

Clinton College  
Faculty Handbook  
2018-19



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**C L I N T O N**  
**C O L L E G E**

Revised 2018

Clinton College  
Faculty Handbook

The Faculty Handbook is the primary source of personnel policies and procedures. Other selected personnel policies and procedures that affect faculty are included in the Clinton College Personnel Policies and Procedures Manual, the Clinton College Catalog, and the Student Handbook.

The policies and procedures included in the Faculty Handbook are not all inclusive. Anything in the Personnel Policies and Procedures Manual or any other policies and procedures which contradicts or are in any way inconsistent with the contents of the Faculty Handbook, the contents of the Faculty Handbook shall prevail.

The Faculty Handbook does not create a contract between Clinton and any employee. This handbook provides information concerning specific procedures, policies, benefits, working conditions, and privileges pertaining specifically to employment as a Faculty Member. Nothing in this Faculty Handbook may override any terms and conditions of employment stated in the annual contract. Should there be any inconsistencies or contradictions between the handbook and the annual contract the contract shall prevail.

Acting Vice President for Academic Affairs/Dean  
Dr. Alvin McLamb

Acting President of Clinton College  
Dr. Lester McCorn

## TABLE OF CONTENTS

Letter from the President and Vice President of Academic Affairs	
Table of Contents	
Accreditation	
Memberships	
Non-Discrimination Policy	
Mission Statement	7
Academic Administrative Organization of the College	7
Board of Trustees	7
President	7
Vice President for Academic Affairs/Dean	7
Director of Library/Informational Services	8
Registrar	8
Heads of Areas	8
Academic Affairs Committees and Organizations	8
Faculty Council	8
Committee Structure	9
Faculty Levels	9
Hiring Policy Statement	10
Memberships, Rights, Responsibilities, Ethics, and Academic Freedom	10
Sample Format for Course Syllabus	11
Expectations of Faculty	14
Faculty Ethics	14
Faculty Development	15
Faculty Check-In and End of Year Clearance	17
Academic Policies	18
Grading and Evaluation of Students	18

Rubric Use in the Classroom	18
Grading System	18
Grade Changes	18
Mid-Term and Final Examination Grades	18
Selection of Textbooks	18
Field Trips	19
Important Participation Dates	19
Methodology for Faculty Evaluation	19
Faculty Grievance Procedures	19
Informal Procedures	19
Formal Procedures	
Board Policy: Faculty Retention	19
Summative Faculty Evaluation	19

## Notes

## **ACCREDITATION**

“Clinton College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, Virginia 24551, Telephone 434. 525-9539, email: [info@tracs.org](mailto:info@tracs.org) having been awarded accredited status as a Category I, institution by the TRACS Accreditation Commission on April 23, 2003; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The Transnational Association of Christian Colleges and Schools (TRACS) is recognized by both the United States Department of Education (USDE) [http://www.ed.gov/NLE/USNEI/us/accred-recog\\_associations.html](http://www.ed.gov/NLE/USNEI/us/accred-recog_associations.html) and the Council for Higher Education Accreditation (CHEA) <http://www.chea.org/Directories/national.cfm>, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering certificates, diplomas, and/or degrees through the doctorate. The geographic territory of TRACS currently consists of the United States and its territories.”

## **MEMBERSHIPS**

NAFEO – National Association for Equal Opportunity in Higher Education  
CHEA – Council of Higher Education Accreditation  
ACE – American Council on Education  
NACUBO – National Association of College and University Business Officers  
SACUBO – Southern Association of College and University Business Officers  
CACRAO – Carolina Association of Collegiate Registrars and Admissions Officers  
National Alliance Black Student Government Associations  
South Carolina Financial Aid Association  
York County Chamber of Commerce

## **NON-DISCRIMINATION POLICY**

Clinton College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, national origin, age disability, or veteran’s status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in college programs and in the use of facilities without such discrimination. The College also complies with all applicable federal and South Carolina statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty and staff are expected to assist in making this policy valid in fact.

## **MISSION STATEMENT**

Clinton College was founded in 1894 by the African Methodist Episcopal (AME) Zion Church as a private liberal arts institution. The College is committed to facilitating students' academic achievement, moral and spiritual growth, leadership development, and citizenship in a global society.

