#### **Adoption of the Statement of the Organization**

The proposed Organization will be adopted and placed in effect by

1. A majority affirmative vote of the faculty present and voting at a regular or called faculty meeting after every faculty member has received two week's notice of said meeting.
2. The approval of the President and the Board of Trustees.

## ACADEMIC PERSONNEL

The following are among the key academic positions within the University. All positions report directly or indirectly to the Vice President for Academic Affairs. Complete position descriptions are available in the Human Resources Office.

**Dean of Undergraduate Studies, Retention, and Assessment** – duties include management of the academic calendar and academic schedules, coordination of disability services for students, maintenance of student attendance data, evaluation of assessment of programs and services across campus; formulation of a retention plan for undergraduate students; improvement of undergraduate advising; coordination of orientation and first-year student schedules; organization and preparation of SACS documents; maintenance of faculty records.

**Associate Dean** – duties include assisting the Vice President for Academic Affairs by acting as a liaison between students, faculty, and the Vice President for Academic Affairs concerning academic matters; coordinating commencement exercises; developing the academic calendar; compiling and disseminating class schedules; serving on committees as assigned; overseeing the updating and publication of the university catalog; maintaining appropriate office records; requesting compensation for overload and part-time faculty members; assisting with the search and recruitment of new faculty members; serving as liaison with other institutions concerning tuition exchange agreements; and coordinating services for students with special needs.

**Associate Dean (Online)** – duties include assisting the Vice President for Academic Affairs in oversight of online programs and courses, including development and maintenance of the learning management system, coordinating student recruitment for online programs, gathering information related to potential new programs, as well as maintaining and evaluating data regarding growth in programs. Other responsibilities include development of relationships with vendors of e-learning resources and establishment of benchmarks for program development and growth.

**Registrar** – duties include establishing and maintaining student academic records, overseeing the registration process, responding to transcript requests, receiving applications for degrees, securing diplomas, counseling students in academic areas, evaluating academic records of transfer students, providing enrollment reports as directed, providing data to other offices, serving as secretary to the Catalog and Curriculum Committee and in Department Chair meetings, preparing the Dean's and President's lists, overseeing departmental exams for credit, preparing the academic probation and suspension lists at the end of each term, and certifying students who qualify for graduation.

**Director of Institutional Research** – duties include overseeing the general operations of institutional research by collecting, summarizing, and disseminating pertinent data as directed. Duties also include assisting in oversight of the University's assessment program. The director works closely with the Vice President for Compliance and the Assessment Committee in collecting and evaluating data, and in generating and distributing assessment reports.

**Director of Academic Resource Center** – duties include overseeing all aspects of the operation of the Academic Resource Center (ARC) that include recruiting, scheduling, and supervising student tutors; maintaining records of the operation; and reporting pertinent data to other offices of the University.

**Director of Teaching and Learning** – duties include coordinating faculty development and student academic support to embed critical thinking into the general education curriculum, as well as oversight and management of academic assessment activities.

**Director of Teaching and Learning Online** – duties include coordinating faculty development and student academic support to strengthen programming and learning outcomes in online courses.

**Director of the Library** – duties include administering all aspects of the administration of the library.

**Deans/Chairs of Academic Schools/Departments** – duties include recruiting, evaluating, and supervising faculty members within the department; recruiting and retaining students; advising and registering students; scheduling classes, classrooms, and instructional equipment; proposing revisions of departmental requirements to the Catalog and Curriculum Committee; selecting textbooks; and assuring the prompt and proper reporting of all departmental grades, absences, and other student matters.

**Program Coordinators** – duties of selected faculty member in each academic program include serving as the primary contact for that area and taking responsibility for coordinating program development, oversight, and assessment.

**Program Directors** – duties include oversight of assigned curricular programs or academic support programs, sometimes under the oversight of a supervising chair or dean.

**Faculty Members** – duties include assisting the department chair as directed; teaching courses, advising students, and serving on committees as assigned; holding office hours as required; assisting with registration and orientation; upholding and adhering to all university policies; submitting grades within stated deadlines; maintaining accurate attendance records; attending all scheduled departmental and general faculty meetings; and participating in commencement exercises.

## FACULTY RECRUITMENT AND SELECTION

When a full-time faculty position becomes vacant or when a new position is authorized, and upon approval by the President, a committee is named by the Vice President for Academic Affairs and the appropriate administrative head to solicit and evaluate applications for that position. Committees involved in the review and recommendation of prospective faculty are to include the applications of all identifiable minorities in the final pool submitted to the Vice President for Academic Affairs. The Vice President for Academic Affairs and the head of the department involved will make the decision with regard to which of the applicants submitted by

the committee will be invited to come to campus for an interview. Invited applicants will generally be interviewed by the departmental faculty, the departmental chairperson, the Vice President for Academic Affairs, the President, and others as deemed necessary and appropriate. Based on this interview, the applicant's academic credentials, both personal and professional recommendations, and a formal presentation by the applicant as defined by the departmental chairperson and the Vice President for Academic Affairs before invited faculty, staff, and students, an applicant will be selected and recommended to the President to be invited to join the University's faculty. The President has the sole authority to enter into a contract with faculty members.

### Part-Time Faculty

The process of recruitment, selection and re-hiring of part-time faculty is coordinated by the Vice President for Academic Affairs with the assistance of the chair, dean, or director of the academic area in which the faculty will teach. Because part-time faculty are primary contributors to the University's mission, every effort is made to ensure that appropriate credentialed and effective classroom teachers are selected for these positions. The Vice President for Academic Affairs recommends qualified candidates for part-time positions to the President, who has the sole authority to enter into a contract with faculty members.

At all points during the process of hiring full-time or part-time faculty, all involved in any part of the process will make every effort to determine the congruence of the applicant's personal, professional, and religious philosophy with the stated purposes of the University.

## FACULTY APPOINTMENT

**Appointment.** For both full-time and part-time faculty, an offer of appointment shall be in the form of a contract of employment, signed by the President and offered to the appointee. Among other terms and conditions, the contract will state the term of the appointment, rank, a summary of responsibilities, and tenure status. Offers of appointment shall be effective upon the delivery of a timely written acceptance by the faculty member.

**Renewal and Non-Renewal of Appointment.** The Vice President for Academic Affairs will normally advise faculty members on or before March 15 if the University intends or does not intend to offer a faculty member a subsequent appointment. Non-tenured faculty members have no right of expectancy in regard to subsequent appointment.

The University's decision not to renew an appointment of a non-tenured faculty member should not be interpreted to be a termination for cause or even that the University has concluded the faculty member's performance has been unsatisfactory. Faculty members who receive a notice of non-renewal should not expect any further communications from the University regarding a subsequent appointment, and should understand that employment will terminate at the expiration of the present term of appointment.

Notice to the faculty member that a subsequent appointment will be offered will be in the form of a contract signed by the President. Faculty members who receive a new offer to contract are requested to make a timely response to the offer.

## FACULTY RANK

Faculty members may be appointed with regular status or special status. Teaching faculty on regular status take on the full range of teaching, advising, and committee responsibilities. Library faculty on regular status takes on the full range of information services and committee responsibilities. Only faculty on regular status can achieve tenure. Faculty on special status teach courses, but do not carry the added responsibilities of regular status faculty. Library faculty on special status provide information services, but do not carry the added responsibilities of regular status faculty.

The terminal degree is normally defined as the earned doctorate. However, for a specific faculty position, the Vice President for Academic Affairs, with advice from an academic department, may determine that an MFA, MLS, MSW, or similar degree constitutes the terminal degree. Evidence of this determination is included in the faculty member's personnel file.

Five ranks are used to classify teaching faculty:

1. **Instructor:** designed for the beginning faculty member holding the master's degree or documented evidence of equivalent professional competency.
2. **Assistant Professor:** designed for the beginning faculty member holding the terminal degree, or for an instructor with three or more years of experience and with graduate work beyond the master's degree or documented evidence of equivalent professional competency.
3. **Associate Professor:** designed for the experienced faculty member with at least five years of collegiate teaching, usually holding the terminal degree or documented evidence of equivalent professional competency.
4. **Professor:** designed for the experienced and effective faculty member with sustained and outstanding performance, normally holding the appropriate terminal degree. This requirement may be waived in recognition of extended, superior service to the University, exemplary contributions to the discipline, or national reputation.
5. **Emeriti Faculty:** designed for the faculty member with at least 10 years of full-time service to the University, who retired from the University, had full-time status prior to retirement, and is approved for this status by the Vice President for Academic Affairs and the President.

Of these, the first two ranks are seen as apprentice and trial levels, appropriate for non-tenured faculty. Usually the rank of Associate Professor and Professor are permanent levels, held by tenured faculty.

Five ranks are used to classify library faculty:

1. **Affiliate Librarian:** designed for the beginning librarian holding the master's degree or documented evidence of equivalent professional competency.
2. **Assistant Librarian:** designed for the librarian holding an American Library Association (ALA) approved master's degree, three or more years of library experience demonstrating professional growth and development.
3. **Associate Librarian:** designed for the experienced librarian with at least five years of professional library experience, usually holding an ALA approved master's degree in library science plus 24 hours of additional graduate study or documented evidence of equivalent professional competency.
4. **Librarian:** designed for the experienced and effective librarian, with sustained and outstanding performance, normally holding the appropriate terminal degree. This requirement may be waived in recognition of extended, superior service to the University, exemplary contributions to the discipline, or national reputation.
5. **Emeriti Librarian:** designed for the librarian with at least 10 years of full-time service to the University, who retired from the University, had full-time status prior to retirement, and is approved for this status by the Vice President for Academic Affairs and the President.

Of these the first two ranks are seen as apprentice and trial levels, appropriate for non-tenured faculty. Usually the rank of Associate Librarian and Librarian are permanent levels, held by tenured faculty.

## PROMOTION AND TENURE

The Committee on Promotion and Tenure is responsible for gathering information regarding applications for promotion and rank, as well as for making the initial formal recommendations to the university administration on these applications. Before the Committee can begin the review process in response to applications from the faculty, candidates must be crossing the following thresholds of professional experience:

1. **for promotion from Instructor/Affiliate Librarian to Assistant Professor/Librarian:** completion of three years of full-time teaching experience or library service at University of the Cumberlands.
2. **for promotion from Assistant Professor/Librarian to Associate Professor/Librarian:** completion of five years of full-time teaching experience or library service at University of the Cumberlands, including at least two years at the assistant rank. An individual hired at the assistant rank who has prior appropriate full-time collegiate experience may, at the discretion of the Vice President for Academic Affairs, receive up to two years credit toward years-in-service and years-in-rank.
3. **for promotion from Associate Professor/Librarian to Professor/Librarian:** for faculty members/librarians holding the terminal degree, completion of ten years of full-time teaching experience or library service at University of the Cumberlands, including at least five years at the associate rank. Faculty members/librarians not holding the terminal degree are eligible for review for promotion to full professor/librarian after 13 years of service on campus and 8 years at the associate rank. An individual hired at the associate rank who has prior appropriate full-time collegiate experience may, at the discretion of

the Vice President for Academic Affairs, receive up to four years credit toward years-in-service and years-in-rank.

Additional criteria used in assessing an application for promotion are outlined below.

After the appropriate number of years of service, a faculty member may apply for promotion to the Committee on Promotion and Tenure. The Committee will gather all data necessary for a detailed review of all aspects of the applicant's service to the University. The request may also be made independently by the departmental chairperson, the Director of the Graduate Program, or the Vice President for Academic Affairs. The faculty member may, at this time, include any additional data.

