LIVINGSTONE COLLEGE

FULL-TIME

FACULTY HANDBOOK

2021-2023

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I. FOREWORD

The Livingstone College Faculty Handbook is intended to serve as a guide and basic reference concerning policies, procedures, and responsibilities that affect members of the faculty. Contents of this Handbook are not intended as, and do not create a contract between the College and any faculty member. By accepting employment at Livingstone College, faculty members agree to comply with, and be governed by, all applicable current and future rules, regulations, and policies.

Some policies, procedures, fringe benefits, and regulations in this Faculty Handbook are subject to periodic modification and change, without prior notice, to meet new conditions and challenges. These changes or modifications may be initiated by the President of the College or Vice President for Academic Affairs after consultation with the President.

Each faculty member is reminded that additional policies, rules, and regulations that pertain to the academic programs of the College are not addressed in the Faculty Handbook. Academic issues are addressed in other sources, such as the College Catalog, which is published biennially and serves as the "Academic Handbook" of the College.

II. ADOPTION AND AMENDMENT OF THE FACULTY HANDBOOK

Adoption

The Faculty Handbook delineates the standards and procedures to be followed by faculty members in the performance of their duties. It shall be adopted by the Faculty Assembly, the College President, and the Board of Trustees.

Amendment

The Faculty Handbook may be amended at any time provided it meets the following requirements:

1. A request for amendment shall be made in writing, with signatures of the individuals making the request, by the following:
   - A minimum of 25% of the current full-time faculty,
   - Or the College President,
   - Or the Vice President for Academic Affairs,
   - Or the Faculty Council as a body.

2. The proposer shall submit the proposed revision (amendment) of the section or part to be changed and distribute copies of the proposal to the entire faculty at least two weeks in advance of the meeting.

3. The amendment proposal must be approved by two thirds of the quorum of 60% present of the total full-time faculty.

4. The Faculty Assembly may accept or reject the proposed amendment, or it may appoint a Faculty Handbook Committee to revise the proposal if the proposal requires a major revision of the Handbook.

5. The changes will be incorporated in the Handbook with the approval of the faculty and the president of the College.

III. HISTORY, MISSION, AND GENERAL INFORMATION

Principles of Zion Wesley Institute, Concord, 1879-1881

Cicero Richardson Harris	1879-1880
Alexander S. Richardson	1880-1881

Presidents of Livingstone College

Dr. Joseph C. Price	1882-1893
Dr. William H. Goler	1893-1917
Dr. Daniel C. Suggs	1917-1925
Dr. William J. Trent, Sr.	1925-1958
Dr. John H. Brockett, Jr. (interim)	1957-1958
Dr. Samuel E. Duncan	1958-1968
Dr. Victor J. Tulane (interim)	1968-1969
Dr. F. George Shipman	1969-1982
Dr. James W. Young, Jr. (interim)	1982-1983
Dr. William H. L. Greene	1983-1987
Dr. Ozell K. Beatty (interim)	1987-1988
Dr. Ozell K. Beatty	1988-1989
Dr. Bernard W. Franklin	1989-1995
Dr. Roy D. Hudson (interim)	1995-1996
Dr. Burnett W. Joiner	1996-2000
Dr. Albert Aymer (interim)	2000-2001
Dr. Algeania Freeman	2001-2004
Dr. Catrelia Steele Hunter (interim)	2004-2006
Dr. Jimmy R. Jenkins, Sr.	2006 - Present

Statement of Mission

Livingstone College is a private historically black college that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop their potential for leadership and service to a global community.

Connected to the African Methodist Episcopal Zion Church, Livingstone College was founded in 1879 to meet the needs of African Americans who were denied access to educational opportunities. Today, the College provides an environment in which students from all ethnic backgrounds can develop their potential for leadership and service to society.

A private college with public responsibilities, Livingstone College also provides an environment suitable for learning and promotes Judeo-Christian values with respect for the global community.

The College accomplishes its mission by pursuing the following goals:

1. To provide academic excellence in all programs by diverse courses of study appropriate to undergraduate studies.

2. To provide effective teaching by faculty with strong academic preparation; who nurture students in and out of the classroom.

3. To create academic options that prepare students to pursue careers, graduate and professional studies, and life-long learning as needed for a changing social and technological world.

4. To assist students and faculty in their pursuit of scholarly and creative endeavors.

5. To create opportunities for practical application of knowledge through internships, cooperative education, experiential learning, and community service.

6. To create opportunities for students to develop a fuller knowledge and appreciation of African-American heritage, to increase their awareness and appreciation of other cultures, and to prepare them to become well-adjusted individuals in a global society.

Accreditation, Memberships, and Publications

Accreditation and Approval:
Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Livingstone College.

Program Approval:
North Carolina State Department of Public Instruction

Program Accreditations:
Council on Social Work Education - CSWE
National Council for the Accreditation of Teacher Education - NCATE
International Accreditation Council for Business Education - IACBE

Institutional Memberships:
Livingstone College holds memberships in the following organizations:

American Alumni Council - AAC

American Association of Colleges for Teacher Education - AACTE
American College Health Association - ACHA
American College Public Relations Association - ACPRA
American Council on Education - ACE
Association for the Study of African American Life and History, Inc. (ASALH)
Association of American Colleges - AAC
Association of Governing Boards - AGB
Association of Institutional Research - AIR
Carolina Association of Collegiate Registrars and Admissions Officers - CACRAO
Central Intercollegiate Athletic Association - CIAA
Charlotte Area Educational Consortium - CAEC
College Language Association – CLA
College Placement Council - CPC
Colleges and Universities Personnel Association - CUPA
Council of Independent Colleges - CIC
Council for the Advancement and Support of Education - CASE
Intercollegiate Music Association - IMA
International Assembly for Collegiate Business Education - IACBE
National Association of College and University Business Offices - NACUBO
National Association for Deans, Registrars and Admissions Officers - NADRAO
National Association for Equal Opportunity in Higher Education - NAFEO
National Collegiate Athletic Association - NCAA
National Council of Independent Colleges and Universities - NCICU
North Carolina Association of Independent Colleges and Universities - NCICU
United Negro College Fund - UNCF
Southern Association of Colleges and Schools – SACS

Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500o for questions about the accreditation of Livingstone College.

Publications:
The following publications are produced by the College:

My Livingstone, Biannually, by the Office of Alumni Relations
Livingstone College Catalog, Biennially, by the Office of the Vice President for Academic Affairs
The Livingstonian, Annually, by the Yearbook Staff under the Division of Student Affairs
The Bears' Tale, Annually, by the Division of Liberal Arts

Governance

Livingstone College is governed by the Board of Trustees. The members hold office until their successors are elected. The Board of Trustees shall oversee and control the property, business, and affairs of Livingstone College. All corporate powers of Livingstone College shall be exercised by or under the authority of the Board of Trustees, and the business and affairs of Livingstone College shall be managed under the direction of the Board of Trustees. (Bylaws of Livingstone College Board of Trustees May 4, 2007) Board members are eligible for reelection. Individuals are eligible for election without regard to race, creed, color, or sex.

The Board of Trustees operates the institution in accordance with the educational purposes for which it is chartered. Its primary functions are to maintain and develop the property of Livingstone College, establish the policy necessary to assure academic freedom, grant tenure as it shall deem necessary, appoint the President of the College, and approve the awarding of all academic and honorary degrees by the College.

The Board of Trustees, 2021-2023

Bishop Kenneth Monroe…….....Chairman
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Bishop Brian R. Thompson

Trustees Emeriti

Bishop Warren M. Brown
Bishop George W. C. Walker

* Current President of the Faculty Assembly
** Current President of the Student Government Association

Faculty Assembly

The Faculty Assembly consists of all faculty through the Division Dean level. The President of the College and the Vice-President of Academic Affairs are ex-officio, non-voting, members of the body.
This body is the officially recognized governing body of the faculty. It has the authority to make and submit recommendations to the appropriate decision-making bodies of the College on any matter related to the academic structure and welfare of the College.