## **ACADEMIC ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

### **BOARD OF TRUSTEES**

The Board of Trustees, by charter, is the body that is legally responsible for the overall governance and the promulgation of all policies for the administration of Clinton College. This governing board is the legal body responsible for the selection and evaluation of the president to carry out all enacted policies. On the recommendation of the president, the board approves all vision and mission statements, strategic plans, budgets, and substantial curriculum changes. The Board recognizes a clear distinction between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement policy.

### **PRESIDENT**

The President is the Chief Executive Officer of the college and he/she is appointed by the Board of Trustees. He/she is responsible to the Board for administering the educational and business policies of the college and for securing and preserving the assets of the institution. He is the official channel for communication between the Board of Trustees and the faculty, staff, and students of the college. The President is responsible for the formulation of strategic plans, goals and objectives for the college. With the assistance of the faculty, staff, and students, he provides optimum conditions to achieve the college's mission. The President establishes and maintains productive relations with external constituents; churches, alumni, business, government, community, and others. The office of the President provides support for all activities of the Board of Trustees.

### **UNITS OF ACADEMIC AFFAIRS**

#### **Vice President for Academic Affairs/Dean**

The Vice President for Academic Affairs/ Dean is second in charge to the President and acts on his behalf in his absences or as directed. He is a member of the President's Cabinet. He is responsible for all matters relative to instruction, academic research, selected programs, curriculum, academic policy, standards, affiliations, faculty personnel, and the academic aspect of student life. The Vice President for Academic Affairs is responsible for:

- (a) recommending employment and promotions of academic personnel;
- (b) overseeing instruction, research, and service activities of the faculty;
- (c) recommending and implementing budgets for all academic activities;
- (d) overseeing academic program planning, development, and evaluation;
- (e) directing the preparation, review, assessment, and revision of annual and five-year academic plans;
- (f) overseeing the development and implementation of faculty and staff development plans and supervising academic affairs personnel.
- (g) The Vice President for Academic Affairs/ Dean carries out any other duties assigned by the President.

## **DIRECTOR OF LIBRARY/INFORMATIONAL SERVICES**

The Director of Library/Informational Services reports directly to the Vice President for Academic Affairs/Dean. His/her main responsibilities are the management of the affairs of the library, maintain the library budget, acquisition of books, provide library services to faculty, students, and staff. He/she supervises the Library and Computer personnel. He/she provides short and long term goals for the Computer Lab and the Library to the Vice President for Academic Affairs/Dean.

## **REGISTRAR**

The Registrar reports directly to the Vice President for Academic Affairs/Dean. His/her main responsibility is to organize and maintain an accurate and up-to-date system of all student records. The Registrar is responsible for (a) maintaining records in such a manner as to guarantee the privacy rights of students in accordance with the Family Educational Rights and Privacy Act of 1974, (b) designating students eligible for graduation and to help coordinate graduation including the ordering of student and faculty graduation supplies, (d) accepting other duties assigned by the Vice President for Academic Affairs/Dean.

## **CHAIRS OF PROGRAMS**

Chairs of Programs are appointed by the President upon the recommendation by the Vice President for Academic Affairs/Dean. Chairs of Programs are the administrative leaders of each academic department affiliated with degrees - Associate and Bachelors' Degrees. The Chairs assist the Vice President for Academic Affairs/Dean in the hiring of new faculty. The Chairs submit the departmental budgets to the Vice President for Academic Affairs/Dean, if applicable, and are involved in the strategic planning process for the department. The Chairs are members of the Curriculum Committee and various academic organizations. The Chairs report to the Vice President for Academic Affairs/Dean.

## **ACADEMIC AFFAIRS COMMITTEES AND ORGANIZATIONS**

### **FACULTY COUNCIL**

The purposes of the Faculty Council are to facilitate the dissemination of important information from the administration to the faculty, provide a forum for discussion and input by the faculty on important college matters, and communication with the Vice President for Academic Affairs and President of Clinton College. The Faculty Council of Clinton College includes all persons contracted as a faculty member within a school year. The Faculty Council shall elect officers in spring of odd numbered calendar years to serve two-year terms. The exact date of the election shall be determined by the departing Faculty Council Officers following the nomination process. Faculty Council Officers shall consist of one full or part-time Chairperson, Vice Chairperson and Secretary. Unoccupied officer positions shall be staffed according to the following sequence. The Vice Chair shall immediately succeed the Chair. A timely election after eight weeks shall be held to replace the Vice Chair and Secretary positions. Replacement of officer positions shall transpire if an officer remains absent for eight consecutive weeks without performing the elected duty.