At the conclusion of the review, the Committee on Promotion and Tenure will pass all information along with their written recommendation to the Vice President of Academic Affairs. The Vice President for Academic Affairs will review the material and if necessary gather additional information. At the conclusion of this review, the Vice President for Academic Affairs will pass all material gathered along with his recommendation to the President. The President has final authority to accept or reject any and all recommendations in considering a promotion request.

The criteria for promotion for teaching faculty, briefly stated, are as follows:

1. **From Instructor to Assistant Professor:** strong interest and performance in teaching, signs of professional growth, satisfactory completion of general responsibilities, and usually three or more years of collegiate teaching.
2. **From Assistant Professor to Associate Professor:** effective teaching, substantial professional growth, normally holding the appropriate terminal degree, evidence of institutional service, satisfactory completion of general responsibilities, and the required number of years of service as defined above.
3. **From Associate Professor to Professor:** effective teaching for a sustained period, significant professional growth and contributions, valuable institutional service, normally holding the appropriate terminal degree, widespread recognition for distinctive performance, satisfactory completion of general responsibilities, and the required number of years of service as defined above.

The criteria for promotion of library faculty, briefly stated, are as follows:

1. **From Affiliate Librarian to Assistant Librarian:** satisfactory performance in information services, signs of professional growth, satisfactory completion of general responsibilities, and three or more years of professional library service.
2. **From Assistant Librarian to Associate Librarian:** effective information services, substantial professional growth, normally holding the appropriate terminal degree, evidence of institutional service, satisfactory completion of general responsibilities, and the required number of years of service as defined above.
3. **From Associate Librarian to Librarian:** effective information services for a sustained period, significant service, normally holding the appropriate terminal degree, widespread

recognition for distinctive performance, and the required number of years of service as defined above.

General responsibilities in addition to teaching are usually defined in the following ways: meeting stated deadlines, attendance at general and departmental faculty meetings, filing appropriate reports requested by various administrative offices, being available on a regular basis to one's students at times other than scheduled classes, and fulfilling committee assignments. Other responsibilities include, keeping current in one's academic discipline, participation in faculty development projects, providing an appropriate role model for students, and maintaining the proper respect for and relationship to one's colleagues.

Faculty members interested in seeking promotion should contact the chair of the Committee on Promotion and Tenure for procedural and deadline information.

**Tenure.** Because tenure in general assures the faculty member an appointment on the faculty to the time of retirement, barring financial exigencies, programmatic or curricular changes, shifts in enrollment patterns or other adequate cause as defined in these Policies for dismissal or termination, the Board makes with great care the decision to grant tenure. It is not enough that the candidate for tenure shall have performed at an adequate level, but the Board must find evidence of distinction, promise of continued growth, and assurance that the faculty will be strengthened far into the future.

The Board will rarely grant tenure before the faculty member has completed seven years of full-time service at University of the Cumberland and has been promoted to the rank of Associate Professor or Associate Librarian. The Board reserves the right to limit tenure as it views an uncertain future relative to student enrollment and other economic factors. The current Board policy on tenure is: no faculty member shall be granted tenure if by that action the percentage of total faculty tenured exceeds 50% university-wide and 50% within the academic discipline of the faculty member in question. The definition of the academic disciplines for the purpose of tenure fall under five broad headings.

1. **Humanities and Fine Arts:** Art – English – Communication, Journalism and Theatre Arts – History and Political Science – Modern Foreign Language – Music – Missions and Ministry (including M.A.C.S.).
2. **Social and Behavioral Sciences:** Professional Counseling – Clinical Psychology – Criminal Justice (including M.J.A.) -- Health, Exercise and Sports Science – Human Services – Psychology.
3. **Natural Sciences and Mathematics:** Biology – Chemistry – Mathematics and Physics – Medical Services (including Physician Assistant Studies).
4. **Education and Business:** Business Administration (including M.B.A.) – Business Management Information Systems (including M.S.I.S.) – Education (including M.A.T., M.A.Ed., Ed.S., Ed.D., Ph.D.)
5. **Library Services.**

Tenure may be granted to any full-time teaching faculty member on regular status upon approval by the President and concurrence by the Board of Trustees. Normal procedure is for the faculty

member, the appropriate department head, school dean or program director to make application or make a nomination to the Committee on Promotion and Tenure. Before the Committee may begin its review process, the faculty member must hold the rank of Associate Professor/Librarian and be completing seven years of full-time service on campus at University of the Cumberlands. The Committee will gather all data necessary for a detailed review of all aspects of the faculty member's university service. The faculty member may, at any time in this process, add additional information that the candidate thinks will support his request.

The files of the Committee on Promotion and Tenure are confidential and are not open for review except by members of the Committee or others who have responsibility for the process.

At the conclusion of the review by the Committee on Promotion and Tenure, the Committee will pass all information along with their written recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the material and if necessary gather additional information. At the conclusion of this review, the Vice President for Academic Affairs will pass all material gathered along with his recommendation to the President. The President will review all material and if necessary gather additional information. At the conclusion of this review the President will pass all materials gathered along with his recommendation to the Board of Trustees. The Board of Trustees has the final authority to accept or reject any or all recommendations in considering a request for tenure.

Faculty members interested in seeking tenure should contact the chair of the Promotion and Tenure Committee for procedural and deadline information.

## FACULTY RESIGNATION

A faculty member is expected to honor his or her contract and to serve out the term of the appointment. If a faculty member wishes to be excused from the performance of the contract prior to the expiration of the term, the faculty member may direct a request to the Vice President for Academic Affairs that the contract be mutually rescinded by the University and the faculty member. Any rescission shall be in writing and executed by the faculty member and the President of the University or his designee.

If at any time a contract of employment is entered into by one who is at that time already a member of the faculty under a previous written agreement, the faculty member, or the University if the faculty member does not have tenure, may terminate the contract of employment for any reason and without cause by giving written notice to the other at any time within 60 days of the execution of the agreement by the faculty member.

## TERMINATION

**Dismissal for Cause.** The dismissal of a non-tenured faculty member before the end of the academic year for which he has been appointed or of a tenured faculty member before the date of retirement is called "dismissal for cause" and is taken with great and serious care.

"Adequate cause" for dismissal usually falls under one of five headings:

1. Professional incompetence or dishonesty, usually related to performance in the classroom or the professional relationships with colleagues.
2. Gross persistent dereliction of duties or assignments usually related to the routine tasks commonly expected of an employee.
3. Personal conduct on or off campus which impairs the instructor's fulfillment of institutional responsibilities, usually related to the way such conduct may damage the instructor's credibility or effectiveness within the university community.
4. Insubordination, generally defined to be disobedience of reasonable orders, failure to assume and carry out responsibilities, infraction of rules, either as a particular instance or as a habit.
5. Misconduct which involves moral turpitude, conduct which constitutes a felony, violation of the University's policy on alcohol and drugs, homosexual conduct, heterosexual conduct outside marriage, sexual harassment, or other conduct clearly inconsistent with the standard of conduct generally expected of a faculty member in a university related to the Kentucky Baptist Convention.

Dismissal will not interfere with an instructor's academic freedom as defined by this document.

Normally, the recommendation to dismiss is made by the Vice President for Academic Affairs to the President. Initiative for the recommendation may come from the departmental chairperson or in case of graduate faculty, the Director of the Graduate Program.

**Dismissal Because of Disability, Financial Exigency, or Shifts in Enrollment.** A faculty member may also be terminated in the event he/she becomes mentally or physically disabled, in the event of financial exigency, or in the event enrollment declines in the faculty member's area of competence or changes in the educational programs of the University cause his/her employment to be no longer justified. See the policies on Employee Grievances, Nondiscrimination, and Accommodation of Disabilities on p. ii of this document, as well as Appendix D of *Policies and Procedures for All Employees*.

## ACADEMIC FREEDOM

Faculty members are entitled to full freedom in research and in the publication of results. While research is encouraged, it should support the teaching function of the University and not in any way divert the faculty member's attention from this responsibility. Research for outside agencies or personal commitments which use university resources (time, equipment, space, students and/or personnel) must be based on a written understanding and must be approved in advance by the University's Research Ethics Committee and the Vice President for Academic Affairs.

Faculty members are entitled to freedom in the classroom in discussing their academic discipline and related material but should refrain from introducing into that discussion controversial matter which has no pedagogic relation to it.

The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. When speaking or writing as a citizen, the faculty member should be free

from institutional censorship or discipline, but the faculty member should realize that his position in the community imposes special obligations. As a person of learning, the faculty member should remember that the public may judge the profession and the institution by his statements. Hence, faculty members should be accurate at all times, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.

## PROFESSIONAL DEVELOPMENT

The University encourages faculty members to continue to grow as professional educators. To assist in this on-going professional development, funds for academic resources and activities are available to all full-time faculty and on a more limited basis to some faculty-administrators. These funds may be used to cover expenses for professional memberships, academic books and subscriptions, as well as professional meetings and related travel.

The amount of professional development funding available to faculty for the year is announced by the Academic Affairs Office at the beginning of the fall term. To access this money, faculty must submit a request with supporting paper work to the Academic Affairs Office. (Department Chairs do not need to sign-off on professional development expenses.) Once approved professional development requests are forwarded to Accounts Payable for dispersal.

**Professional Memberships, Books, Subscriptions and Other Non-Travel Expenses.** To request payment or reimbursement for most non-travel professional development expenses, faculty should submit a yellow Authorization for Payment form with appropriate receipts, invoices, or other documentation.

**Professional Conferences and Other Professional Travel Expenses.** Prior approval is generally required for all professional travel. To request such approval, the faculty member should submit a brief memo highlighting the nature and date of the event, as well as its value to the individual faculty and its relevance to the academic program. Accompanying this memo should be

- A Faculty Absence form indicating how class responsibilities will be covered.
- A Travel Authorization form, detailing the type and cost of travel expenses.
- An Authorization for Payment or Purchase Order form to cover any application or registration fees.

Expenses incurred from unauthorized travel will not be covered by the University. Procedures for reimbursement of travel expenses are available from the Office of Business Services.

**Immersion Grants and Other Professional Development Opportunities.** Other professional development opportunities will be announced by the Academic Affairs Office as these become available. These include a limited number of Immersion Grants for more intensive and extensive research and professional development experiences during the summer. Applications for Immersion Grants are invited early in the spring term. The University's participation in the

Appalachian College Association (ACA) makes available a number of professional development opportunities that are advertised through the ACA Newsletter and announced by the Academic Affairs Office.

Currently no provisions are in place for an automatic system of sabbatical leave. Such leaves may be granted for study when it can be demonstrated that the leave is in the interest of both the University and the individual faculty member.

## RETIREMENT

After retirement from University of the Cumberlands by a tenured or non-tenured faculty member, retirement benefits are available dependent upon the individual's contributions to Social Security, the Teacher Insurance and Annuity Association (TIAA/CREF) or the GuideStone Financial Services.

## ORIENTATION OF NEW FACULTY

New faculty members are required to attend orientation sessions designed to facilitate their adjustment. These sessions will include an overview of different administrative offices, an introduction to the library and other academic support services, an outline of important policies and procedures for faculty, and a review of the opportunities available to a professional educator at University of the Cumberlands.