Purpose of the Faculty Assembly

The Faculty Assembly serves the following purposes:

1. It promotes the academic growth and development of the College in the formulation, implementation, and review of institutional policies and regulations that involve matters of academic and professional concerns and the faculty.

2. Confers with the Vice President for Academic Affairs on issues affecting the student body, the faculty, and academics.

3. Promotes and encourages trust and unity among faculty, students, administrators, and the Board of Trustees through formal and informal interactions and periodic discussions.

4. Provides a forum for faculty members to express their ideas.

5. Supports the interests and opinions of the faculty and makes decisions on the basis of those interests and opinions.

6. Elects faculty members to specified committees.

Officers of the Faculty Assembly

The officers of the Faculty Assembly shall be: president, vice president, secretary, assistant secretary, treasurer, and parliamentarian. These officers shall be elected annually by the Faculty Assembly and may succeed themselves, but they may serve no more than two consecutive terms. The term of office begins in August. If an office is vacated before elections are held, a special election to fill that office must be held at the next meeting of the Faculty Assembly. Elections to vacated offices will be for the balance of the term.

The President of the Faculty Assembly shall preside at meetings of the Faculty Assembly. In the absence of the President, the Vice-President shall preside. The President of the Assembly is the faculty's official representative to the Academic Advisory Council. The President of the College has the option to attend meetings concerning academic matters of the College**.**

Faculty Council

The Faculty Council is the governing body of the Faculty Assembly and is composed of the officers of the Faculty Assembly. It directs the operation of faculty governance, establishes and organizes committees, prepares agendas for the Faculty Assembly, and reviews matters affecting the morale and working conditions of the faculty and curriculum. The Vice-President of Academic Affairs shall be ex-officio, non-voting, member of the Faculty Council.

Meetings of the Faculty Assembly

Meetings of the Faculty Assembly are held once a month and are called by the President of the Faculty Assembly. A group of ten or more faculty members may petition for a special meeting of the Faculty Assembly to deal with pressing issues. The President of the Faculty Assembly and the Faculty Council set the agenda for meetings of the Faculty Assembly. Speakers from other parts of the College community may be placed on the agenda.

The Secretary of the Faculty Council shall help prepare the agenda for the Faculty Assembly and shall keep all records of that body, including minutes of all meetings of the Faculty Council.

The Assistant Secretary shall perform the usual functions of that office in the absence of the Secretary and shall be a member of the Faculty Council.

The Treasurer shall perform the usual functions of that office which include all financial matters of the Faculty Assembly.

The Parliamentarian shall advise the chair and the members of the Faculty Assembly on questions of procedure during all official deliberations of that body and the Faculty Council.

Standing Committees of the Faculty Assembly

All standing faculty committees will be selected by the faculty by nominations and election from the floor of the Faculty Assembly. There shall be a minimum of five persons on each committee. The committee shall elect a chair at its first meeting and may elect a new chair at any time. Standing committees must be reconstituted every two years. Other committees may be established by the Faculty Assembly at any time. Committees may make a report to the Faculty Assembly during its meetings.

The standing committees of the Faculty Assembly are:

Library Committee
Faculty Welfare Committee
Grievance Committee
Promotion Committee
Tenure Committee
Curriculum-Catalog

Institutional Standing Committees

Institutional Standing Committees are charged with the responsibility to study, initiate, recommend, and implement institutional policies. Committees are appointed by the President of the College. These are the standing institutional committees:

Admissions
Student Affairs
Financial Aid
Management
Religious Life
Business Affairs
Honors Convocation
Conduct and Standards
The Recruitment
Teacher Education
Scholarships, Honors, and Awards
Athletic
Enrollment

IV. POLICIES AND BENEFITS

In keeping with the overall employment policy of Livingstone College, persons will be recruited and employed at the College, without regard to race, religion, creed, ethnic/national origin, or sex. The College is committed to employing persons who have the master's degree and above, with preferential employment to those who hold terminal degrees in fields for which their services are sought.

The faculty shall consist of those persons whose primary responsibility is teaching or those who hold faculty rank.

The Vice-President for Academic Affairs is responsible for developing and implementing policies and procedures for the recruitment of the teaching faculty of Livingstone College.

Livingstone College
Substantive Change Notification Policy

Livingstone College is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Therefore, Livingstone College has an obligation to notify and seek the approval of SACSCOC regarding any **Substantive Change** prior to the implementation of the change. According to SACSCOC, Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Examples of Substantive Change may include, but are not limited to the following:

1. Any change in the established mission of the college;
2. The addition of new courses or programs that are a significant departure from already established programs;
3. The establishment of a branch campus or off-campus instructional site;
4. Closing a program, branch campus or off-campus instructional site.

For a complete list of the different types of Substantive Changes and SACSCOC's policy statement on Substantive Change for SACSCOC accredited institutions, click on the following link:

http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf

A department or division that is considering any possible substantive change must discuss with the SACSCOC Accreditation Liaison in conjunction with the Vice President for Academic Affairs. SACSCOC must be notified of the Substantive Change before it is made. In most cases, a prospectus must be written and submitted as much as twelve months in advance to SACSCOC for review and approval prior to implementation of the change. Department Chairs, Division Deans, Area Coordinators, and other college administrators have an obligation to inform the SACSCOC Accreditation Liaison when considering any changes that may be substantive in nature. The SACSCOC Accreditation Liaison in consultation with the Vice President for Academic Affairs will make the determination as to whether or not the proposed change is in fact a Substantive Change.

Faculty Responsibilities

Every full time faculty member must perform a range of duties connected with his/her appointment. The major duties are listed below:

1. Meet all classes regularly and promptly.

2. Hold regular office hours, a minimum of eight hours per week, and be available for consultation with students outside those hours as needed. Faculty members should schedule office hours daily to maximize their availability to students. These hours should be scheduled during mornings and afternoons.

3. Attend divisional and general faculty meetings regularly, subject to the faculty member's having received a minimum of one week's advance notice of the meeting.

4. Develop an objective and fair grading system and explain the system to students.

5. Provide and maintain a regular, timely, evaluation of student performance and maintain records of grades.

6. Maintain appropriate records and meet deadline dates for submitting reports and records.

7. Strive for personal growth and development through membership in professional organizations, continued formal and informal education and/or reading of current material in respective fields, and through other means such as conferences and workshops.

8. Secure prior approval for planned absences from the appropriate administrative officer.

9. Attend the following College ceremonies wearing proper academic attire:

    a. The Opening Fall Convocation
    b. The Founder's Day Convocation
    c. The Baccalaureate Service
    d. Commencement

10. Advise students when assigned.

11. Serve on committees of the College.

12. Attend college-sponsored events, e.g., music programs, theater activities, sports, and college assemblies.

13. Engage in research and creative activity in their respective disciplines.

14. Engage in service to the community, profession, and the College according to its mission.

15. Be on campus and in place during registration.

16. Attend the annual faculty and staff opening sessions. Approval by the Vice President for Academic Affairs is required by anyone who is absent during this period.

17. Keep records, in a roll book, of student performance and attendance.

18. Take roll and tardiness and report such records to the counseling center as part of the holistic program.

19. Demonstrate a strong commitment to the general welfare, mission, policies, goals, and image of the College.

20. Present to students on the first day of class a course syllabus describing objectives, content, requirements, and grading procedures for the course.

21. Submit midterm and final grades of all students to the Office of the Registrar as instructed.

22. Follow the final exam schedule to administer examinations and/or evaluations in all courses. Any deviation from established times must be approved by the faculty member's Department Chair/Division Dean.