The chairperson shall preside over meetings (a minimum of two per semester), report information to the faculty, and call special meetings at times. The Vice Chair shall assume the duty of the Chair in his/her absence and other responsibilities delegated by the Chair. The Secretary shall be responsible for recording and disseminating minutes of meetings to faculty and Academic Dean (within five instructional days of the meeting) and other responsibilities delegated by the Chair. Proposals for

discussion may originate from any faculty council member one week prior to a scheduled meeting to be considered on the agendas. Fifty-one percent of morning and afternoon faculty present constitute approval of a proposal. Standing committees, under supervision of the Vice President for Academic Affairs, shall be comprised of all Faculty Council Members.

### **Committee Structure**

Clinton College has established several standing committees within the Academic Affairs unit. Membership on a committee may be by appointment, by election, or by virtue of position. Where members are appointed or elected; membership terms are generally two years with the option of serving up to one additional year and are staggered so as to ensure continuity. Committees are required to prepare action plans for each semester, and to set an appropriate meeting schedule. They are to develop and adhere to the procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Vice President for Academic Affairs /Dean within one week of the first scheduled meeting of each semester. The Vice President for Academic Dean will receive minutes of each meeting. The Standing Academic Committees are:

Graduation Committee  
Technology Committee  
Library Advisory Committee

Publication Committee  
Scholarship Committee

## **FACULTY LEVELS**

### **Eligibility Criteria**

Clinton College attempts to select qualified and effective candidates for positions of faculty members. All faculty members must have a minimum of 18 graduate credits in the teaching discipline.

### **Instructor**

To be eligible for appointment at the rank of Instructor a candidate must have a Bachelor Degree with a major in the teaching discipline. He/she must be appointed by the President because of the exceptional professional contributions and/or demonstrated contributions in other schools, colleges, or the community.

### **Associate Professor**

To be eligible for appointment at the rank of Associate Professor a candidate must have a Master's Degree or above with a major in the teaching discipline or a Master's Degree in a related field with at least 18 graduate credits in the teaching discipline. In addition, he/she must also have a minimum experience of teaching on the college level for three years. Exception based on exceptional professional contributions and or demonstrated contributions to the teaching discipline must be explicitly recommended in writing by the Vice President for Academic Affairs/ Dean and approved by the President.

### **Professor**

To be eligible to be considered for appointment to the rank of Professor a candidate must have a Master's Degree or above with a major in the teaching discipline or a Master's Degree in a related field

with at least 18 graduate credits in the teaching discipline. In addition, he/she must also have a minimum of five years of experience teaching on the college level. Candidates with a doctoral degree and/or five or more teaching experience will be granted the title of professor when hired. Exceptions based on the appointment may be made by the President.

### **Professor Emeritus**

To be eligible for an appointment of Professor Emeritus at Clinton College a candidate must be a faculty member of three years at Clinton who has retired in good standing and who has provided exemplary service in the role as a faculty member

## **HIRING POLICY STATEMENT**

### **CLINTON COLLEGE PROMOTES FACULTY BUT DOES NOT HAVE A TENURE**

## **HIRING POLICY**

### **MEMBERSHIP, RIGHTS, RESPONSIBILITY, and ETHICS**

Each faculty member at Clinton College plays a major role in implementing the Vision and Mission of the college. In view of Clinton's goal to be the best College in America, Clinton needs an excellent, qualified, and committed faculty. The faculty is the principal implementers of the educational program and is committed to carrying out with excellence its responsibilities for teaching and scholarship.

#### **Membership in the Faculty**

A Clinton College faculty member is an employee of the college who has the primary responsibility for Full or part-time teaching (instruction, advising, or counseling, academic service) or scholarly activities. All members of the faculty must hold a faculty appointment within a two-year teaching position.

#### **Faculty Rights - Academic Freedom**

Clinton College, Board of Trustees and Administration generally subscribe to the following principles of academic freedom that are "best practiced" by most colleges and universities. The classrooms will not be used to pursue political views.