## FACULTY MEETINGS

Faculty meetings are held regularly through the academic year. Attendance of these meetings is part of the normal responsibility of faculty members. They are scheduled so that faculty members who have late afternoon or off-campus responsibilities will have the opportunity to attend most meetings each semester. Since the business of the faculty is conducted at these meetings it is important that members attend as much as possible. Exceptions to this policy may be granted by the Vice President for Academic Affairs or the President and should be requested in advance of the meeting if possible.

## COMMENCEMENT, HONORS DAY AND OTHER SPECIAL OCCASIONS

It is the responsibility of faculty members to appear in academic processions upon request. Exceptions to this policy must be approved by the Vice President for Academic Affairs or the President. Caps, gowns, and hoods may be purchased as needed through the Registrar's Office.

## OFFICES AND OFFICE HOURS

Faculty offices are assigned by the Vice President for Academic Affairs or the President. Every faculty member is expected to post hours on or near his office door. At least eight hours a week should be devoted to office hours for student consultation. These hours should be arranged to give as many students as possible access to the faculty member.

## FACULTY ABSENCES FROM CLASS

In general, each faculty member should be prepared to meet each class at the time scheduled, conduct class for the full time allotted, and miss as few classes as possible in order to help ensure that the University adheres to its responsibility of giving each student a reasonable opportunity for exposure to the appropriate course content. Outside assignments and allowing a student to meet and direct a class are not considered appropriate substitutions for the presence of the instructor.

When an instructor must be absent from class the departmental chair and the Vice President for Academic Affairs must be notified in advance and a Faculty Absence Form must be filed in the Office of the Vice President for Academic Affairs. Faculty members who are ill or have emergencies should call the departmental chair, the Vice President for Academic Affairs, or both to indicate their absence and the disposition of their classes. Upon returning to campus, the faculty member must file a Faculty Absence Form.

Excessive absences from class will result in administrative review. The word "excessive" refers not only to the number of absences during a semester, but also the reason. Only in extreme and unusual circumstances should an instructor miss a class more than five times in one semester for any set of combined reasons. The instructor is considered absent even though the class may meet under another instructor or a test has been scheduled. If at all possible, personal business should not be scheduled during class time.

## TEACHING LOAD

The Vice President for Academic Affairs is responsible for administration and oversight of faculty teaching load as implemented by individual department chairs and program directors.

The normal teaching load for full-time faculty is defined as follows:

- Undergraduate faculty on a 9-month contract teach 12-15 credit hours per semester (24-30 credit hours per year) as determined by departmental/program needs.
- Undergraduate / Graduate faculty on a 9-month contract teach 12 + 9 (21 credit hours per year). No more than 15 hours may be taught at the graduate level in the regular academic year. Teaching 3 credits at the graduate level places a faculty member in this category for the current academic year.
- Graduate faculty on a 9-month contract teach a 9 + 9 credit load (18 credit hours per academic year).
- Full-time online faculty on a 12-month contract teach a 9 + 9 + 9 credit load (27 credit hours per calendar year)

### Calculation of Load hours for Special Courses

The process of calculating load is necessarily different for different types of courses. In general the procedure is based on the following recommendations by the Special Committee on Faculty Assignments:

1. **Academic classes:** one credit hour of load for each contact hour.
2. **Laboratories (biology, chemistry, music, etc.):** two credit hours of load for three contact hours.
3. **Ensembles in music:** two credit hours of load for three contact hours.
4. **Private lessons in music:** two credit hours of load for three hours of contact.
5. **Physical education activity courses:** two credit hours of load for three contact hours.

#### Additional Responsibilities for Faculty Members

In addition to teaching responsibilities, all faculty members are expected to keep regular office hours. All full-time faculty are also expected to advise and counsel students, and to serve on standing committees of the University. Departmental chairs will necessarily serve on several committees due to the nature of their responsibility and will normally carry a reduced teaching load (9-12 credit hours per semester).

#### Summer Teaching

Unless faculty are hired on a twelve-month contract, any summer teaching is considered above and beyond the normal contract and generates a stipend beyond the normal salary. Summer load hours are not factored into any determination of overload. Normally summer employment is not more than six semester hours per eight-week summer term.

#### Adjunct Faculty Teaching Load

An adjunct faculty member must have a part-time load in any given semester, teaching fewer credit hours than a full-time faculty member. (E.g., an adjunct faculty teaching at the graduate level must teach fewer than 9 hours to avoid being a de facto full-time employee. Similarly an adjunct faculty teaching at the undergraduate level must teach fewer than 12 hours.) For the purposes of determining teaching load limits, full-time employees teaching part-time have the same load restrictions as adjunct faculty.

#### Compensation for Summer Employment, Overloads, and Adjunct Employment

All summer employment of full-time faculty, as well as all overload assignments of full-time faculty during the regular academic year, must be approved by the Vice President for Academic Affairs through a Limited Service Contract. Such a contract also defines the terms of employment for adjunct faculty employed by the University on a term-by-term basis. Overload hours will be compensated at the rate set for that semester. Any overload must be approved in advance by the Vice President for Academic Affairs. Unapproved overloads will not receive compensation.

#### **Overload Policies**

The following policies are intended to assist the full-time faculty in balancing professional responsibilities for teaching, service, and continuing professional development. All overloads are subject to the review and prior approval of the Vice President for Academic Affairs.

- For the purpose of calculating workload and overload, graduate courses are counted first in assessing the status of full-time faculty. (E.g., a faculty member teaching 9 credits of graduate coursework and 6 credits of undergraduate coursework during a semester has 3

hours in overload. Faculty with a mixture of undergraduate and graduate courses teach a maximum of 12 hours in one semester and a maximum of 9 hours in another semester within their normal full-time academic year workload.)

- Full-time faculty may teach no more than 3 credit hours as overload in any semester covered by their contract. This limitation applies whether they teach only undergraduate courses, only graduate courses, or a mixture of undergraduate and graduate courses.
- Independent Study courses that serve specific needs of individual students are normally unpaid and are not counted as overload.
- The load weight of Internship coordination or supervision is determined by the Vice President for Academic Affairs based upon a review of the number of students and the nature of faculty responsibilities.
- Exceptions may be made to the semester restrictions defined above by compensatory reductions in the teaching load in the preceding or following semester in the current contract year.

#### Adjunct Faculty

Overload pay is not assigned to adjunct faculty except for an enhanced stipend for courses producing more than 90 SCH. The added stipend for such courses is determined by the Academic Affairs Office and included in the Limited Service Contract provided for adjunct faculty services.

### PERSONNEL FILES

Files for each faculty member are maintained by the Office of the Vice President for Academic Affairs and may be viewed at any time by appointment. These files contain the faculty member's credentials, student evaluations, self-evaluations, and notes of significant developments in the instructor's professional life. It is the faculty member's responsibility to notify the Office of the Vice President for Academic Affairs of additional graduate study or degrees, publications, reviews, honors, or community service.

### FACULTY EVALUATIONS

Every faculty member is required to complete the evaluation process each year. Evaluations are generally formative in nature; however, they may be used in any administrative review process. The evaluation process is under the direction of the Faculty Evaluation Committee, the departmental chair or school dean, and the Vice President for Academic Affairs. The evaluation will include student evaluations, self-evaluation reports, and an academic supervisor evaluation. The documents used are designed by the Faculty Evaluation Committee. Only those documents which are approved by this Committee will meet the official evaluation requirement. Faculty may use other documents or forms for personal evaluation, but these will not be part of the official evaluation record for that faculty member. The record is kept on file in the Office of the Vice President for Academic Affairs and the appropriate departmental chair or school dean.

The performance of every full-time faculty member will be assessed in five areas that are essential to the effectiveness of the University and the professional growth of faculty:

- a. **Teaching** – primarily classroom performance, based upon student course evaluations, other student feedback, peer or supervisory feedback, and/or professional judgment
- b. **Academic Advising** – effectiveness in providing reliable information in planning students' schedules and in assisting them in the timely completion of graduation requirements
- c. **Service to and Involvement in the Life of the University** – committee service, student activities/club involvement, attendance at other on- or off-campus activities, other co-curricular activities (e.g., INSIGHTS, Admissions calling, other recruitment activities, participation in QEP cadre, etc.)
- d. **Scholarship and Professional Activities** – publications, presentations, attendance at conferences, professional memberships, etc.
- e. **Service to the Community** – both civic and church involvement

The performance assessment of adjunct faculty focuses primarily upon Teaching, as well as upon Scholarship and Professional Activities related to course assignments. Depending upon the discipline and contractual responsibilities, Service to and Involvement in the Life of the University may also be reviewed for adjunct faculty.

Because teaching is the heart of professional life for all faculty, performance review procedures are built around the annual gathering of course evaluations. Each academic supervisor will select the courses to be evaluated for each faculty member. The Vice President for Academic Affairs will determine the semester in which the evaluations will be conducted. All full-time faculty members in their first two years of service may be evaluated each term in all courses taught. Similarly, every part-time faculty member may be evaluated in every course taught each term. Normally course evaluations are gathered for all online courses whether taught by full-time or part-time faculty.

Faculty members who have been at University of the Cumberlands for two years or less are to be evaluated in every course taught in the evaluation semester.

**Student Evaluation.** There are two types of student evaluation forms. There is a machine scored, multiple choice evaluation and a subjective written evaluation. Both types of evaluations are used in every student evaluation situation. Instructors are not to be present during any part of the student evaluation including the instruction phase. Instructors should ask a responsible student to give the instructions, take up the forms, and take them to the Office of the Vice President for Academic Affairs. Instructors are urged to select any additional courses they feel would provide a more thorough evaluation. The department chair must be so advised and these courses must be identified on the same form as are the other courses which are selected.

**Follow-Up.** Below are the procedures used after the submission of student evaluations.

1. Once the machine scoring has been completed, copies of the results and written evaluations will be given to both the instructor and the academic supervisor.
2. After reviewing both the machine-scored and written student evaluations, the faculty member will write a brief narrative self-evaluation of classroom performance over the preceding year, as well as brief narratives of their professional activities for the year with advising, university service, scholarship and professional development, and community service.
3. These self-evaluative narratives will be submitted to the academic supervisor using the summative Faculty Evaluation form for full-time or adjunct faculty prepared by the Faculty Evaluation Committee.
4. The academic supervisor will review the machine-scored and written course evaluations, the faculty self-evaluation and summative form, as well as any other documents necessary to provide a thorough and fair review of the course and the instructor.
5. The academic supervisor will then produce a written evaluation in narrative form and review the evaluation with the faculty member.
6. Once the review has been completed and any errors of fact are corrected, the academic supervisor will forward this evaluation, along with the faculty's self-evaluation to the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs may ask for additional information or conduct further interviews if warranted.
7. All materials submitted to the Vice President for Academic Affairs will be made part of the faculty's personnel file.
8. The Vice President for Academic Affairs will review all faculty evaluation materials and follow-up as necessary.

#### ACADEMIC ADMINISTRATOR EVALUATIONS

The University promotes an environment of open communication between employees and their supervisors. To assist in accomplishing this goal, performance reviews are completed annually of employees and their supervisors. In early spring of each year, the Human Resources Office conducts a confidential survey through which each employee may evaluate his or her immediate supervisor. The Human Resources Office keeps these reviews and the summarized results are submitted to both the supervisor and the appropriate University officer.