23. Seek prior approval for outside employment by completing the Outside Employment form.

24. Other assigned duties.

Note: These duties/responsibilities will be part of faculty evaluations for promotion and tenure.

Student Advising

Upon admission to the College, each student is assigned an advisor by the Department Chair or Division Dean of his/her major. Duties of the advisor are:

1. Assist the student in the selection of courses leading to a well-rounded education;

2. Aid the student in interpreting requirements and meeting requirements in a proper sequence;

3. Schedule regular conferences with their advisees; and

4. Keep an accurate and up-to-date folder on each advisee.

Ultimately, the student must take responsibility for selection of courses and progress toward graduation. It is not the province of the advisor to refuse approval of a course that the student is entitled to select (or for which the student has no prerequisites to complete). It is expected, however, that both the advisor and the student be fully aware of the meaning of course designations. Courses designated by the number 100 are normally taken in the freshman year; those designated by the number 200, 300, or 400 are normally taken in the subsequent years, respectively.

Faculty Absence from Class

Members of the faculty who are unable to meet their classes or hold scheduled office hours, because of unforeseen circumstances, shall notify their immediate supervisor or the Academic Affairs office immediately or as soon as possible.

Scheduled absences from class or major college functions may be authorized by the Vice President of Academic Affairs with the recommendations of the Division Dean. The Teacher Absence Form must be completed by all faculty--in advance, preferably five days prior to anticipate absence, for scheduled absence and upon return to work for sickness.

Responsibilities of Division Deans

A Division Dean is responsible for administration of the academic programs of a division. Division Deans' responsibilities include faculty staffing, curriculum development, budget development, and management. These responsibilities are discharged in consultation with the Vice President for Academic Affairs.

The Division Dean teaches a reduced load of six (6) credit hours **per semester** so that he/she can perform the following duties:

1. Promotes excellence in teaching within the division by an ongoing two-way communication with individual faculty members (communication will concern issues related to teaching), by creating an environment conducive to learning and teaching, and by supporting faculty morale.

2. Oversees and manages all academic aspects of the division. Prepares and submits all division reports.

3. Acts as a liaison between administration and divisional faculty.

4. Deals effectively and impartially with the various attitudes and personalities of division faculty, grievances, evaluations, and assignments.

5. Convenes and chairs regular division meetings and submits copies of minutes to the Vice President for Academic Affairs.

6. Assesses and revises curricula development and revisions in order to maintain the integrity of degree programs.

7. Initiates and forwards recommendations for tenure, promotion, merit increases, reappointments and non-reappointments, requests for leave, retirements and financial assistance to pursue further study to the Vice President for Academic Affairs.

8. Informs the division faculty of all policies and procedure changes of the College.

9. Demonstrates leadership in acquiring external funding and encourages the faculty to do so.

10. Shares with the division important and relevant information received from the Vice President for Academic Affairs, other college personnel, or from outside sources.

11. Supervises and evaluates performance of divisional support personnel.

12. Reviews and certifies graduating seniors' exit interviews completed by their advisors and chairs, and certifies upon evaluation of their transcripts whether they have met or not all requirements for graduation.

13. Coordinates, with full faculty participation, the scheduling of courses, and reviews assignment of courses to the faculty by department chairs in the division.

14. Approves requisition requests against divisional budgets.

15. Reviews all course syllabi and makes recommendations for revision, if applicable, before submitting them to the Vice President for Academic Affairs.

16. Involves faculty in decision-making and in student recruitment and retention endeavors.

17. Promotes and holds faculty accountable for effective academic advising.

18. Reviews and improves divisional policies and procedures as needed, and works with faculty and students to enforce them.

19. Creates a productive division with a positive sense of direction.

20. Provides leadership in the recruitment of students.

21. Develops and submits division budget recommendations and manages division budgetary requests and expenditures.

22. Represents the faculty at the division- and college-level as may be necessary.

23. Follows a fair and honest process to implement policies affecting faculty and students.

24. Participates in the training and mentoring of new faculty members.

25. Fosters positive student-faculty relations and resolves conflicts as needed.

26 Collects and forwards book orders and library acquisition requests.

27. Submits responses of the division to issues and assignments requested by the Vice-President for Academic Affairs.

28. Submits an annual division report to the Vice President for Academic Affairs.

Responsibilities of Department Chairs and Coordinators

A department is an academic unit that offers a major and employs at least four (4) full-time instructors. In some departments there is both a Department Chair and Coordinator. In such departments, the coordinator reports to the chair. The Department Chair and Coordinator serve dual roles as administrators and faculty members. They are expected to articulate administrative goals and directives to the faculty in a manner that enhances the smooth operation of Livingstone College and carry out specific responsibilities assigned to them. Department chairs report to the chair of the division of which the department is a part.

A Department Chair reports to a Division Dean and is responsible for administration of the academic programs of the department. These responsibilities include reviewing and improving curriculum, budget development, and management of the department including supervision of the department faculty. A Department Coordinator performs these responsibilities as well.

The Department Chair teaches a reduced load of nine (9) credit hours per semester so that he/she may be able to perform the following duties:

1. Promote excellent teaching within the department. The Department Chair will do everything possible within existing financial limits to support department faculty in the teaching endeavor.

2. Assess department faculty according to procedures outlined in the Faculty Handbook.

3. Prepare teaching schedules as required each semester.

4. Assess staffing needs and submits request for additional or new faculty to the Division Dean and to the Vice President of Academic Affairs.

5. Lead the department in establishing clearly defined goals and in achieving them.

6. Assume responsibility that proper budgetary procedures are followed.

7. Submit an annual department report to the Division Dean by May 10.

8. Promote growth and development of departmental programs.

9. Ensure that all department members know the policies and procedures in the Faculty Handbook, the College Catalog, and the Student Handbook.

10. Submit two copies of the teacher schedule card, which includes office hours and two copies of course syllabi to the Division Dean during the first week of the semester.

11. Submit book orders for the department to the Division Dean.

12. Submit catalog changes and corrections to the Division Dean by December 1.

13. Assign and monitor the advisement of students in the department and maintains an accurate listing of all majors.

14. Certify that seniors have met all academic requirements for graduation.

15. Conduct regular departmental faculty meetings.

16. Review course syllabi in consultation with faculty members and suggests changes as necessary.

Faculty Loads

Faculty loads are determined by the nature of the discipline, number of preparations, contact hours, and/or contracted release time for research, directorships of special programs, special assignments, and/or responsibilities as Division Deans and Department Chairs.

The normal full-time teaching load is twenty-seven (27) credit hours in one academic year, twelve (12) credit hours in one semester, and fifteen (15) credit hours the next semester. The load is subject to adjustment – it may be more in one semester and less the next – and will depend on the need of the department, provided that:

1. No faculty member is required to teach more than 18 contact hours per week.

2. No faculty member is required to teach more than three different preparations or a total of five classes.

3. No faculty member is required to serve on more than three committees.

Release Time for Research: Consideration must be given to the staffing needs of the department. It is worked out between the faculty member and the department chair. Final approval rests with the Vice President for Academic Affairs.

Overload Policy: Faculty overloads should be avoided at all cost because teaching overloads can compromise a faculty member's ability to provide quality teaching and complete other faculty responsibilities including service and professional development activities. The Department Chair in conjunction with the Division Dean should only assign an overload after having exhausted the following four options: (1) Recruiting a part-time or adjunct faculty member; (2) Reassigning courses; (3) Cancelling low enrollment courses; (4) Eliminating or rescheduling unneeded course. In the event of unanticipated extenuating circumstances such as an untimely resignation, illness, or death of a faculty member, a course overload may present itself as a last resort option for class coverage.
In case of institutional needs, a faculty member may be asked to teach an overload course(s) for additional compensation at the part-time faculty rate. Instructional faculty members are assigned to course overloads based on their academic credentials, teaching expertise, and ability to provide a quality educational experience for students. Compensation for overloads is consistent with compensation provided for similar courses taught by part-time or adjunct faculty. The pay scale is listed below for faculty with master's and doctorate degrees teaching three (3) and four (4) hour courses.