#### **Faculty Responsibilities for Teaching**

##### **Teaching Load**

Each Full-time faculty member is responsible for teaching 12 semester credit hours per semester as their regular teaching load. Faculty members are also expected to serve on departmental and college committees. The amount of committee work should be kept to a reasonable amount. Generally, no more than three committee assignments should be given to any faculty member except under special circumstances. Part-time Faculty members will be assigned less than ten students to be advised through the Mentor/Advisor Program.

##### **Teaching Quality Expectations**

Providing quality instruction and advising are the most important responsibilities of a faculty member. Every faculty member whether full-time or part-time should thoroughly plan for the following:

- a. their course and each lesson
- b. preparation for each class

- c. to motivate students to appreciate learning and self-discipline
- d. advising sessions
- e. to ensure maximum student learning

All faculty members should be responsible for motivating students to attend and participate in class activities so that they may achieve their maximum potential.

Each faculty member shall prepare their syllabi/syllabus for distribution by the first class which contains at minimum the following:

### **Sample Format for Course Syllabus**

Note: Upon request, the course syllabus, must be presented to the appropriate department chair.

## **Clinton College**

<b>Course Code:</b>	<b>Course Name</b>
<b>Term: Fall/Spring</b>	<b>Year:</b>
<b>Professor:</b>	<b>Class Hours:</b>
<b>Office Hours/Location:</b>	<b>Classroom Location:</b>
<b>Phone: (optional)</b>	<b>College E-mail:</b>
<b>Office Hours:</b>	
<b>Textbook Title/Authors/Edition</b>	
<b>Special Projects:</b>	

**Course Description:**

**Course Objectives:**

Upon successful completion of this course, students should be able to:

- 1.
- 2.
- 3.
- 4.

**Performance Indicators:**

**COURSE EXPECTATIONS**

**Attendance and Participation**

As an undergraduate student, student engagement, participation, and timeliness are expected. All students are asked to be on time for class. If you are more than ten minutes late, it will be assumed that you are absent. However, if possible, please notify me in advance of any *expected* absences. The student is completely responsible for material missed.

### **Students with Disabilities**

Students with a documented disability requesting accommodations in this course must be registered with the Student Support Services office and should arrange to discuss needed accommodations or any other additional needs within the first week of the semester or within one week after obtaining an access plan.

### **Student Conduct**

Unruly conduct is viewed as a serious matter by the faculty members of Clinton College. The College faculty members assume that all students will conduct themselves as mature citizens of the campus community and in a manner congruent with college policies and regulations. Academic honesty is expected of all students at Clinton College, in accordance with College policy.

As a courtesy to others, please turn off cell phones and pagers during class sessions.

### **Technology**

Students are required to:

1. Own or have ample access to a computer (e.g., computer labs, home, and work).
2. Have general knowledge of operation and care of a computer, computer/hardware/software, and be able to implement some basic troubleshooting techniques (e.g., check connections, restart the computer, etc.).
3. Have an e-mail account.
4. Have a basic understanding of how to use the Internet.
5. Own a flash drive.

### **Assignments**

1. All assignments are expected to be completed in a professional manner. Assignments should be type-written in 12-font (Times New Roman), double-spaced, 1" margins, and in accordance with the most current APA Manual.
2. Assignments should be turned in "on time." This means at the beginning of the class period of the due date. Each day that an assignment is submitted late, one-fifth of the total possible point value for a given assignment will be deducted from your grade for that assignment for each day the assignment is late.
3. Please see me ASAP if you have conflicts with a scheduled test, this also pertains to athletics and other student organizations functions that may cause one to miss classwork or an exam. Makeup tests will be given only as a result of valid conflicts/issues.

## **COURSE REQUIREMENTS**

### **Attendance and Participation: \_\_\_\_\_ points**

Students are expected to be in class and actively participate with the instructor and/or peers. Participation in group discussions is vital to the dynamics of the class. Activities assigned in class will not be able to be made up in any form that warrants an unexcused absence. In-class activities include any discussion, classroom

assignments, or other group projects completed within the classroom. Late assignments will result in a loss of points.