In conjunction with this annual performance review of support staff supervisors, the Human Resources Office also coordinates an annual review of academic administrators using the Academic Supervisor Evaluation Form. This form is distributed by and returned to the Human Resources Office with no mark or code identifying the individual completing the evaluation, thus allowing for an impartial and unencumbered evaluation of all academic program chairs, deans, and other administrators by the faculty and professional staff whom they supervise. The Human Resources Office summarizes the results, distributing them to the evaluated administrator and to the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews the summarized results of these annual performance reviews and may request administrators to complete a self-evaluation in response to these results. Evaluations are used to encourage effective and efficient administration of programs and supervision of personnel, as well as to identify and address any problems or concerns.

## FACULTY AWARDS

**Excellence in Teaching** – This award is presented annually and is the top award a faculty member is eligible to receive. The recipient is a faculty member who

- is vitally concerned with teaching
- is concerned with students
- is recognized as being competent, knowledgeable, and scholarly
- sets high standards for students
- is flexible and creative in classroom activities
- makes contacts between one's subject and the lives or interests of the students
- stimulates independent work by students
- demonstrates by actions his/her support of the philosophy and purposes of the institution.

**William T. Miles Memorial Award for Community Service** – The recipient of this award is a faculty member who

- has been a member of the faculty for at least two years
- has not won this award within the previous two years
- has made a significant contribution to the Williamsburg community in an area consistent with university goals
- is judged to have done well with regard to all other areas of faculty responsibility.

## COURSE SYLLABI

Each instructor must file with the Office of the Vice President for Academic Affairs a course syllabus for each course taught. It should include the text used, special materials, course objectives, expected course outcomes, evaluation procedures, special assignments if any, field trips, term papers, and a short description of the content of the course. When material is presented outside the text or regular materials, a bibliography should be included in the course syllabi. This material should be updated as the instructor changes the materials or the procedures used in the course. A copy of the syllabus must be given to each student in the appropriate class within the first three class meetings.

## CLASS SCHEDULES

The initial class schedule for each term is prepared by the appropriate school dean, or department chair, or program director. This schedule is turned in to the Office of the Vice President for Academic Affairs as requested. This Office combines the various area and departmental schedules into a master schedule. Once this schedule has been published, any changes must be requested in writing to the Vice President for Academic Affairs, along with a rationale for these changes. The course schedule will only be changed if these adjustment are in the best interest of students.

## COURSE CREDIT HOUR POLICY

The number of credit hours awarded for coursework at University of the Cumberlands is based upon the traditional Carnegie unit of one credit hour as a reflection of roughly one hour of direct faculty instruction over approximately fifteen weeks of one semester. For each credit hour, it is expected that such direct instruction is further supplemented by a minimum of two hours of out-of-class student work.

Traditional Coursework – Based upon this definition, the University’s traditional in-seat courses running 150 minutes per week for fifteen weeks conform to this standard, with students awarded 3 credit hours for such coursework. Courses with relatively more or less weekly contact time between faculty and students are assigned appropriately more or fewer credit hours. By this standard, the University’s laboratory and studio classes also yield an equivalent and appropriate amount of credit, depending upon the amount of instructional time and student learning activity.

In addition, based upon the foundation of this accepted practice in higher education, the University defines the following equivalences for courses with a non-traditional structure, condensed format, or alternative mode of delivery:

Internships and Practica – The University recognizes the educational value of the hands-on experience gained in an internship or practicum. Typically, to earn 3 semester credit hours, a student is expected to receive a minimum of 125 clock-hours of in-field experience during the term, with a commensurate amount of in-field time for internships yielding 6, 9, or 12 credit hours. In addition, the University expects the faculty internship supervisor to interact with the student regularly, reviewing with the student observations or assessments from the faculty member or from any on-site supervisor, and providing both formative and summative evaluation of student performance. For internships near campus, students normally interact with faculty in the classroom on a weekly basis. Faculty interaction for internships at a distance may occur less frequently. Such oversight may also make use of such technologies as email, Eluminate, or Skype, with a local professional serving as in-field supervisor and intermediary between campus faculty and intern.

The rationale for the number of credit hours awarded for an internship or practicum must be offered and accepted when a course or program is presented to the Catalog and Curriculum Committee for approval.

Condensed Courses (Bi-Term or Executive Format) – The quantity and quality of student learning activities in condensed courses is expected to be equivalent to those experienced in traditional courses in the discipline awarding the same number of credit hours. The rationale for this equivalency must be offered when a course or program is presented to the Catalog and Curriculum Committee for approval.

Courses offered in both a traditional and condensed or online format must be structured around the same intended learning outcomes and organized around the same or complementary learning activities. In addition, similar assessments of student performance must be used, and the same data must be gathered for use in course and program assessment. This equivalence of content,

student activity, and evaluation enables the University to validate the parallel quality of the learning experience in these courses and the equivalence of the credit awarded in condensed courses compared with traditional coursework.

Online Courses – Whatever the length of term, students receiving 3 credit hours for online coursework are expected to engage in online “classroom” activities and independent “homework” activities equivalent in quality and variety to a traditional in-seat course in the discipline at the same educational level. The rationale for this equivalency must be offered when a course or program is presented to the Catalog and Curriculum Committee for approval.

Dual Credit Courses – Courses offered for dual credit at off-campus locations must be approved by the Catalog and Curriculum Committee to ensure that these courses are equivalent in content and learning outcomes with the same course offered in a traditional on-campus setting, as well as appropriate for the dual credit audience and delivery venue. With the assistance of the director of dual credit programming, the Committee also regularly reviews the number of different courses offered at each dual credit site to monitor compliance with the University’s accreditation requirements for off-campus sites.

## CURRICULAR DEVELOPMENT

The process of developing and revising educational programs is a unified effort on the part of faculty and administration to secure a sound and worthy suite of programs consistent with the mission of the institution. The impetus for addition, removal, or revision of curricula may be initiated at any level within the University. However, faculty bear the primary responsibility for the actual development of new curricula and programs or for the revision of current curricula and programs.

The process of curricular development normally begins with the faculty of the appropriate academic department(s) in consultation with the Academic Affairs Office. The steps in the curriculum development process are as follows:

1. Input from concerned parties (faculty, students, alumni, administration, consultants)
2. Departmental proposal(s) and recommendation(s) for submission to the Catalog and Curriculum Committee regarding both undergraduate and graduate programs
3. Review and approval by the Educator Preparation Advisory Committee if necessary (required when changes to educational programs affect the teacher education program)
4. Review and approval by the General Education Committee (GEC) if necessary (required when changes affect the general education program.)
5. Initial Catalog and Curriculum Committee review
6. Circulation of proposed changes to department chairs and faculty (especially important if a change suggested by one program affects other educational programs)
7. Final review and approval of Catalog and Curriculum Committee
8. Approval by the Vice President for Academic Affairs
9. Approval of President (if necessary)
10. Approval of the Board of Trustees (if necessary)

A proposal involving the curriculum administered by the School of Lifelong Learning is approved by that department before submission to the Catalog and Curriculum Committee. Proposals deemed minor adjustments to existing curricula may be approved after a single review by the Committee without submission to the general faculty. A proposal template used for curricular submissions helps to determine the scope of review required. This template also helps to ensure that appropriate information concerning the rationale, impact, and assessment curricular proposals are gathered and reviewed by the Committee.

Whatever the origin of a curricular proposal, after its initial review by the Catalog and Curriculum Committee, a proposal determined to involve a significant curricular change is forwarded to the general faculty and to all department chairs for additional comments and evaluation. Upon the receipt of any comments from faculty through department chairs, the Catalog and Curriculum Committee takes its final action on the proposal and forwards proposals receiving approval to the Vice President for Academic Affairs for further action. At any time during the committee review process, the proposal may be returned to the originating department for further revision or it may be rejected.

Depending upon the nature of the proposal, if the Vice President for Academic Affairs approves a proposal, he may 1) accept the proposal and take steps for its implementation or 2) forward a proposal on to the President with his recommendation for further consideration. If a proposal includes an addition or deletion of an academic program or includes changes in institutional policy, it must be reviewed by the President and presented to the Academic Committee of the Board of Trustees and finally to the Board itself for approval.

The Catalog and Curriculum Committee reports to the general faculty on curricular proposals and changes annually, or as it deems appropriate at other times.

## SUBSTANTIVE CHANGES TO THE CURRICULUM

The Academic Affairs Office is responsible for submitting all notifications and proposals concerning substantive changes to the curriculum to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in a timely manner and appropriate format. This office maintains a record of all substantive changes, including communications concerning these changes with SACSCOC. In addition, in its review of curricular proposals, the Catalog and Curriculum Committee ensures that all substantive changes to the curriculum as defined by SACSCOC have been submitted appropriately to SACSCOC before these changes are formally implemented. The minutes of the Committee include information on all substantive changes reviewed and on communications to SACSCOC regard

## GRADUATE PROGRAMS

University of the Cumberlands offers a variety of post-baccalaureate degree and certification programs. The University's post-baccalaureate endeavors began with a focus on programs for in-service teachers, administrators, and others interested in elementary, middle school, and

secondary education. Currently the School of Education offers programs leading to the Master of Arts in Teaching, the Master of Arts in Education, the Education Specialist, and doctoral programs in Educational Leadership.

From this initial focus on education, the University has established professional graduate programs in several other areas. These programs include the Master of Business Administration, the Master of Arts in Professional Counseling, the Master of Science in Physician Assistant Studies, the Master of Arts in Christian Studies, the Master of Science in Justice Administration, the Master of Science in Information Systems Security, the Master of Arts and Ph.D. in Clinical Psychology, and the Ph.D. in Leadership.

As the University's post-baccalaureate curricula have grown, so too have the policies and procedures concerning faculty responsibilities and administrative oversight of these programs. In general, the faculty who teach within a program, along with departmental faculty as a whole, are responsible for curricular development, under the leadership of the program director and the department chair. As required by professional regulations, the Education Preparation and Advisory Committee (EPAC) has oversight of all programs within the School of Education.

The immediate curricular management provided by discipline-specific committees, faculty, and administrators is under the oversight of the Vice President for Academic Affairs. Course and program proposals are normally developed by program and departmental faculty in collaboration with the Academic Affairs Office, then presented to the Catalog and Curriculum Committee for evaluation and following the Curricular Development procedures described previously. Changes in program policies are reviewed and approved by the Vice President for Academic Affairs and, as appropriate, by the Catalog and Curriculum Committee.

Undergraduate students who have acquired at least 96 hours toward a baccalaureate degree may in some cases be allowed to enroll in 500-level graduate courses. Approval to enroll in these courses must be obtained from the appropriate graduate program director and/or the appropriate department chair, as well as from the Vice President for Academic Affairs. No more than six hours of graduate credit may normally count toward an undergraduate degree. With the exception of students admitted into Physician Assistant Studies under the 3-2 program, no credit which is elected to count toward an undergraduate degree may be counted toward a graduate degree at University of the Cumberlands.

## SCHOOL OF LIFELONG LEARNING

In alignment with the mission of the University of the Cumberlands, the School of Lifelong Learning provides online academic programs for non-traditional students using modern technology. These programs are designed primarily for non-traditional students who normally are beginning or returning to college. The School of Lifelong Learning offers associate's programs, as well as concentrations, majors, and minors, in the following academic areas: Business Administration, Criminal Justice, Human Services, Missions and Ministry, and Psychology. Additionally, a major is also available for qualified students in Elementary Education and a concentration in Health Science-Nursing (RN to BSN). Admission to all programs in the School of Lifelong Learning is managed through the office of Graduate and

Online Admissions. Normally students enrolled in traditional on-campus programs may not enroll in coursework offered in the fall and spring semesters through the School of Lifelong Learning.

The School of Lifelong Learning also administers the University's Dual Credit programs serving a number of area high schools.

## SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

Below is a summary of the University's policy for determining Satisfactory Academic Progress (SAP) for all types of financial aid. More specific information is available from the Office of Financial Planning.

- **Enrollment Status can affect the availability of financial aid.** Students must be full-time to receive institutional scholarships. The availability of federal aid available to a student may decrease if a student is less than full-time. Students must have at least 12 credit hours each semester to be considered full-time. Students with 9 to 11 credit hours are considered  $\frac{3}{4}$  time and students with 6-8 hours are  $\frac{1}{2}$  time. Any student with less than 6 hours is considered less-than  $\frac{1}{2}$  time.
- **Failing, dropping, and re-taking classes can cause problems with maintaining SAP.** Federal regulations require students to earn (successfully complete) 67% of the credits attempted to maintain SAP. Failure to complete this percentage jeopardizes the student's access to aid. Incompletes will not count against attempted hours until a grade is recorded. Too many failed courses and dropped courses can affect SAP. Each time a course is repeated it counts as additional hours attempted. For transfer students, all transfer courses accepted at Cumberland count as attempted and earned hours.
- **Poor grades can jeopardize SAP.** Besides maintaining an appropriate ration of hours earned to hours attempted, students must earned a certain cumulative Grade Point Average (GPA) to maintain SAP:
  - Students with 1 – 29 hours attempted must have at least a 1.60 GPA.
  - Students with 30-61 hours attempted must have at least a 1.80 GPA.
  - Students with 62+ hours attempted must have and maintain a 2.00 GPA
- **SAP is reviewed for all enrolled students each semester.** Students who fail to meet SAP after one semester will be automatically placed on "Financial Aid Warning". A student on warning will be eligible to receive aid for one semester. At the end of the warning semester, the student will be evaluated again. If SAP is regained, there is no further action, and the student remains eligible for financial aid. Students who fail to regain SAP will be placed in "SAP Suspension" and be ineligible to receive financial aid.
- **Students who are in SAP Suspension may appeal this decision to the SAP Appeals Committee.** The appeal must be made in writing and explain why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. This letter should be sent to the Director of Student Financial Planning at 6190 College Station Drive, Williamsburg, KY 40769. In reviewing a SAP appeal, the committee will decide if the student will be able to meet SAP standards by the next evaluation or if a plan can be developed to ensure that the student will be able to meet SAP standards by a specific

point in the future. If the committee does not approve the appeal, the student may take classes at their own expense to try to regain SAP.

## ADVISING

Every university employee may informally serve as an advisor to a student as information on programs, policies, and procedures is shared. Students who seek information have the right to expect a helpful, concerned, and positive attitude toward them and their needs. Therefore, students should be directed to the administrators, offices or faculty members able to provide the most reliable information. Faculty who have been assigned academic advisees have a particular responsibility to be informed about the University's curricular and its academic policies and procedures. The University provides annual revisions of academic catalogs and reports information on changes in courses and degree requirements through the regular process of curricular development, through faculty meetings, and through periodic announcements. Academic advisors should keep abreast of these developments. They should also be available to their advisees on a regular basis and have access to current records of each student's progress.

The University has also established various resources and procedures to ensure to effective and efficient advising of specific student populations. These include incoming students: first-time undergraduates, transfer students, and entering graduate students. Advising centers are in place to handle high volume populations efficiently, such as the nontraditional students of the School of Lifelong Learning and the graduate programs of the School of Education.

The University reviews all of these advising processes periodically through the Student Opinion Survey and similar instruments, through annual faculty evaluations, and through other means as appropriate when specific issues arise. Information from these sources is reviewed regularly by department chairs, program directors, school deans, as well by the Vice President for Enrollment and the Vice President for Academic Affairs. The responsibility for effective advising begins with the individual academic advisor, under the oversight of academic supervisors and ultimately the Office of Academic Affairs.

## COURSE SCHEDULE CHANGES

A student may add courses within the first week of classes. Students desiring to change their course of study will secure a Class Schedule Change Form from the Registrar's Office. Certain courses may not be changed except by permission of the Registrar or the Vice President for Academic Affairs.

Students may drop a course upon approval by the Registrar or the Vice President for Academic Affairs by the last-date-to-register published in the Academic Calendar without receiving a grade in the course. Students dropping a course thereafter and until the "last date to drop" will receive a grade of "W."

## AUDITING A CLASS

A student may enroll for a class as an auditor without credit upon approval of the instructor and the Academic Affairs Office. An auditor is primarily an observer in the course. No credit for an audited course will be granted toward a program, degree, or any credential. The tuition charged for auditing a class is the same as that charged for taking a class for credit. Students auditing a course have until the last day to add a class to change their registration to credit-earning status. Students enrolled in a class for credit must receive approval from the instructor and from the Vice President for Academic Affairs to change their enrollment to audit status.

## GRADE RECORDS

Faculty members should maintain course grade records in either electronic or hardcopy for as long as the instructor is associated with University of the Cumberlands. If course examinations or other assignments are retained by the faculty member rather than returned in the student, these should be maintained for at least a year to be available for review in the event of an academic appeal. When a faculty member leaves the University, course grade records must be turned over to the departmental chair and kept on file for five years. Similar any course examinations or other assignments should be turned over as well and retained for at least a year.

## ACADEMIC DISHONESTY

At a Christian liberal arts university committed to the pursuit of truth and understanding, any act of academic dishonesty is especially distressing and cannot be tolerated. In general, academic dishonesty involves the abuse and misuse of information or people to gain an undeserved academic advantage or evaluation. The common forms of academic dishonesty include:

- cheating -- using deception in the taking of tests or the preparation of written work, using unauthorized materials, copying another person's work with or without consent, or assisting another in such activities;
- lying -- falsifying, fabricating, or forging information in either written or spoken presentations;
- plagiarism -- using the published writings, data, interpretations, or ideas of another without proper documentation.

Episodes of academic dishonesty are reported to the Vice President for Academic Affairs. The potential penalty for academic dishonesty includes 1) a failing grade on a particular assignment, 2) a failing grade for the entire course, or 3) charges against the student with the appropriate disciplinary body.

## GRIEVANCES AND APPEALS

University of the Cumberlands extends to any student the right to be fully informed of and to challenge or appeal actions of the institution and its agents that the student believes inappropriate or unfair, especially in light of the University's published policies. A student may

make an informal complaint or inquiry in one of the following areas by contacting the office or individual noted below:

- Academic Appeals concerning grades or academic discipline such as plagiarism, class absence, etc. (the department chair, the Vice President for Academic Affairs and the Academic Appeals Committee)
- Academic Standing concerning probation/suspension or academic bankruptcy (the Registrar and the Academic Standing Committee)
- Harassment involving faculty, staff, or students (any university officer and the Committee to Investigate Harassment Issues)
- Social Discipline and Other Grievances involving faculty, staff, or students (the Vice President for Student Services and the Social Discipline/Grievance Committee)

If a resolution is not achieved through informal dialogue, the student may file a formal written complaint following procedures articulated for each area. These procedures along with the full policy regarding each area are reviewed below. The disposition of all formal written complaints are subject to review by the President of the University.

**Academic Standing.** At the end of each academic term, the Registrar reviews student records to determine that students are making appropriate and adequate progress in their academic programs.

Each student is expected to maintain a standing of 2.00, or an average of "C." A student with a cumulative standing of less than 2.00 is automatically placed on academic probation. Students on academic probation are limited to enrolling in 15 hours per semester. If any student's standing is below the minimum indicated in the following schedule, he or she faces suspension.

<u># Hours Attempted</u>	<u>Minimum GPA</u>
30-45 hrs	1.60
46-61 hrs	1.70
62-77 hrs	1.80
78-95 hrs	1.90
96 hrs or more	2.00

The term of a student's first suspension is one semester. The term of a second suspension is one calendar year. Students who are under suspension from University of the Cumberlands will not receive credit for any academic work completed at other institutions during the period of suspension.

The Registrar will inform students of any change in academic standing within 2 weeks of the end of an academic term. After being informed of their placement on academic suspension, students may file a written appeal by the first day of classes of the following regular term by completing the appeal form available in the Office of the Registrar. This appeal will be reviewed

by the Academic Standing Committee, and students will be informed of the results of this review by the final day to add classes for that term.

Records of all actions regarding academic standing, including any appeals and their disposition, are maintained by the Registrar and the Academic Standing Committee.

**Academic Appeals.** Both undergraduate and graduate students have the right to challenge a grade. If discussions with the course instructor and department chair do not lead to a satisfactory conclusion, students may file a formal written appeal with the Vice President for Academic Affairs, who will forward the appeal to the chair of the Academic Appeals Committee.

This formal written appeal must be filed by the end of the 4th week of classes in the next regular term following the term in which the course in question was taken. The Academic Appeals Committee then gathers information from the student, the instructor, and any other relevant parties. The Committee will deliver its recommendation on the complaint to the Vice President for Academic Affairs. After reviewing this recommendation and concurring with or amending it, the Vice President for Academic Affairs will inform the student and instructor of the disposition of the complaint no later than the last day of classes of the term in which the complaint was filed.

Records of all actions regarding academic grade appeals, including their final disposition, are maintained by the Vice President for Academic Affairs and the Academic Appeals Committee.

### **Grievance Policy for Discrimination, Including Sexual Harassment.**

#### *Reporting Discrimination other than Sex Discrimination*

Any student who has knowledge about or has experienced illegal discrimination or harassment *not* based on sex should report the matter by filing a grievance with the following person:

Complaints regarding disability discrimination:

*Mr. Nate Clouse*  
*Student Success Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-3561, [nate.clouse@ucumberlands.edu](mailto:nate.clouse@ucumberlands.edu)*

All other complaints of discrimination or harassment not dealing with sex:

*Mr. Steve Morris*  
*Vice President for Business Services*  
*Gatliff Administration Office 001*  
*(606) 539-4597, [steve.morris@ucumberlands.edu](mailto:steve.morris@ucumberlands.edu)*

The complaint may be made by telephone, email, regular mail, or in person. The University will take appropriate action to stop any illegal discrimination, prevent its recurrence, to correct the effects of any discrimination.

#### *Reporting Sexual Harassment or other Sex Discrimination*

Any student who has knowledge about or has experienced illegal discrimination or harassment based on sex should report the matter by filing a grievance with the University's Title IX Coordinator or Deputy Coordinator:

*Ms. Pearl Baker*  
*Human Resources Director and Title IX Coordinator*  
*Gatliff Administration Office 116*  
*(606) 539-4211, [pearl.baker@ucumberlands.edu](mailto:pearl.baker@ucumberlands.edu)*

*Dr. Emily Coleman*  
*Vice President for Student Services and Deputy Title IX Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-4171, [emily.coleman@ucumberlands.edu](mailto:emily.coleman@ucumberlands.edu)*

The complaint may be made by telephone, email, regular mail, or in person. A student has the right to make an anonymous complaint; however, it may be more difficult to prove the misconduct which is the subject of the complaint and to take action against the perpetrator without the evidence and information which the reporter may have or be able to provide. Students may also submit complaints to the Department of Education Office for Civil Rights.

This complaint procedure applies to complaints alleging harassment by University employees, other students, or third parties.

The University will take appropriate steps to eliminate illegal discrimination or sexual harassment, prevent its recurrence, and correct its discriminatory effects on the complainant and others as quickly as possible. In some cases interim measures may be taken before the investigation and disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the conduct which is the subject of the complaint. Any interim sanctions will respect the rights of all students to be treated with fundamental fairness.