PAY SCALE - PART-TIME FACULY & OVERLOADS (Master's Degree)

3 Hour Course	5 or more students	$2000.00
3 Hour Course	4 or more students	$400 per student
4 Hour Course	5 or more students	$2500
4 Hour Course	4 or less students	$625

PAY SCALE - PART-TIME FACULTY & OVERLOADS (Doctorate degree)

3 Hour Course	5 or more students	$2500
3 Hour Course	4 students or less	$500 per student
4 Hour Course	5 or more students	$3332 per course
4 Hour Course	4 students or less	$833 per student

Extra compensation for teaching overloads must be kept to an absolute minimum and must be justified by circumstances that clearly warrant such action. Overloads are limited to no more than two courses in a given semester, and require the express written consent and approval of the faculty member's Department Chair, Division Dean, and finally the Vice President for Academic Affairs. A faculty teaching recommendation form must be completed by the Department Chair in conjunction with the Division Dean. This form must be signed by both parties and submitted to the VPAA for review and approval or denial.

Consultation and External Faculty Employment

Faculty members who wish to seek outside employment may do so provided such activities do not negatively affect the faculty member's performance of his/her duties at the College. Official approval must be obtained prior to the acceptance of outside employment. Written requests for official approval shall be made to the President of the College.

Academic Attire

On four occasions during the academic year (Opening Fall Convocation, Founder's Day Convocation, Baccalaureate Service, and Commencement), all members of the faculty are expected to wear the proper academic attire indicating their highest degree and discipline. Those members who do not own academic attire may arrange to rent or purchase it. Orders for academic attire may be placed with the Book Store Manager.

Resignations

Professional ethics require faculty members planning to terminate their services to give adequate notice in writing to their immediate supervisor, Division Dean, and Vice President for Academic Affairs so that the College may seek qualified replacements.

If a faculty member decides to resign after signing the contract for the following year, he/she must submit the resignation no later than thirty days after receiving the contract.

Faculty members may receive official approval to leave the institution during the contract period for reasons of health or other personal emergencies. Requests for official approval should be made to the Vice President of Academic Affairs.

Retirement

In compliance with federal statutes, the College does not have a mandatory age for retirement. A senior faculty member is defined as an associate professor or professor.

Retirement incentive opportunities are extended to full-time faculty, which shall include:

1. The Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA-CREF) Retirement Plan was adopted in 1955. Membership is available upon hire date to full-time faculty. The institution will match up to 5% of an employee's annual salary contributions to this plan. The institution's matching percentage may change, based on the institution's decision and its financial resources. No other annuity or retirement plan qualified for that match. Individuals who have held previous membership may participate the first year, but the institution matching will not occur until after one year of continuous active service. All contributions to the TIAA-CREF plan are pre-tax deductions.

2. Upon retirement, 12-month faculty members will be paid for any unused annual leave.

Professional Warning

A faculty member who has a serious deficiency in performing the required duties as listed in the section entitled "Faculty Responsibilities" will be called by the immediate supervisor for a discussion of the problem and will be asked to show a significant improvement in performance within a period of one

semester. This will constitute an oral warning. If the faculty member fails to show significant improvement, he/she will receive a letter of professional warning citing the deficiencies from the immediate supervisor. A copy of the letter shall be sent to the Vice-President for Academic Affairs. A warning period shall be specified in the letter, and a written statement specifying the needed improvements shall be signed by the faculty member concerned and the immediate supervisor. Such a person shall be observed by the immediate supervisor throughout the warning period. Written critiques of observations and problems shall be made during the warning period. If the person does not show acceptable improvement, he/she will not receive a new contract when the current contract expires.

Retrenchment

Retrenchment is defined as downsizing of faculty and staff in order to make the institution financially stable. It may result from the reorganization or discontinuation of programs due to change in public need, decline in demand, loss of quality, inadequate funding, or other reasons of financial exigency. Faculty members whose services are terminated due to retrenchment have the right to appeal according to the established College grievance procedures. Every effort shall be made by the College to reassign the affected faculty members to other suitable positions related to their academic qualifications and professional competencies. The Vice President for Academic Affairs shall provide letters of recommendation for faculty members who are terminated because of retrenchment.

A tenured faculty's position may be terminated only for "cause" or extreme, proven financial exigency and only according to established procedures set forth in this handbook.

If any courses directly related to the tenured faculty's qualifications and experience are offered by the College in any major or program, the tenured faculty member must be given preference in being assigned those courses, and the tenured status of that faculty member shall remain intact. If all efforts to readjust the tenured faculty fail, then a minimum of one-year notice shall be given.

Tuition Remission

Faculty members are encouraged to continue their education, job training, and professional development. To that end, the College assists employees to continue their education at Livingstone College.

After a full-time faculty member has worked one full year**,** he/she is eligible for **sixty percent (60%) tuition remission and fees**, and the faculty's dependents (i.e. spouse or unmarried children) are eligible for sixty percent (60%) tuition **remission only** at Livingstone College. A $50.00 charge is required for registration and fees. The faculty member must be the legal guardian of the student.

Full-time faculty members are permitted to take one (1) three-hour day class per semester. In so doing, the individual must see to it that his/her daily responsibilities are not reduced. Class must not interfere with office hours, scheduled meetings (divisional, committee, faculty assembly, faculty meeting, etc.) or other faculty commitments (assemblies, special programs, etc.).

Tuition remission is available for every child or dependent of a faculty member who is eligible.

To maintain eligibility, the faculty member taking classes must maintain a cumulative grade point average (GPA) of 3.0, and dependents must maintain a cumulative grade point average of 2.5. This requirement will be monitored each semester.

Only a dependent registered for a full load during the regular school year and/or the summer session is eligible for tuition remission benefit.

Persons desiring to take a course on a **tuition-remission** basis are required to complete the necessary form(s). The Tuition Waiver Application form can be obtained from the Financial Aid Office.

V. PROFESSIONAL STANDARDS

Disciplinary Problems

Should a disciplinary problem arise, the problem should be reported to the Department Chair or Division Dean. If the problem requires immediate action, it should be reported to Campus Security and the Vice President for Student Affairs.

Faculty Ethics

Faculty members of Livingstone College are expected to follow a code of ethics in keeping with professional standards for teachers and the aims, objectives, and mission of the College. They are expected to observe the stated rules and regulations of the institution.

As teachers, faculty members are to encourage free pursuit of learning in their students and to exemplify the best scholarly standards of their discipline. They should adhere to their roles as intellectual guides and advisors. They should also make every reasonable effort to foster honest academic conduct in students and to assure that evaluations of students reflect true merit. Further, they should respect the confidential nature of the relationship between the professor and the student.

Academic Freedom

The College subscribes generally to the American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom. Specifically, however, it supports the following principles from that statement:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university teachers are scholars and educational officers and should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

Sexual Harassment/Gender Discrimination

Livingstone is committed to providing an environment in which employees and students may work and live without sexual harassment. Sexual harassment is strictly prohibited. Sexual harassment is defined as

deliberate, unsolicited, or unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications.

1. No employee shall sexually harass another employee in any manner, including but not limited to:
   a. Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical gestures of a sexual nature.
   b. Making submissions to or rejections of such conduct the basis for employment decisions.
   c. Creating an intimidating, hostile, or offensive working environment by such conduct.