In order to make up the work, you must provide acceptable written notification to your college supervisor. (This does not excuse the absence.) In addition, you must leave a phone message for instructor and the cooperating teacher before 8:00 a.m. about your tardiness or absence.

**Mid-Term Examination**

**Final Examination**

\_\_\_\_points

**Total Points**

\_\_\_\_points

**Grading Scale:**

**A: 90-100 points**

**B: 80-89 points**

**C: 70-79 points**

**D: 60-69 points**

**F: 0-59 points**

At the end of the course, the points for each assignment will be totaled, then converted to a final percentage and a grade assigned for the course according to the grading scale above.

**COURSE SCHEDULE: Example**

<b>Dates and Location</b>	<b>Topics &amp; Readings</b>	<b>Readings</b>	<b>Reading/Observation Responses</b>
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 15	TBA	Exam	

*Note: The schedule and procedures described in this syllabus are subject to change in the event of extenuating circumstances.*

You may also add a Rubric that is standardized through your department. Contact your Head of the Area or the Chair of Faculty Council for assistance with Rubrics for special projects and test.

### **Students must take responsibility for their own learning.**

#### Responsibilities for Absences

Faculty members should contact the Vice President for Academic Affairs/ Dean when absent from classes due to emergencies, required College business, or scheduled off campus meeting by leaving a message on the Dean's answering services, discussion in person, or submitting a brief letter of explanation. If the absence is planned, then the faculty member must make satisfactory alternate arrangements to cover the class.

#### **Expectations of Faculty**

- Quality instruction is expected in the classroom. Each faculty member will be well prepared for each class meeting and must maintain an atmosphere that is conducive to and fosters a stimulating and productive learning environment in which the intellectual freedom of students and the pros and cons of debatable issues are fairly acknowledged.
- Respect and empathy for all students are expected. Each faculty member will conduct his self/herself professionally at all times and display attitudes of respect, civility, and empathy when interacting with students.
- Fair and impartial evaluation for all students is expected. Each faculty member will use fair and impartial methods to evaluate students based solely on course content and requirements clearly stated on the syllabus /syllabi.
- Maintenance of accurate records is expected. Each faculty member will maintain accurate records of grades, attendance, assignments, tests, quizzes, and other relevant records required by the College.
- Prompt reports – Each faculty member is expected to turn in all grades, attendance records and other required reports on time. All Faculty members must complete data, in the form of, achievement target, analyze the data for results, and use the results for improve in the next calendar year. Course data is required to be delivered to the appropriate department chair upon request.

#### **Faculty Ethics**

The faculty members should be guided by a deep conviction of the worth and dignity of the advancement of learning: he/she should also recognize the special responsibilities placed upon him/her as faculty. The primary responsibility of faculty

to his/her subject is to seek and state the truth as one understands it. With this in mind, one should devote his/her energies to developing and improving scholarly competence. Faculty accepts the obligation to practice critical self-discipline and judgment in using, extending, and transmitting knowledge. The faculty practices intellectual honesty, although he/she may follow secondary interests, these should never interfere or compromise freedom of inquiry.

The faculty always encourages the free pursuit of learning by all assigned students. He/she encourages the best scholarly standards for his/her scheduled classes, demonstrates respect for all students as individuals, and adheres to the proper as an intellectual guide and counselor. He/she makes every reasonable effort to promote honest academic conduct and assures that evaluation of students reflects their true merit. Each faculty member respects the confidential nature of the relationship between teacher and student, avoids any exploitation of students, and helps with them when possible. The faculty seeks the protection of the student's academic freedom always.

As an associate, the faculty has an obligation that comes from his membership in the scholar community. He/she respects and defends the idea of free inquiry of all colleagues. The instructor is constructively critical and shows respect to associates for their opinions and constructive criticisms. He/she accepts a share of faculty responsibility for the governance of the institution.

As an institutional member, the faculty, above all seeks to be an effective teacher and scholar. Even though, the instructor should observe the institutional policy provided, it does not conflict with academic freedom. He/she should have the right to criticize and seek revisions. When a faculty is considering the interruption or termination of his/her service, the effect of the decision upon the program of the institution should be carefully considered prior to giving due notice of intent.