#### *Rights of the Complainant and Respondent*

The University strives to provide a prompt and fair process for investigating and resolving complaints related to sexual assault or other sex-related misconduct. Throughout this process, both the complainant and respondent have the following rights, many of which are described in greater detail in this policy:

- To be treated with respect and dignity.
- To receive assistance from the University in reporting the incident to law enforcement at any stage of the process.
- To receive information about the process the University will employ for conducting the investigation, hearing, determination, and appeal.
- To receive information about support available from University or community resources.
- To privacy to the extent possible consistent with applicable law and University policy.
- To have an advisor present throughout the process.
- To choose whether or not to participate in the investigation or hearing process.
- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information, including any oral or written statement, to

- the investigator.
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or determination.
  - To appeal the decision made by the hearing panel and any sanctions.
  - To notification, in writing, of the case resolution, including the outcome of any appeal.

### *The Investigation Process*

The Title IX Coordinator, Deputy Coordinator or his/her designee will conduct an adequate, reliable, and impartial investigation of all complaints submitted under this grievance policy, and complaints will be resolved promptly and fairly. The Title IX Coordinator or designee will normally render a decision on the complaint within 60 days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Investigation of complaints will be as confidential as possible to acquire the information needed and will respect the rights of both the complainant and the respondent. Both parties will have the opportunity to present witnesses and other evidence. The complaint will be decided using a preponderance of the evidence standard (i.e., is it more likely than not that sexual harassment or violence occurred?).

In the course of the investigation, the University may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. In cases involving allegations of sexual assault, mediation is not appropriate and will not be used. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the University as a whole.

### *Advisors*

Both the complainant and the respondent will have the same opportunities to have others present during any part of the proceedings, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The role of the advisor is limited to providing support, guidance, or advice to the student throughout investigation and disciplinary process.

During meetings and hearings, the student and advisor may talk quietly with each other. Advisors do not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the disciplinary proceedings. Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the proceedings. The University will remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

### *Notice of Outcome*

Both parties will be promptly notified in writing of the outcome of the complaint process. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the respondent when the sanction directly relates to the complainant, such as an order that the harasser stay away from the complainant or that the harasser is transferred to other classes, suspended, removed from a

residence hall, expelled, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense.

### *Remedies and Sanctions*

The following remedies may be provided immediately as protective measures on a temporary basis during the investigation and, if appropriate, on a longer-term basis.

1. Additional excused absences from classes
2. Academic support services, such as free tutoring
3. Providing an escort to move safely between classes and activities
4. Providing parking closer to residence or classes
5. Separate classes from respondent
6. No contact order to respondent (including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party)
7. Move to different campus housing to enhance safety
8. Providing free counseling services.

The following may be used as permanent remedies for the complainant and sanction for the respondent if appropriate:

1. Warning: A reminder to the respondent about relevant university rules, regulations, or policies and the potential consequences for violating them.
2. No contact order: A directive to initiate no contact with the complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party.
3. Reprimand: Written notice that university rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
4. Fines: A monetary fine assessed for a disciplinary violation.
5. Probation: Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for expulsion for violating the terms of probation.
6. Restitution: Reimbursement or other compensation for damage or loss of property.
7. Eviction: Probation or removal from campus housing.
8. Suspension- Termination of student status at the university for a specified period of time.
9. Expulsion- Termination of student status at the university permanently or for an indefinite period of time.

### *Appeals*

Either party may appeal the initial decision by providing a written notice of appeal to the President of the University within ten (10) days after written notice of the decision has been given. Both the complainant and the respondent will be given notice of the appeal and an opportunity to respond. The President will consider the appeal and issue a final written decision within twenty (20) days after receiving the appeal. A decision on the appeal may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal. The University shall respect and protect the rights of both parties until the appeal is resolved.

Both parties will be promptly notified in writing of the outcome of any appeal, which shall be final. The respondent will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

#### *Retaliation Is Prohibited*

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or grievance proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator:

*Ms. Pearl Baker*  
*Human Resources Director and Title IX Coordinator*  
*Gatliff Administration Office 116*  
*(606) 539-4211, [pearl.baker@ucumberland.edu](mailto:pearl.baker@ucumberland.edu)*

*Dr. Emily Coleman*  
*Vice President for Student Services and Deputy Title IX Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-4171, [emily.coleman@ucumberland.edu](mailto:emily.coleman@ucumberland.edu)*

Retaliation is prohibited by Title IX, and complaints of retaliation will be investigated by the University under the same grievance processes and standards outlined above for other complaints of sexual harassment, sexual violence, or other illegal discrimination.

#### *Additional Title IX Disclosures*

The University includes the following additional information as part of its grievance procedures in compliance with Title IX guidance issued by the U.S. Department of Education:

Jurisdiction. The University has jurisdiction over Title IX complaints.

Confidential Reporting. The University strongly supports a student's interest in confidentiality in cases involving sexual violence. However, there are situations in which the University must override a student's request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual harassment or sexual violence. To the extent possible, information regarding alleged incidents of sexual violence will be shared only with individuals who are responsible for handling the University's response.

Honoring a request that the complainant's name not be revealed to the accused person or that the University not investigate or seek action against the accused person may limit the University's ability to respond fully to the incident and pursue appropriate disciplinary action. Title IX includes protections against retaliation, and University officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or seek action against the accused person, the University will need to

determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. If the University determines that it can respect a student's request not to disclose his or her identity to the accused person, it will take all reasonable steps to respond to the complaint consistent with the request.

The University will consider a range of factors when weighing a student's request for confidentiality that could interfere with a meaningful investigation or potential discipline of the accused person. If the factors indicate an increased risk of the accused person committing additional acts of sexual violence or other violence, the University may be unable to honor the request for confidentiality. A student may withdraw a request for confidentiality, in which case a full investigation will be conducted to the extent possible.

The following University officials are responsible for evaluating requests for confidentiality:

*Ms. Pearl Baker*  
*Human Resources Director and Title IX Coordinator*  
*Gatliff Administration Office 116*  
*(606) 539-4211, [pearl.baker@ucumberlands.edu](mailto:pearl.baker@ucumberlands.edu)*

*Dr. Emily Coleman*  
*Vice President for Student Services and Deputy Title IX Coordinator*  
*Boswell Campus Center, Student Services Office Suite*  
*(606) 539-4171, [emily.coleman@ucumberlands.edu](mailto:emily.coleman@ucumberlands.edu)*

Students may be assured of confidentiality by reporting a sexual assault only to a therapist, doctor, attorney, or other person who is legally obligated to maintain patient or client confidentiality. If you choose this option, please consider asking your doctor, therapist, or counselor to make a confidential report of the assault without including facts that would reveal your identity. While the University will probably not be able to take any disciplinary action against the person who assaulted you, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

The following are campus or community resources which can provide counseling, advocacy, and support and accommodate confidential reports of sexual assault:

1. *On Campus Counseling Services – (606) 539-4259*
2. *Rape Crisis Hotline – (800) 656-4673*
3. *Victim Services – (606) 525-5286 or (606) 528-7010*

Right to File a Criminal Complaint. Whether or not a student files a complaint with the University, a student has the right to file a criminal complaint with the local police department. Upon request, a university official will assist a student with making the criminal report. Criminal reports of assaults on the University's campus should be directed to:  
*Williamsburg Police Department – (606) 549-6038*

**Social Discipline and Other Grievances.** Upon registering for housing and/or classes, a student agrees to abide by the rules and regulations of University of the Cumberland currently in effect or those which are subsequently announced. Such rules, policies, procedures, or directives for which the students are responsible are published in the *Student Handbook*, the

*Undergraduate Catalog*, various graduate program catalogs and handbooks, and/or directives issued periodically by the University's administration.

If a student is disciplined for violating University rules and regulations, the student may challenge this punishment by filing a written complaint with the Social Discipline/Grievance Committee. In addition, if a student believes he or she has been wrongly treated by a faculty or staff member of the University in a fashion not covered by the complaint and appeal procedures discussed elsewhere, the student may also file a written complaint with the Social Discipline/Grievance Committee.

After receiving a written complaint, the Social Discipline/Grievance Committee then gathers information from the student and any other relevant parties, delivering its recommendation on the complaint to the Vice President for Student Services within 4 weeks of the initial filing. After reviewing this recommendation and concurring with or amending it, the Vice President for Student Services will inform the student of the disposition of the complaint within 6 weeks of its initial filing.

Records of all actions regarding social discipline and other grievances are maintained by the Vice President for Student Services and by the Social Discipline/Grievance Committee.

The disposition of all complaints and appeals are subject to review by the President of the University.

## GRADING

Instructors are responsible for establishing their own grading systems within the bounds of fairness and honesty. In general the course grade should reflect the student's knowledge and understanding of the material. Every student should have the same opportunity as any other student to achieve any grade. The grading system for each class shall be included in the course syllabus distributed to students and filed each semester in the Academic Affairs Office. On the rare occasion when changes need to be made to the grading process to the course of the term, these must be distributed and explained to students and an update filed with Academic Affairs.

**Course Grade Changes.** Faculty are expected to assign course grades with professional care and deliberation. Should an instructor determine that a course grade should be changed, a "Change of Grade" request must be filed with the Academic Affairs Office, indicating the circumstances necessitating the change. Only after this request is approved by Academic Affairs will the Registrar record the change of grade.

**Incomplete Grade Contracts.** A grade of "Incomplete" is assigned only in instances in which course work cannot be completed because of verifiable, extenuating circumstances, such as serious illness, accident, or death in the immediate family. Should an instructor believe an incomplete grade is justified, the instructor should file a "Request for Incomplete Grade" with the Academic Affairs Office. This contract includes 1) a description of the circumstances leading to the request, 2) an outline of the work that must be completed to remove the

Incomplete grade, 3) the deadline for completing the outstanding assignments, and 4) the grade to be assigned if all work is not completed. This contract should be signed by both instructor and student if at all possible. After approval by the Academic Affairs Office, the Registrar will issue an “I” grade and monitor the deadline for removing the incomplete. When outstanding work is completed, the instructor must submit a “Change of Grade Request” as described above. Should outstanding work not be completed by the deadline, after consultation with the instructor, the Registrar will issue the final course grade included in the Incomplete contract.

**Academic Appeals.** Students have the right to challenge the fairness of a grade. Often these challenges can be resolved informally through dialog between the student and instructor, perhaps facilitated by the department chair. A student wishing to make a formal appeal of an assignment or course grade must follow the procedures outlined earlier in this document under “Grievances and Appeals.”

### GRADE REPORTS TO THE REGISTRAR

Course grade reports must be submitted in a timely fashion for the Registrar’s Office to complete its work at the end of each semester. This work includes determining graduation status and academic standing; issuing transcripts to graduate schools, licensing agencies, and prospective employers; and of course providing grade reports to students. It is important, therefore, that all faculty members submit their grades each semester by the deadline set by the Registrar, normally within twenty-four hours of the final examination. Priority should be given to submitting grade reports for graduating seniors so that their graduation status can be verified.

### GRADE REPORTS TO STUDENTS

Under the Family Educational Rights and Privacy Act (FERPA), all student grades are to be kept in confidence, except for those with a legal right to know, unless there is a written release by the student. Thus, grades are not to be posted either by name or by any other device. Grades that are mailed to students by instructors should be enclosed in a sealed envelope. Both students and faculty should rely upon the Registrar to distribute final course grades.