2. No employee shall sexually harass a student in any manner including, but not limited to:
   a Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical gestures of a sexual nature a condition of a student's grade, progress, or recommendation.
   b. Making submissions to or rejections of such conduct the basis for employment decisions.
   c. Creating an intimidating, hostile, or offensive working environment by such conduct.

Regulations:

It shall be a violation of the College policy for anyone to:

1. Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly imposing or granting terms and conditions of employment that either favorably or adversely affect the employee's welfare.

2. Grant, recommend, or refuse to take any personnel action because of sexual favors, or as a reprisal against an employee who has rejected or reported sexual advances.

3. Disregard and fail to investigate (for those in a supervisory capacity) allegations of sexual harassment whether reported by a staff member who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

4. Foster a hostile work environment by engaging in other conduct of a sexual nature including sexual humor, innuendo, display of offensive cartoons, photos, or writings.

Livingstone prohibits sexual harassment, and employees are hereby notified that anyone found to have engaged in conduct prohibited by this policy can expect immediate disciplinary action up to and including immediate termination.

Each individual supervisor has the responsibility for assuring that this policy is followed in all college activities. It is also institutional policy that all employees are responsible for assuring that the work place is free from harassment and discrimination of a sexual nature. Accordingly, all employees and personnel at all levels are required to report instances of sexual harassment.

The College policy prohibits retaliation against employees who complain about conduct that they believe in good faith was sexual harassment. This policy covers all good faith complaints concerning the subject. Anyone responsible for a bad faith complaint will be subject to disciplinary action.

All information will be held in strictest confidence and will be disclosed only on a "need-to-know" basis to investigate and resolve the matter.

Procedure:

The College will thoroughly investigate all complaints of sexual harassment.

Any faculty who is sexually harassed should immediately report the incident, in writing, to his/her immediate supervisor, Vice President for Academic Affairs, or the Director of Human Resources.

Likewise, it shall be the duty of every faculty member to report a failure by anyone with supervisory authority to take action to correct reported instances of sexual harassment.

If a complaint is made, the party to whom the complaint is made shall note the date the complaint is received, the conduct complained of, the date, time, and place the conduct occurred, the identity of the parties, and any other witnesses to the conduct.

The Senior Administrator or the Director of Human Resources shall, as soon as practicable, investigate the matter and respond in writing to the party reporting the alleged violation and/or filing the complaint, the results of the investigation, and suggested disciplinary response to be taken against the employee violating this policy.

Should the investigation indicate that a violation of the College policy has occurred; the College shall take an immediate corrective action, which may include any or all of the following:

a. Mandatory counseling sessions with the employee to help the employee identify and avoid conduct violating this policy.
b. Suspension of the employee with or without pay for up to five (5) working days.
c. Re-assignment of the employee violating this policy to another area or division.
d. Immediate termination.

The College may take any and all actions reasonably calculated to end the harassment.

The College may implement a compulsory training program for all supervisory personnel about the college's sexual harassment policy and how to report and investigate reports of violations of the policy.

Drug-Free Workplace Policy

Policy Statement:
The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is strictly prohibited in the College. Employees violating this policy or who report to work under the influence of drugs or alcohol will be subject to suspension and/or termination.

Criminal Charge/Conviction:

Employees are to notify the College of any criminal drug charge and/or conviction for violation no later than five days after such charge(s) or conviction. Failure to do so can result in termination. In addition, convictions for violations of any criminal drug statute can result in disciplinary action up to and including discharge.

Employees charged under any criminal drug statute may be placed on suspension, pending the outcome of any judicial process and evaluation for continued employment.

Drug-Free Awareness Program:

Livingstone College, in an effort to establish a drug-free awareness program for employees, will conduct workshops on one or all of the following:

1. The dangers of drug abuse in the workplace.

2. The college's policy of maintaining a drug-free environment.

3. The availability of drug counseling, rehabilitation, and employee assistance programs in the Salisbury/Rowan area.

4. Penalties that may be imposed for drug abuse violations.

No Smoking Policy

Livingstone College has adopted a smoke-free environment. This policy applies to all buildings on campus.

Equal Employment Opportunity Statement

Livingstone College is an equal opportunity educational institution, and is an equal opportunity/affirmative action employer. It is the policy of the College to create a work environment in which all employees (regardless of race, color, national origin, gender, age, physical handicap, or religious affiliation) can expect equal opportunities.

VI. ACADEMIC PRINCIPLES, PROCEDURES, AND POLICIES

Adoption of Academic Policies

All **academic** policies must be approved by the Faculty Assembly (within 30 days after discussion), Vice President for Academic Affairs, President, and Board of Trustees. Any new policy or amendment of an existing policy must be brought as a written recommendation before the faculty. The recommendation must be distributed to the faculty at least one week before the meeting of the Faculty Assembly, at which it will be discussed. This recommendation shall contain (1) justification for the proposed policy and (2) a written text of the proposed policy. This text will be the starting point for work on the policy.

A simple majority of the members' present is required for adoption of the policy, provided that at least sixty percent of the full-time faculty is present at the meeting.

Procedures for Course and Curriculum Changes by Faculty

Courses and curricula require periodic updates to reflect advances in knowledge and changes in graduate school, professional school, and workplace expectations of college graduates. Livingstone College has established procedures by which courses and curricula may be changed as needed.

Revising Courses

Course revisions that involve substantial changes in the structure of a course must be approved by the College before the changes can be put into effect. The procedure for revising courses is as follows.

a. The person proposing the revision must fill out a Course Revision form. All parts of the form must be filled out.
b. The faculty in the division in which the course is located must meet and approve of the changes. A majority of the full-time faculty in the division must approve of the changes.
c. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.
d. The proposal must be submitted to the College faculty for its approval. The proposal will be submitted to the faculty by the Curriculum-Catalog Committee.
e. The changes go into effect after they have been approved by the College faculty.

Substantial changes in the material covered in a course cannot be made via a course revision proposal. Such changes must be made as part of a Proposal for a New Course.

Proposal for a New Course

This form is used when a division needs to offer instruction on material that does not fit the description of existing courses. The mechanism for approval of new courses is the same as that for the revision of courses.

1. The person proposing the revision must fill out a Proposal for a New Course form. All parts of the form must be filled out.

2. The faculty in the division in which the course is located must meet and approve of the new course. A majority of the full-time faculty in the division must approve of the new course.

3. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.

4. The proposal must be submitted to the College faculty for its approval. The approved proposal will be submitted to the faculty by the Curriculum-Catalog Committee.

5. The changes go into effect after they have been approved by the College faculty, Vice President for Academic Affairs and the President.

Deletion of Courses

When it is no longer desirable to offer a course, the course must be formally deleted. Failing to schedule a course does not delete the course from the catalog. Following the procedure for deletion of courses is the only way to remove a course from the catalog. The procedure for deleting courses is the same as that for revising or adding courses.

1. The person proposing the deletion must fill out a Deletion of Course form. All parts of the form must be filled out.

2. The faculty in the division in which the course is located must meet and approve of deleting the course. A majority of the full-time faculty in the division must approve of the deletion.

3. The proposal must be submitted to the Curriculum-Catalog Committee for approval after it has received divisional approval. A majority of the Committee must approve the proposal.

4. The proposal must be submitted to the College faculty for its approval. The proposal will be submitted to the faculty by the Curriculum-Catalog Committee.

5. The deletion goes into effect after it has been approved by the College faculty and the Vice President for Academic Affairs.

If the course is required of students currently matriculating at the College, it cannot be deleted until those students needing to pass the course have done so unless the requirement is waived by the Vice President for Academic Affairs or supplanted by another course.

Proposal for New Programs

The College will occasionally add programs to its offerings. When the need for a new major or concentration within a major becomes apparent, a proposal for a new program must be made following this format. The proposal must be accompanied by all Proposals for a New Course forms that may be needed to establish new courses required for the program.