The instructor as a member of the community, has the rights and obligations of any citizens, however, the urgency of these obligations are measured in the light of responsibilities to his/her subjects profession, students, and the institution. As a citizen interested in good public relations and engaged in a profession that depends upon freedom for its growth and integrity, the instructor has an obligation to promote a climate of free inquiry and to further public understanding of academic freedom.

## **FACULTY DEVELOPMENT**

### **A. Overview of the Faculty Development Program**

Student success at the college level is in large measured from the faculty's effectiveness as instructors. Faculty development is a top priority of the Academic Affairs Unit. Faculty holds the primary responsibility for the quality of the curriculum, instruction, academic environment and the

total educational program of the College.

While the college provides the resources for faculty development, the directions and activities are driven by faculty voice. The individual faculty members take the initiative in promoting their own growth as instructors, scholars, and practitioners.

The Academic Affairs Unit promotes the professional growth of faculty with respect to their teaching and technology skills. It is based on the belief that faculty members are highly motivated and are capable of strengthening their teaching competencies through their own efforts, if they have guidance and the appropriate resources. Faculty development efforts are designed to assist faculty in becoming more effective in the classroom.

## **B. Goals of the Faculty Development Program**

Ultimately, the desired outcome of all faculty development efforts is to enhance and improve student learning. Clinton is committed to developing and maintaining a quality faculty, we encourage all faculty members to regularly participate in activities that offer opportunities for professional development.

## **C. Financial Support for Faculty Development**

### **1. Tuition Remission Policy**

See Appendix for Application and policy

2. Professional Travel Support: Travel funds are available to faculty on an application basis for attendance and /or presentations at professional conferences, workshops, or seminars. Approval by the Academic Dean and/or the President is required before the processing of the travel arrangements or confirmation of the attendance of the conference, workshop, or seminar. If there are financial limitations in the Academic Affairs unit at the time of the request, the travel support may be postponed, canceled or priority given to the faculty member or members who will most benefit from the experience. The faculty member will follow the procedures for requesting travel support:

- a. Submit a written request to the Academic Dean giving all the pertinent details involved. Also, a copy of the brochure, newsletter, or correspondence for the event should accompany the letter if available.
- b. If approval is received, complete a travel voucher form from the Administrative Office immediately. All travel voucher forms must be completed in a minimum of three (3) business days. If the occasion is an emergency, reimbursement of funds may be in order. Give the form to the Academic Dean.

- c. The Academic Dean will give a copy of the travel voucher to the Business/Finance Office for processing or the Academic Dean will handle all the arrangements.
- d. Upon returning from the trip, the faculty member must turn in all receipts from the trip to the Academic Dean.
- e. The Academic Dean will give all the receipts to the Business/Finance Office for processing.

3.

The Academic Dean will provide training sessions for faculty development by scheduling professional trainers, inviting educational leaders, or engaging technical personnel to enhance the technological skills of the faculty on campus.

## **FACULTY CHECK –IN AND END OF YEAR CLEARANCE**

### **Faculty Check –In Procedure**

The faculty will report to work every Fall and Spring Semester according to the appropriate academic calendar, unless otherwise informed. The faculty member needs to report directly with the Academic Dean to consult with him or her on changes in the scheduling, classrooms, or equipment needed for instructional purpose. Faculty members need to adhere to the following:

- Attend all meetings and functions connected with the opening of the academic year.
- Submit to the Business and Finance Office all changes on income tax withholdings and direct deposit changes for paychecks, any changes on address or home telephone, and a change in your e –mail address.
- Submit to the Academic Dean any recent classes or degrees obtained and any additional information that will enhance the personnel file.
- Request classroom keys and special materials needed for teaching from the Academic Dean.
- Submit a copy of all course syllabi when requested by appropriate personnel.

### **Clearance Procedures**

At the end of each academic year, faculty and academic staff are required to fulfill certain obligations. They must complete a clearance form distributed by the Academic Dean showing that they have met the obligations listed on the form.

In order to clear, faculty and academic staff must:

1. Submit the final grades through Campus Cafe and final examination to the Academic Dean...
2. Submit book orders, if applicable, for the next semester to the Bookstore Manager
3. Return all equipment and materials issued through the Academic Affairs Unit, or make satisfactory arrangements for materials outstanding.
4. Submit roll books to Academic Dean's Office as requested.
5. Submit work study reports to Financial Aid Office.
6. Return classroom keys and roll/grade book to Academic Dean.