### MIDTERM PROGRESS REPORTS

Midterm grade reports are issued for all undergraduate courses. At midterm, the instructor should conscientiously evaluate all students on the basis of unit tests, midterm tests, or other valid means of measurement. Faculty members should give careful attention to this task so that students who are making unsatisfactory progress are warned officially while they still have time to improve. Midterm progress reports are available to advisors and to students through the MyUC Self-Service Portal for academic records. These reports are valuable resources for students and advisors in planning for future course work.

### FINAL EXAMINATIONS

At the beginning of each semester, the final examination schedule is published for all undergraduate classes taught during the regular sixteen-week semester. This schedule is

prepared by the Dean of Undergraduate Studies under the oversight of Vice President for Academic Affairs. All final examinations should be comprehensive in nature.

Faculty members participating in the teaching of multi-section courses may be required by the departmental chair or school dean to cooperate in the construction, administration, and grading of a common final examination included on the final exam schedule.

Normally final examinations will be given only during the scheduled period. Exceptions are granted only in the most extreme emergencies and must be approved by the Dean of Undergraduate Studies or the Vice President for Academic Affairs.

### TESTING “BLACKOUT” DAYS

No required tests shall be administered during the last two regularly scheduled days of the semester preceding exams. It is permissible to give make-up or optional tests during this time.

### CLASS ATTENDANCE

All undergraduate students are expected to attend classes regularly and punctually. Regular attendance in the classroom and participation in course activities are vital aspects of a university academic experience. Therefore, the University operates under the following policy that applies to all in-seat, on-campus classes.

When any student has exceeded 20% of the time prescribed for any class, laboratory or studio, that student will be automatically dropped from that particular class with the grade of “aF.” This grade is placed on the official transcript of the student and is treated as a failing grade in calculating the grade point average.

In general, 20% of the semester is equal to three weeks of normal in-seat class time. Thus, the absence limit for a class meeting three days a week is normally nine absences, while the limit for a class meeting twice a week is normally six absences. (NOTE: this policy applies only to in-seat or blended undergraduate classes. It does not apply to graduate classes or to fully online classes.)

There are a limited number of exceptions to this policy that include Convocation and INSIGHTS. Class attendance policies (including any exceptions to standard outlined above) are contained in course syllabi for all in-seat classes.

The definition of a class absence is a student’s failure to attend class for any reason. Instructors may count three times tardy or leaving early to be equal to one class absence. A student leaving early may be counted as a tardy at the discretion of the faculty member.

There are no excused absences, regardless of the reason for the class having been missed. However, faculty will make reasonable provisions to allow students to make up work if the absence is due to a university-sponsored function or a medical or family emergency that is documented in a timely manner. Allowance for students to make up work for other reasons is at each instructor’s discretion. A class absence does not excuse the student from being responsible

for course work missed; the student is responsible for contacting the faculty member in order to make up class assignments.

The Vice President for Academic Affairs is the authorized agent to consider any exceptions to the above regulations.

### FIELD TRIPS

While carefully planned field trips are a useful adjunct to classroom instruction, the following precautions must be observed:

1. Off-campus field trips should be held to a minimum to limit the loss of time from other classes.
2. Field trips must be approved ten days in advance by the department chair and by the Vice President for Academic Affairs. Field trip requests should include information providing a justification for the trip, as well as appropriate documentation concerning travel arrangements and any costs to the student, department, or institution. Advance approval facilitates an assessment of institutional or faculty liabilities and allows adjustments for missed assignments in other classes.
3. No instructor is obligated to reschedule his course in any way to accommodate students taking field trips, but the instructor should work with colleagues concerning reasonable arrangements.
4. The current policy on student absences should be reviewed by faculty planning a field trip and students made aware that their participation in the field trip may affect their absence status in other classes.

### HONORS RESEARCH

The academically superior student at University of the Cumberland has an opportunity to engage in intensive study in a major field through independent research, experimentation, or creative activity. This Presidential Scholarship Research is a two-semester project for which the student earns six semester hours of credit (three semester hours each semester).

1. Eligibility: To qualify for admission to Presidential Scholarship program, a student must be a junior or senior and have a minimal grade point average of 3.30 in all subjects and 3.50 in the major field.
2. Registration: With the assistance of the advisor and the sponsoring department chair or school dean, an eligible student may register for the designated course for honors research during any regular registration. After the Presidential Scholarship Research Committee has verified that the student is eligible, the student will select a tentative subject of research and a supervisory professor who is knowledgeable in the chosen subject.
3. Proposal: In consultation with the supervisory professor, the student designs a proposal in acceptable form which outlines the research project and the research tools to be used. This proposal is submitted to the department for preliminary approval. The Presidential Scholarship Research Committee grants final approval of the proposal.

4. Project: The student, under the direction of the supervisory professor, then completes the project over a period of two semesters.
5. Evaluation: Upon the completion of the independent research, the department evaluates and endorses the project before the final draft is presented to the Presidential Scholarship Research Committee for its review.
6. Recognition: If the Committee, in consultation with the supervisory professor and the department, judges the work to be of superior quality, a recommendation is made to the Vice President for Academic Affairs that the student be designated as a Presidential Scholar and recognized as such at commencement. A copy of the completed research project is placed in the Hagan Memorial Library.

### INDEPENDENT STUDY

When conflicts with class schedules and course rotations result in a student having difficulty completing a degree program in a timely fashion, one solution may be arranging an Independent Study course for a student in lieu of a specific requirement. However, no faculty member should agree to coordinate an Independent Study course for a student without first consulting with the department chair or program coordinator and with the Academic Affairs Office.

Below are additional guidelines to be considered when arranging an independent study contract:

1. There will normally be no compensation for any faculty member conducting an independent study course.
2. Independent studies will not be allowed if the student has taken the course and is trying to raise a grade.
3. Independent studies will not be allowed for part-time students.
4. Independent studies may not be directed by part-time or adjunct faculty members.

Before an Independent Study course can be added to the schedule of classes, an “Application for Independent Study” must be submitted to and approved by the appropriate department chair and by the Vice President for Academic Affairs. This application includes a description of the circumstances leading to the request, the period during which the independent study will be completed, as well as any degree requirements to be served by the course.

### ONLINE COURSES

Nearly all undergraduate summer school classes at University of the Cumberlands are offered online. Online summer classes are available both to traditional students and to non-traditional students enrolled in the School of Lifelong Learning. In addition, during the regular academic year, a few online courses are available during the sixteen-week semester for traditional students within the parameters defined below.

Normally students enrolled in traditional on-campus programs may not enroll in coursework offered by the School of Lifelong Learning in the fall and spring semester in eight-week bi-terms. Non-traditional students enrolled in the School of Lifelong Learning should consult the *School of Lifelong Learning Undergraduate Handbook* for the applicable policies and

procedures concerning enrollment. For all other undergraduate students, the following policies apply concerning enrollment in online courses:

1. No student may complete more than 31 semester credit hours of online courses offered by University of the Cumberlands toward a bachelor's degree. Any hours in excess of this limit will not count toward the 128 hours required for graduation nor toward the requirements of a major, a concentration, or a minor.
2. In addition, at least 75% of the coursework taken at the University toward an academic major or concentration must be completed in traditional in-seat courses.
3. During the fall or spring semester, students normally must enroll in at least 12 semester hours of in-seat courses to be able to register for 3 semester hours of online coursework.
4. During the summer semester, students may enroll in up to 7 semester hours each bi-term, for a maximum of normally 12 semester hours over the summer. The University does not audit the number of transfer credit hours that may have been taken online elsewhere.

Courses taught in a blended or hybrid format are NOT considered online courses: such courses have course activities online but meet in-seat for more than half of the traditional contact time for the credit hours earned. NOTE: Additional course fees may be applicable for online classes.

#### ADVANCED PLACEMENT PROGRAM (CEEB)

In cooperation with the Advanced Placement Program of the College Entrance Examination Board, University of the Cumberlands may grant advanced placement or credit to students who have achieved a rating of 3, 4, or 5 on one of the Advanced Placement Examinations of the CEEB, subject to departmental approval. Departments will determine whether or not the advanced placement credit will be allowed to be a part of the major sequence.

#### COLLEGE-LEVEL EXAMINATION PROGRAM

Increasing numbers of institutions of higher education are becoming committed to the principle that college-level achievement should be recognized and rewarded without regard to how it was attained. The College Level Examination Program (CLEP) of the College Entrance Examination Board offers the means by which colleges and universities can realize this objective. Examinations are constructed to measure knowledge acquired through nontraditional means as well as through formal study. University of the Cumberlands grants credit for satisfactory scores made only on the subject examinations. Further information concerning CLEP may be obtained through the Office of the Registrar.

#### ACADEMIC CREDIT FOR WORK EXPERIENCE

It is possible for a student to receive academic credit for certain types of innovative and meaningful work experience related to the student's academic program and objectives. An example might be satisfactory research experience in an organization or institution which does not give academic credit. The proposal for such academic credit must be approved in advance by the appropriate departmental chair and the Registrar, under the oversight of the Vice President for Academic Affairs. A determination of the credit awarded is made only after a thorough evaluation has been completed.

## DEPARTMENTAL EXAMINATIONS FOR CREDIT

Each department awards credit for certain one and two hundred level courses through departmentally made and scored examinations. The departmental chair must approve such credit in advance of the examination. Such examinations are given only on the dates given in the university catalog. The Office of the Registrar has information on the courses available for credit by departmental examination and the procedures for applying for these tests.

## TRANSFER CREDITS FROM OTHER COLLEGES

Students transferring from accredited colleges may be admitted to advanced standing on the basis of a transcript of credits showing a minimum "C" average (2.00) and satisfactory standing. Students will generally receive credit for all college-level work in which a passing grade is earned, provided such credit is earned from an institution which is fully accredited by one of the six regional accrediting associations. Grades of "D" will not be accepted in courses which apply toward a student's major or minor. The University reserves the right to evaluate all work from other educational institutions in relation to granting credit at University of the Cumberland.

Work transferred to this University will be recorded here in terms of hours of credit earned but not in terms of quality points. Only grades earned at University of the Cumberland will be used in calculating student grade point averages. Credit received on a basis other than the semester unit will be equated to the semester system.

## ACADEMIC BANKRUPTCY

University of the Cumberland Academic Bankruptcy Program is a second chance for students who find themselves in academic difficulty. Any student may petition to the Academic Standing Committee to remove any or all grades of "D," "F," "aF," and "I" from a single semester on his/her transcript. This may be done only one time for any student. The transcript will state that "Academic Bankruptcy" has been selected in the semester chosen by the student.

The Academic Standing Committee reserves the right to question any student who petitions for Academic Bankruptcy to determine, if possible, the reason for the current academic difficulties. If the reasons have not been resolved so as to allow the student a true opportunity to be successful, the Committee may use its discretion to determine special regulations and conditions which, in its judgment, would be most beneficial to the applicant.

Academic Bankruptcy is available only to students returning to University of the Cumberland the following semester on a full-time basis.

## UNIVERSITY LIBRARY

Hagan Memorial Library has the primary responsibility for providing library collections and learning/information resources to support faculty and student research for the courses offered at University of the Cumberland. The library houses and provides access to the book, periodical, music score, government documents, media, and microform collections. Additionally, the library

provides access to ebooks, electronic databases, streaming music and video collections, reference services, bibliographic instruction, and interlibrary loan services.