1. Title page

2. An introductory statement which includes an explanation of the need for the program and its relationship, if any, to existing programs.

3. Goals and objectives of the new program.

4. A course sequence for the new program including class hour requirements.

5. A catalog description of the new program, including admission requirements or prerequisites for the new program.

6. A listing of the faculty needed to offer the new program and their qualifications. The need for additional faculty, if any, must be included.

7. A listing of the facilities needed to offer the new courses. A budget for the acquisition of equipment or the modification of existing facilities must be included.

8. The impact of establishing the program on existing faculty and facilities.

9. A listing of library resources that may be needed.

Grading System

Livingstone College uses a letter system of grading. Each letter grade represents the quality of work completed and carries specified quality points per credit. Semester credits are the number of credit hours of work attempted by the student, and quality points are calculated on the grades earned as follows:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passing	1 quality point per credit hour
F	Failing	0 quality point per credit hour
P	Passing	0 quality point per credit hour

W	Withdraw	0 quality point per credit hour
AU	Audit	0 quality point per credit hour

The grade of "I" is assigned only when a student, who is otherwise passing, has not completed all the work of the course due to circumstances beyond his/her control. The missing work must be completed within the first six (6) weeks of the next semester. Students who receive a grade of "I" for a course in the spring semester must make up the work within the first six weeks of the following fall semester. If the "I" grade is not removed by the date specified on the Academic Calendar, a grade of "F" is automatically assigned. The "I" grade must not be given as a midterm grade.

If a student receives a grade of "I" because he/she has not taken the final examination, a copy of the final examination should be filed in the Office of the Vice President for Academic Affairs in a sealed envelope bearing the name of the student along with information on how the student's grade should be calculated. The information should be detailed enough that, should the instructor not return to the College, someone other than the instructor can administer the examination and calculate the grade.

Class Attendance Policy

Policy Statement:

Students are expected to attend all classes, laboratories, and examinations regularly and punctually, unless they satisfy one of the below requirements:

1. Test out of the class;
2. Take credit by examination for the class, or
3. Withdraw from the class.

Students are normally permitted one hour of absence per credit hour in a semester, for example, three hours of absence in a three-semester hour class. Students should also expect that 25% or more absence from the scheduled sessions will likely result in a grade reduction, based on the Instructor's discretion and the student making up missed assignments; however, absence, itself, cannot comprise more than 20% of the grade. An instructor may allow a student to make up or complete academic assignments when the student is absent from class due to:

1. Documented, prolonged medical illness.
2. Death in the immediate family –requires a program, news obituary, or signed statement f from the minister or funeral director (3 days maximum, except under unusual circumstances).
3. A justifiable grave circumstance beyond a student's control.
4. Representing the College at an official College function.

Instructor's Responsibility:

1. Instructors have the authority, within these guidelines, to set attendance policies and procedures for their classes.

2. Instructors will include detailed attendance requirements in the course syllabus, to include the percentage of total grade attributed to attendance. The syllabus will be given to all students and posted on Blackboard.
3. Instructors will keep a signed receipt of the syllabus; and
4. Instructors will keep accurate attendance records in an approved roll book. Absences for freshmen and sophomores will be reported to the Retention Management System.

Student's Responsibility:

1. Students are required to satisfy all course requirements regardless of absences.
2. Students are held responsible for course information from the first class meeting of the semester regardless of late enrollment.
3. Students are responsible for the attendance requirements for each course in which he/she is registered.
4. Students are to notify the instructor of an absence in advance or, in extenuating circumstances, the first day of class attendance after the absence.
5. Students must request make-up work on the first day of class attendance after the absence.

Note: Freshman and sophomore students must get an official Student Class Excuse from the Success Center, whereas, upperclassmen must get one from the Division Dean presiding over the students' major area of study. Documentation must be provided for absences resulting from the aforementioned circumstances.

Procedures for Reporting Class Absences

The following procedures should be used for reporting class absences:

1. When the student approaches the limit of unexcused-three in a course that meets three times per week and two in a course meets two times per week-the instructor will send a warning notice to the student informing him/her of the number of unexcused absences (with copies sent to the Advisor, Department Chair, Division Dean, the Counseling Center, and the Office of Academic Affairs).

2. Following the next absence, the instructor will notify the student that he/she has reach the limit and may be penalized (this notice is also sent when the student approaches one-fourth of total class meetings for the semester).

3. The final notice informing the student that he/she is being dropped with an "FA" will be sent by the instructor the Advisor, Department Chair, Division Dean, the Counseling Center, Office of Academic Affairs, and the Registrar.

Class Rosters and Grade Sheets

Class rosters should be obtained from the Division Dean. The instructor should check each listing against the list of students attending class. The instructor must follow all instructions printed on the roster by the Registrar.

Mid-term and Final grades sheets should be returned to the Registrar's Office by the deadline printed on the Academic Calendar. Grade sheets may be obtained from the Division Dean.

Confidentiality of Student Records

Instructors are expected to respect the confidentiality of student records. They should not release information about student performance and student achievement to anyone without the written permission of the student.

Change of Grade

Grades submitted to the Office of the Registrar on the appropriate grade sheet by the instructor become a part of the student's permanent record and can be officially changed only through the procedure below:

1 A Change of Grade Form is completed by the instructor, stating the reason for change. The reason falls primarily within three categories:

a. Error in computation
b. Error in transferring grade from grade book to grade form
c. Incomplete work

A student is not allowed to revise and re-submit the previously graded work in order to raise the grade once final grades have been submitted.

2. The change of grade form is signed by the following:

a. Instructor
b. Department Chair
c. Division Dean
d. Vice President for Academic Affairs

Withdrawals

Students are expected to honor the schedule of classes selected at the beginning of the semester. There may be instances, however, when the student wishes to withdraw from a course after the end of the Drop Period. The decision to withdraw from a course must be made in consultation with the faculty advisor and the instructor of the course. Forms for withdrawing from a course after the end of the Drop Period are available in the Registrar's Office. Students must withdraw from a course within the time period indicated on the Academic Calendar. Student withdrawal from a course consists of two types: student initiated and faculty initiated.

Student Withdrawal. The student who submits a request to the Registrar's Office after following the procedure below initiates a student withdrawal:

1. Should it become necessary for a student to withdraw from a course, he/she should confer with his/her instructor.
2. A withdrawal form should be completed and the instructor should assign the appropriate grade.

3. The student must obtain signatures from his/her academic advisor. It is the student's responsibility to submit the complete form to the Registrar's Office.
4. The official date of withdrawal will be the date the withdrawal form is received and processed by the Registrar's Office.
5. The student will receive a grade of "F" (fail) if this process is not completed by the dates printed on the Academic Calendar.

Faculty Withdrawal. The faculty member initiates a faculty withdrawal after a student has violated the instructor's attendance policy. The instructor should indicate on the grade sheet a grade of "W" (withdraw), "WP" (withdraw passing), or "WF" (withdrawal failing) according to the scheduled dates on the Academic Calendar.

Independent Study

Students may pursue a course by Independent Study, subject to the same cost as a normal course, but only in documented extraordinary circumstances. Independent study is not to be offered in lieu of a class that is being offered currently, and general education courses are not to be offered as Independent Study. General planning of the course of study should avoid the need for Independent Study in all but extreme cases.

Audit a Course

A student must obtain approval to audit a course from the instructor, faculty advisor, and the Vice President for Academic Affairs on a Course Audit Form available from the Registrar's Office. Approval is based on a space-available basis. Additional approval for the Business Office and Financial Aid Office may also be necessary. This form must be completed and returned to the Registrar's Office before the student attends the class. An auditor is not required to participate in any examinations or graded course assignments.