## ACADEMIC POLICIES

### Grading and Evaluating Students

It is the responsibility of all faculty members at Clinton to assign to all their student's fair grades based on evaluation relevant to the content and purpose of the course of study and reasonably early in the semester, to inform students of the evaluation placed upon their work. The instructor of each class is encouraged to have at least four major evaluations on which to base the student's final grade. The instructor may require a combination of tests, written reports, oral reports, quizzes, or appropriate performances of projects. All tests should be returned to students within a reasonable time.

Students have a right to examine their own test to understand which items were answered incorrectly or inadequately.

### Rubrics use in the Classroom

Rubrics use are required of each faculty member who teach a general education course at Clinton College.

Faculty members will use the following grading system:

#### Grading System

90-100	<b>A</b> Excellent, achievement of distinction	4 quality pts
80-89	<b>B</b> Good, achievement above that required for graduation	3 quality pts
70-79	<b>C</b> Fair, minimum achievement required for graduation	2 quality pts
60-69	<b>D</b> Poor, below achievement required for graduation	1 quality pts
50-59	<b>F</b> Failure, unsatisfactory achievement	0 quality pts
	<b>S</b> Satisfactory achievement (C or above)	
	<b>U</b> Unsatisfactory achievement (below a C)	
	<b>N</b> No Grade, indicating the course carried no credits	
	<b>I</b> Incomplete, must complete work within (10 days after classes start for the following semester or the grade will become an F.	

#### Grade Changes

Faculty members wishing to change student's grade must submit a Grade Adjustment Form from the Main Office to the Registrar's Office.

#### Mid-term and Final Examination Grades

Mid-term and Final Examination grades must be given according to the examination dates issued by the Academic Dean. There should be no change without the explicit written permission of the Academic Dean. Make-up testing will be made by the faculty member or the Academic Dean for the students who have written approval. Faculty members will submit grades to the Campus Cafe by the dates specified by the Academic Dean.

#### Selection of Textbooks

Faculty members may select the textbook of their choice by completing a Textbook Form from the Bookstore Manager in the Main Office at least six weeks before the next semester starts. All textbooks should be selected within a reasonable cost to the student. Textbooks are to be upgraded through

MBS Direct On-line service. Faculty members are to require students to purchase their textbooks within one week of entering class.

### **Field Trips**

Faculty members are encouraged by the Academic Affairs Unit to take field trips for academic enrichment. A Field Trip Request form must be completed and turned in to the Academic Dean's Office within five days before the trip. If there are travel expenses involved; the form must be submitted within seven school days before the scheduled trip. Information reported on this form includes: the date, time, destination of trip, date and time of return to campus, purpose of trip and names of all students, faculty members or staff on the trip, and mode of transportation. Students must carry health cards for all overnight trips.

### **Important Participation Dates**

Faculty members are encouraged by the President and the Vice President for Academic Dean to participate in full academic regalia in the following college activities: Convocation, Founders' Day, and Commencement Activities. Also, there will be faculty meetings. If you are unable to attend the meetings, a copy of the minutes will be available in the Academic Dean's Office. Your support to any of the college activities will be appreciated

## **METHODOLOGY FOR FACULTY EVALUATION**

### **FACULTY GRIEVANCE PROCEDURES**

#### **Informal Procedures**

In most situations, a faculty member should discuss a complaint or problem with his or her Head of Area. If the Head of Area is unable to resolve the complaint or problem, he or she may discuss it with the Vice President for Academic Affairs/Dean. If the Head or the VP for Academic Affairs/Dean is unable to resolve the complaint or problem, the faculty member may request in writing to the VP for Academic Affairs/Dean a formal meeting with the President.

#### **Formal Procedures**

If the faculty member is unable to resolve his or her complaint or problem through the informal procedure, the following formal procedures should be used:

1. The faculty member must submit a written grievance to the Academic Dean within ten (10) calendar days after occurrence of the event for which relief is sought.
2. The Academic Dean and the Head of Area will meet and examine the grievance and its related issues. A proposed solution to the grievance will be submitted to the faculty member in writing by the Academic Dean within five working days. Failure of the faculty member to respond within five (5) working days period shall be deemed a withdrawal of his or her grievance and the matter will be closed.
3. If the faculty member is dissatisfied with the proposed solution, or the

Academic Dean fails to submit the written proposed solution to the faculty member within five (5) working days, the faculty member may request in writing a formal hearing with the President within five (5) working days.