The library is under the direction of the Library Director, who reports to the Vice President for Academic Affairs. The Library Director, in consultation with the Vice President for Academic Affairs, is responsible for development of library programs, policies and services, including development of the annual library budget. The library staff includes two other professional librarians: the Reference and Instruction Librarian and the Technical Services Librarian. Library support staff positions include the Circulation Supervisor, the Media Services Supervisor, and the Acquisitions Supervisor.

The Library Director is aided by the advice of the Library Committee, a standing committee of the faculty to which faculty members from several academic departments are appointed, along with two students. The University's Committee on Committees appoints the Library Committee. All full-time librarians serve on the Library Committee. The Library Committee assists the library staff with collection evaluation, development, and acts as a liaison between the faculty and the library.

Each year, the library provides the academic teaching departments with an annual budget for the purchase of library materials that support the curricula of the department. An allocation formula is used to determine the funds available for purchasing resources requested by each department. Department chairs receive the amount allocated for their department in the fall semester. Faculty members can contact the department chair, or their designee, to request approval for using the department's allocated library budget to purchase book, ebook, and media materials for the library collections. Requests can be made in writing to the Library Director or to the Acquisitions Supervisor. The library will make every effort to purchase materials requested as departmental library funds allow. Written justification may be requested for purchases of individual items which exceed one hundred dollars in cost. The Library Director reserves the right to make final selection decisions. Faculty members will be notified when requested materials have been received and cataloged. The Acquisitions Supervisor will notify faculty when requested materials are determined to be out of print or unable to obtain.

The library's webpage provides access to the resources owned by the library as well as resources available through electronic databases subscribed to by the library. Databases are listed by subject through discipline specific LibGuides linked on the webpage. In addition to academic disciplines, there are LibGuides that provide access to and information about Government Documents, instructions on downloading ebooks, mobile apps and websites for specific resources, and guides to resources for individual course. The webpage provides links to the UC Cat, ebook collections, WorldCat, streaming video databases, the Periodicals by Title database, library tutorials, citation resources, Interlibrary Loan request forms, staff, policies, and other library services.

The librarians and staff members at Hagan Memorial Library are committed to providing instructional assistance for all users. The librarians and staff are available to answer questions about resources or research from faculty and students at any time during open hours via in person, telephone, or email. Discipline-specific library orientations are provided for courses when requested by the faculty teaching those courses. These sessions are provided for both in

seat and online courses. At the beginning of each semester, the Reference and Instruction Librarian notifies all faculty of the availability of library instruction. Faculty can then schedule library instruction specifically for their classes and in conjunction with a specific assignment. Additionally, the library subscribes to LibGuides, a service that allows the Librarians to develop web based guides for specific disciplines, topics, or courses. The Librarians have developed subject resource guides for each academic discipline plus several for specific courses. The subject guides for the academic disciplines are available through the library's webpage under the "Databases and Subject Guides" link. These guides include links to discipline specific electronic databases, useful websites, a listing of prominent print reference books, ebook collections, prominent print and electronic journals, citation resources, and tutorials for electronic resources. Several times during each semester, the Librarians offer Online Library Instruction sessions that are open to all students who want to learn how to best use the library's databases and other resources. These sessions are announced on the library's webpage and through an email sent to all current students, both on campus and off campus.

Faculty and students may request materials not owned by the library to be ordered through the interlibrary loan service. An online request form is available on the library's web page under the Services heading. When interlibrary loan materials are received in the library, the interlibrary loan staff will notify on-campus faculty and students of their availability for pickup in the Interlibrary Loan Office. The interlibrary loan staff will mail materials to off-campus faculty and staff. Journal articles received through interlibrary loan are sent to the faculty or student's UC email address as a PDF attachment.

Faculty members may borrow books from the university library for a period of four months without renewing. Once a year, the library will send to faculty members a list of outstanding materials in order to reconcile records. At that time, books may be renewed as needed. Instructional media materials are loaned on a short-term basis. Materials may be called in when requested by another faculty member or student.

Faculty members may place materials or personal copies on reserve in the library by delivering the books and photocopies to the Circulation desk or Circulation Supervisor. Media materials are placed on reserve at the Media Services desk. Each semester the Reserve Librarian sends the faculty member a list of books on his/her reserve shelf. The faculty member may notify the librarian of books to be held on reserve. Otherwise, library materials are returned to the open stacks and personal copies are returned to the faculty member.

Library hours are posted on the front door of the building. During each semester, the library opens fifteen minutes before the first class in the morning and closes at ten o'clock on the evening preceding classes. Saturday and Sunday hours are available as posted. The library is closed when the campus is closed for inclement weather. The library has abbreviated hours during class breaks and summer sessions. Break and summer hours are posted on the front door of the library and on the library's web page. The library will post changes on the door and on the library web page.

The library offers a few additional services to support faculty and student research and leisure reading. The library's Media Services Department has laptops, projectors, speaker podiums, a digital camcorder, and other equipment for faculty to check out on short-term loans. There are

laptops available for students to check out daily or overnight. The library's Media Services Department also offers comb binding, steel back binding, and lamination services at a nominal charge for faculty and students. The library has two printers for faculty and students to use when printing from computers in the library. A photocopier and a color printer are available for use by faculty and students at a nominal charge. The library subscribes to a popular book lending service and to several local newspapers for leisure reading. Contact the library staff regarding questions about these services.

## STANDING COMMITTEES

Standing committees of the University include the following:

**President's Cabinet** - oversees the day-to-day operation of the University and discusses strategies for the future.

**Academic Appeals** - hears grievances regarding academic matters and may make recommendations to the Vice President for Academic Affairs. These grievances usually concern academic dishonesty and grade disputes.

**Academic Standing** – reviews records of all students to determine their academic standing and ability to continue as students. The Committee also reviews student records to ensure students with gpa-based financial aid are maintaining the required gpa. Students placed on suspension by the University can appeal to the Committee.

**Acceptance and Scholarship** - serves as an advisory committee to the Office of Admissions. The Committee reviews admissions policies, assists with scholarship interviews, and, if necessary, acts on difficult admissions decisions.

**Assessment** - oversees the University's assessment program, collects assessment data, updates and distributes assessment reports, and provides a forum for discussing assessment issues.

**Athletic** - oversees the operation of the Department of Athletics and reviews policies and procedures.

**Catalog and Curriculum** - reviews, adopts, or recommends all curriculum changes for the University. The Committee's responsibility extends to any policy with regard to program admission, graduation, programs, and courses. The Committee also has the responsibility of how these items are exhibited in the university catalog. The Committee ensures that all substantive changes to the curriculum have been submitted appropriately to the Southern Association of Colleges and Schools Commission on Colleges before these changes are formally published and implemented. Information on the approval of all substantive changes is included in the minutes of the Committee, and a record of these changes is maintained by the Academic Affairs Office.

**Committee on Committees** - selects the members of all other standing committees of the University.

**Convocation Policy Committee** - sets policies for exempting students from the convocation programs and for determining whether an event can qualify as a convocation program. The Committee makes recommendations for exempting students from convocation to the Vice President for Academic Affairs.

**Cultural Arts** - plans the University's annual Cultural Arts series.

**Educator Preparation Advisory Committee** – monitors, approves, and follows up on candidates within the School of Education of the University. Once a student is admitted to the program, the committee also follows retention. The Committee also maintains, develops, and modifies policies and procedures for the School of Education.

**Ethics in Human Research** – reviews and approves research by students or faculty which in any way involves human subjects. The sole responsibility of the Committee is to protect the rights of the subjects and the University.

**Facilities and Equipment** – monitors the maintenance of all campus facilities, recommends priorities in the maintenance, improvement, and development of the University's facilities and equipment to ensure adequate support for the University's programs, and recommends space allocation of facilities. The Committee reports its findings annually to the Vice President for Support Services and to the Strategic Planning Committee.

**Faculty Development** – explores strategies and develops activities and programs to enhance the growth and development of the faculty as a whole.

**Faculty Evaluation** – develops and implements all forms of faculty evaluation. The Committee also formulates policies with regard to the form and distribution of results.

**Faculty/Staff Recognition** – plans and supervises the annual Faculty/Staff Recognition Banquet held late each spring semester. The Committee plans the order of the program, researches and prepares information for the printed program, and plans the meal and entertainment.

**General Education** – is responsible for the oversight of the General Education curriculum, including review of any proposed curricular changes before these are submitted to the Catalog and Curriculum Committee, as well as coordination of the annual General Education assessment. In its work, the Committee ensures that all General Education courses contribute appropriately to the General Education competencies that have been defined, including providing program assessment data for at least one of the learning outcomes delineated for the relevant area of the curriculum.

**Health Education** – provides the university community with information concerning current health concerns and develops programs and events to encourage a health lifestyle.

**International Studies** – oversees the international studies program of the University. All publicity, interviewing of faculty and staff for participation in the Consortium for Global

Education summer programs, and coordination with other consortiums are handled by the Committee.

**Leadership and Community Service** – provides advice and support for the University’s leadership and community service program.

**Library** – evaluates and approves the budget submitted by the Director of the Library, serves as a liaison between faculty/staff and the library, and evaluates the long-term needs of the library.

**National Fellowship** – assists students applying and preparing for interviews for various external scholarships, fellowships, and internships.

**Presidential Scholarship Research** – approves the proposals and final papers of and presents the recognition to those students who are seeking to be Presidential Scholars by engaging in independent, supervised research. The Committee works with students on ways to strengthen their proposals and projects, as well as assigns grades for their research.

**Promotion and Tenure** – reviews the requests and records of all faculty applying for promotion or tenure. The Committee follows the criteria established by the Board of Trustees. When the Committee has interviewed the candidate and visited a class taught by the candidate, it makes a recommendation regarding the candidate’s request to the Vice President for Academic Affairs.

**Safety and Security** - evaluates safety issues on campus, develops proposals to improve campus safety, and helps students, staff, and faculty become more conscious of the safety of all on campus.

**Social Discipline/Grievance** – hears appeals concerning disciplinary action taken by the Dean of Student Life or a university residence hall staff member and concerning any grievance lodged by a student alleging wrongful treatment by a member of the university community (faculty, staff, or student). The Committee makes recommendations to the Vice President for Student Services.

**Special Accommodations** – assists the Coordinator of Disability Services in evaluating accommodation requests related to students with documented physical or learning disabilities.

**Strategic Planning** – develops university-wide goals and plans along with strategies to meet the goals or to implement the plans for continued development of the University. The standard by which all goals, plans, and strategies are measured is the Mission Statement for University of the Cumberland.

**Student Honors** – supervises and presents the Honors Day program at the end of each spring semester to honor those students who have achieved outstanding academic accomplishments. The Committee ensures all students who qualify for Honors, High Honors, and the J.T. Vallandingham Honor Society are recognized during the program and that all departments have the opportunity to recognize students for academic achievement during the program. The Committee revises criteria for honors if necessary and sets other policies for honoring students during the Honors Day program. The Committee also has the responsibility of forming

committees to select other major student awards and to select the recipient of the staff Service Award.

**Student Life** – seeks to work with students to improve the life of students on campus. The Committee discusses complaints and suggests methods of addressing those complaints as well as suggests ideas to enhance student life.

**Student Media** – advises and supervises students who are producing media (print, video, etc.) on behalf of the University.

**Technology Use** – assesses technology availability, use, and needs across campus and makes recommendations concerning the development and implementation of the long-range technology plan. The Committee also considers proposals for use of the technology fund and makes recommendations to the Vice President for Academic Affairs. The Committee reports on the status of the technology plan annually to the Strategic Planning Committee.

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