Grade Appeals

The student has the right to appeal a grade that he or she believes is inaccurate or unfair. The student must follow the following protocol to appeal the grade:

1. The student will file a formal written complaint with the instructor who taught the course, explaining why he or she believes the grade is inaccurate or unfair. The student will then make an appointment with the instructor to discuss the complaint, along with evidence to support the complaint. This complaint must be formally submitted within thirty (30) days after the grade is issued.

2. If the student meets the instructor and continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide his or her advisor with a copy of the formal complaint, and then the student's advisor, the student, and the instructor will meet to resolve the matter.

3. If the student meets with the instructor and the advisor and still continues believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide the Department Chair under whom the instructor works with a copy of the formal complaint, and then the Department Chair, student advisor, student, and instructor will meet to resolve the matter.

4. If the grievance is still not resolved, the same procedure moves up the chain of command to the Division Dean, Vice President for Academic Affairs, and finally to the President. The grievance process concludes.

Handicap and Learning Disabilities

Students with handicaps and learning disabilities should inform the instructor in advance and make arrangements through the Student Success Center, which is located in Dodge Hall.

Preparation of Classroom Materials

Each Division Dean office will assist part-time faculty in the preparation of materials for classroom distribution. Materials that require both typing and reproduction should be submitted to the Division Secretary at least three (3) days before they are needed by the instructor. Copy machines are available in each Division.

Cheating and Plagiarism

Cheating and plagiarism are not condoned at Livingstone College. An instructor who finds a student cheating and/or plagiarizing should contact the Division Dean and Dean of Student Affairs.

Final Examinations

Final examinations are scheduled at the end of each semester. Any student who fails to report for a final examination may forfeit his/her right to take it. A student who has been called to report for active duty must submit a copy of his/her orders to the Vice President for Academic Affairs, who will make special arrangements to assist the student in completing his/her course work. A student must have reasons beyond his/her control if he/she wishes to be allowed to take the final examination after the date specified on the Academic Calendar.

Adjustments in Class Time and Location

Any change to the time and/or location of a class meeting must be approved by the Division Dean and communicated to the Vice President of Academic Affairs, Registrar, and Campus Security.

Assembly Hour

Each Wednesday, 11:00 a.m.-12:00 noon, is reserved by the institution as assembly hour. Part-time and adjunct faculty members are welcome to attend these assemblies and may not use this time for conference periods, required instructional work with students, or co-curricular activities.

Libraries and Other Learning Resources

All libraries and learning centers are available to students and faculty. Carnegie Library provides resources and services which support the College's mission of undergraduate instruction, faculty research, and general information and cultural needs of the academic community. The Hood Library is an integral part of the overall educational program and serves as a vital resource in the support of the Seminary's curricula for students and faculty. The purpose of Heritage Hall is to make information deposited in the archives available to all interested researchers.

The Cannon-Woodson Learning Center seeks to provide adequate services through the following resources: workshops on study skills, note-taking, test-taking, time management, stress management, career decision-making, resume preparation, time management and essay writing; basic computer training; tutorial services; taped lectures; administration of placement tests; monitoring student placement; early intervention; alumni and staff mentoring program; computerized programs; and Mathematics and Reading Supplemental Instruction Laboratories. As part of the Center's early intervention program, it uses invitation letters to students as well as discussions with faculty members to identify students who are not making satisfactory progress before the middle of the semester.

The purpose of the Teacher Education Curriculum Laboratory is to provide access to a wide variety of instructional and professional materials for students and faculty in the teacher education program.

Technology Use Rules

BlackBoard is to be used extensively in all courses; there will be accountability for the non-use of this technology. Specific elements of BlackBoard that should be used include attendance, grades, and discussion board. Electronic attendance and grade reports are required to be submitted to the division dean with all other end-of-semester reports.

VII. ONLINE AND GRADUATE COURSES

Hybrid & Online Courses

Due to the COVID-19 pandemic, SACSCOC approved Livingstone College for the temporary relocation of instruction to offer classes remotely. Subsequently, Livingstone presented a Substantive Change prospectus for the approval to offer its entire 47-credit hour General Education curriculum and B.S. in Business Administration degree program online. SACSCOC approved. As a result, the Vice President for Academic Affairs & Blackboard Coordinator seek applications for the development of hybrid and fully-online courses. All faculty interested in developing hybrid and online courses are to follow the steps as outlined below. Each faculty member can be approved for one fully online course upon successful completion of the Blackboard Training & Online Teaching professional development sessions. Approval of additional courses beyond the one class, may be considered for those faculty members who are more experienced in offering remote instruction.

Faculty interested in hybrid and online modalities of instruction should formally apply by completing an **Online Course Development Application Form**. The submission and approval process is as follows:

1. The faculty member completes an Online Course Request Form.
2. The faculty member submits the completed form to his or her Department Chair for approval.
3. The Department Chair approves the form and sends to the Division Dean for approval.
4. The Division Dean sends the signed form to the Blackboard Coordinator for review.
5. The Blackboard Coordinator will contact the faculty member for a preliminary meeting.
6. The faculty member presents the completed course to the Blackboard Coordinator for review.
7. Blackboard Coordinator recommends revisions or approval to the VPAA for final approval.
8. The VPAA approves the course.
9. The faculty member teaches the course.
10. After the course is taught, assessment and evaluation results are reviewed by the Blackboard Coordinator, Department Chair, Division Dean, and VPAA.

Technology Platforms for Online Teaching & Learning

The following technologies are available for faculty teaching hybrid and online courses:

1. Blackboard – Campus learning management platform.

2. ECHO 360: Lecture Capture – A retention tool that allows faculty to pre-record lectures, record lectures in real-time, and allows students to replay lectures for notetaking and studying purposes.
3. E-mail – Microsoft Outlook
4. RedShelf - E-books providing company.
5. Zoom – Campus platform for meetings, online, and hybrid instructional delivery of classes.

Synchronous & Asynchronous Learning

While synchronous learning allows students to access materials, ask questions, and practice their skills at any time that works for them, synchronous learning requires simultaneous attendance at scheduled meetings or lectures. Faculty, as much as possible, please deliver your online instruction in synchronous format. That means both the professor and the students in the class must sign-on at the appointed class time. Some students prefer synchronous learning for its structured learning and the ability to ask questions in real-time. Others prefer the flexibility asynchronous learning offers. However, the population of students we serve at Livingstone College is most academically successful when engaged in synchronous learning. SACSCOC Compliance for Distance Education An institution that offers distance or correspondence education: (a) ensures that the student who registers in a distance correspondence education course or program is the same student who participates in and completes the course or program and received the credit; (b) has a written procedure for protecting the privacy or students enrolled in distance and correspondence education courses or programs; (c) ensures that students are notified, in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.

Faculty Teaching Graduate Courses

Graduate faculty must have a terminal degree in the discipline area in which they are teaching. In some special instances, faculty may be approved to teach who have exceptional expertise in their field to qualify them for their teaching assignments in academic programs. In this instance, faculty considered to teach must have formal advanced study or demonstrated competence through independent scholarly activities or professional experiences in the field of specialization that they teach. The Dean and/or Program Director will assign qualified faculty to teach graduate courses. The VPAA appoints faculty to the Graduate Council.

VIII. ACADEMIC POSITIONS

Academic positions are those that require teaching, research, and community service (college and wider community) as principal services, with **the greatest** emphasis on teaching. They are divided into four faculty ranks (described later): instructor, assistant professor, associate professor, and professor. Initial appointments are probationary.

As a general rule, the Board of Trustees will grant tenure to individuals by virtue of their having met the qualifications for tenure set forth by the College, (b) having been formally recommended by the Division Dean and the Tenure Committee, and having been approved and recommended for tenure by the Vice President of Academic Affairs.