4. Upon the receipt of the written request for a formal hearing, the President will issue a written invitation to the faculty member, and the Academic Dean. All parties may bring an advisor, witnesses, or counsel. The President has a right to utilize the services of an attorney provided by the College.
5. The President will hear the charge from the Academic Dean, receive the facts and evidence from the faculty member, and entertain arguments from the parties or representatives. The President will preside over the hearing.
6. In the event that the faculty member does not appear, the hearing will proceed in his or her absence.
7. At the conclusion of the hearing, and within three (3) working days, the President shall issue his or her decision in writing to all parties. The President also has the right to request further investigation, before rendering a decision. The decision of the President is final.

## **BOARD POLICY**

### **FY-1. FACULTY RETENTION**

**Responsible Executive: Vice President for Academic Affairs**

**Responsible Office: Office of Academic Affairs**

After the period of the initial contract, faculty will be offered renewal contracts based on satisfactory course evaluations by students and satisfactory evaluations by the Academic Dean. In addition, any peer recommendations for faculty of the year will be considered in the retention decision.

## SUMMATIVE FACULTY EVALUATION

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

**SELF EVALUATION** \_\_\_\_\_ **ACADEMIC DEAN'S EVALUATION** \_\_\_\_\_

Ratings are based on a 5-point scale

(5) Outstanding (2) Below Average

(4) Above Average (1) Unsatisfactory

(3) Average

A.

1. Is knowledgeable in teaching area.	5	4	3	2	1
2. Communicates well with colleagues and students.	5	4	3	2	1
3. Submits syllabus to Academic Dean and students during the first week of classes.	5	4	3	2	1
4.. Clearly defines the objective of the course.	5	4	3	2	1
5. Provides a classroom atmosphere that is conducive for learning.	5	4	3	2	1

Comments \_\_\_\_\_

B.

6. Provides weekly student attendance reports to the Registrar.	5	4	3	2	1
7. Attends Faculty meetings at least once each semester.	5	4	3	2	1
8. Participates in the extra-curriculum programs to support students.	5	4	3	2	1
10. Participates in important events of the college. (Open Convocation, Founder's Day, and Graduation activities.)	5	4	3	2	1
11. Participates in the Academic Committees.	5	4	3	2	1
12. Continues to update skills by taking classes,	5	4	3	2	1

trainings session, workshops and rubric use in the classroom.

13. Submits grade reports on time and requested data information or other reports.	5	4	3	2	1
14. Accepts suggestions, cooperates with Dean, and is part of the college's team.	5	4	3	2	1
15. Supports and promotes Clinton College.	5	4	3	2	1

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Faculty Member's Signature)

\_\_\_\_\_  
( Date)

## Appendix

### Department Chair Review Form

The Department Chair Review Forms are used by Clinton College academic chairs to provide a report on faculty effectiveness within the department. The review form registers non-instructional responsibilities of faculty members within the department. The Department Chair Review Form may be used at any time within the calendar year. The purpose of the form is to direct faculty members focus on the Mission of Clinton College. The review report will be shared with Clinton College Vice President for Academic Affairs who is responsible for the summative evaluation of a faculty member. All reviews by department chairs must be supplemented with documentation and shared with the faculty member.

Department Chair: \_\_\_\_\_ School Year: \_\_\_\_\_  
Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

For each question/statement below, rank the professor on the following scale:

4= Highly Satisfactory 3=Satisfied 2=Dissatisfied 1=Very Dissatisfied 5=N/A

\_\_\_\_\_ 1. Attends scheduled meetings organized by the department chair.

Comments:

\_\_\_\_\_ 2. Present course syllabus to department chair in a timely manner, when requested.

Comments:

\_\_\_\_\_ 3: Serve(s) on committee(s) appointed by the department chair.

Comments:

\_\_\_\_\_ 4: Fulfill data information as requested by the department chair in a timely manner.

Comments:

\_\_\_\_\_ 5: Understands and adheres to the mission and goals of the department and Clinton College.

Comments:

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