In special cases, the Board of Trustees, upon recommendation of the Vice President for Academic Affairs and the President, may waive the time eligibility (number of years in rank and employed at the College) requirement for tenure.

Procedures for Appointment to Academic Positions

When a vacancy of a Division Dean occurs, the Vice President for Academic Affairs in consultation with the President will fill the vacancy.

Appointment of Full-Time Faculty

Each academic division is allocated a number of teaching slots on the basis of enrollment and special needs of the area. All positions are authorized by the administration. The Division Deans and the Vice President for Academic Affairs shall seek to fill open positions from within or outside the institution.

When a faculty vacancy occurs in a division (whether an old position or a new one), the Division Dean will prepare a job description and submit it to the Vice President for Academic Affairs for approval. The vacant position is then forwarded to the Office of Human Resources to be advertised in the media. Copies of job announcements may be sent to national professional publications, to local, state, and national professional associations, and to universities which offer graduate degrees in the disciplines in which there is a vacancy. Each applicant is required to complete a college application and submit three letters of recommendation and original transcripts from all post-secondary institutions attended. The Division Dean and faculty will review all applications for the teaching position. Following the review, the Division Dean and faculty will recommend to the VPAA that recommended candidates be invited to the campus for an interview. Invited candidates are interviewed by members of the division and the chair, the Vice President for Academic Affairs, and other appropriate individuals. Following this interview process, the final candidate is recommended to the Vice-President of Academic Affairs. If the candidate is approved, the President offers the candidate a contract. The candidate shall fulfill all of the qualifications listed in the Faculty Handbook for the rank to which he/she is initially appointed.

Form of Appointment and Reappointment

The President is the only person authorized to offer and issue a contract. Every appointment and reappointment shall be in writing and signed by the President and shall state the terms and conditions thereof. No appointment or reappointment shall be effective until the contract is signed by the faculty member and returned to the Office of the President by the date specified in the appointment letter.

Conditions of Faculty Appointments

The terms and conditions of faculty appointments shall be set forth in writing. The agreement shall be signed on behalf of the College by the President and on behalf of the prospective or current faculty member by that person. The agreement shall be effective and operative only when it has been signed by the faculty member and received by the President or President's Office within the time period stipulated in the agreement. If the agreement is not received, the College will, in good faith, communicate with the faculty member to have him/her return the document.

New faculty members shall satisfy all of the qualifications for that position and rank. The President, however, has the authority to waive some qualifications, if the faculty member held an equivalent position and rank in another accredited institution.

Reappointment Decision

The decision to reappoint after the expiration of the initial term of appointment or any subsequent term of reappointment shall be made by the President acting upon consultation with the Vice President for Academic Affairs following proper consultation with the appropriate Division Dean.

Notification of Reappointment

Full-time faculty members will be notified of the terms and conditions of their reappointment by June 30.

Notification of Non-Reappointment

Notification of non-reappointment of a full-time faculty member without tenure shall be given in accordance with the following standards:

1. Written notice must be received not later than March 15 of the first three academic years of service. After the first three years of service, notice must be received not later than June 1.

2. Written notice must be received not later than May 1, after the third or subsequent academic years of service, thereby notifying that the next year will be the last year of service.

These standards do not apply in the case of retrenchment or dismissal for cause.

The College is not required to provide reasons, written or oral, for non-reappointment of non-tenured faculty.

Orientation of New Faculty

All new faculty members are required to participate in orientation activities arranged and/or conducted by the Vice President for Academic Affairs. Such activities are intended to acquaint new faculty with the history, mission, policies, rules, regulations, and procedures of the College. Part-time and adjunct faculty that are new to the College are encouraged to attend orientation.

Part-Time and Adjunct Faculty

Part-time and adjunct faculty members are one in the same. They both teach courses on an "as need" basis. A course load of 3/3 would maintain part-time and adjunct statuses. The teaching load shall be specified in the contract of the part-time and adjunct faculty member. Both of these faculty members are employed to complement the full-time faculty when less than full-time services are required. Identification of the need for part-time or adjunct services is initiated by a given division dean and routed through appropriate channels to the President of the College who authorizes the position. Hiring procedures for part-time and adjunct faculty are the same as for full-time faculty.

All part-time and adjunct faculty members are required to post and maintain office hours in order to be accessible to students. These hours shall include a minimum of one hour per week for each course taught. They are encouraged to attend meetings of the faculty and division whenever feasible. Minutes of meetings are provided to both faculty members. Part-time and adjunct faculty members are not ordinarily required to serve on committees.

Faculty ranks are the same as for full-time faculty. Both part-time and adjunct faculty shall meet the same qualifications for academic rank as full-time faculty.

Part-time and adjunct faculty members are not eligible for benefits.

Part-time and adjunct members of the faculty may be invited to become full-time members of the faculty.

Faculty Evaluation

1. All faculty members are to be evaluated regularly to document sustained performance in teaching and professional growth and development. The evaluation shall consist of both self-assessment and supervisor appraisals of faculty members' performance.

2 The evaluator shall consider information from several possible sources: self, immediate supervisor, peers, students, other college officials to whom the faculty member may be responsible, or individuals who may be familiar with the instructor's performance

3. Each faulty member will be evaluated on his/her professional development at the end of each academic year.

4. The evaluation shall measure the extent to which individual faculty members' complete specific objectives during the year in fulfillment of an annual plan agreed upon by the faculty member and the Department Chair.

5. Students will evaluate each instructor's class using standard assessment form. Faculty members are not allowed to be present during student evaluation of their own classes.

Promotion

The purpose of promotion at Livingstone College is to guarantee quality academic programs by attracting and retaining a highly qualified and dedicated faculty. Promotion at this College is conceived as an ongoing process with specific time-based segments. The promotion process is intended to recognize and show appreciation for past achievements and to provide incentives and encouragement for future accomplishments. Consequently, promotion is not awarded merely on the basis of longevity (years of teaching service at the College.)

Candidates recommended for promotion from the rank of assistant professor to associate professor are reviewed in terms of both accomplishments and promise. Candidates recommended for promotion from the rank of associate professor to full professor must provide considerable evidence of the scholarly accomplishments and contributions to their discipline and to the field of education.

All faculty members are expected to compile a portfolio. This evolving portfolio is used for yearly reviews as well as, when applicable, for promotion. Three specific areas to be considered are – Teaching (instruction, advising and mentoring students; course and program development.), Service (to the academic discipline, to the College and to the broader community, and Research and Professional Development (participation in scholarly activities and programs that enhance academic performance and academic effectiveness).

Promotion Committee

The promotion Committee, a standing committee at the College level, consists of five faculty members: three members will be elected by the faculty from those faculty members who are eligible to serve; one faculty member will be a faculty representative of the Vice President for Academic Affairs (VPAA); and one faculty member will be the candidate's representative. All committee members must at least be at the rank of associate professor and have completed at least two years at that rank at Livingstone College; members will serve no more than two consecutive years. The Chair of the Promotion Committee will be selected by members of the Committee.

The Promotions Committee reviews applications and makes recommendations of approval or denial of promotion to the VPAA. Periodically, an ad hoc Promotion Policies and Procedures Committee is

appointed by the VPAA to review, evaluate, and recommend policy changes in keeping with "best practices" and "standard practices" in the academy regarding the promotion process. This Committee is a separate body from the standing Promotion Committee. It submits all recommendations regarding promotion policies and procedures for approval to the Faculty Assembly, VPAA, and the Board of Trustees, in that order.

Criteria for Promotion by Rank

Instructor-Initial rank granted to a person with a master's degree in a teaching discipline or at least 18 graduate semester hours in the teaching discipline with a master's degree in a closely related discipline. Faculty members who are pursuing a doctoral or other academic terminal degree, recognized by regional accrediting agencies from a fully accredited institution in the teaching discipline and have earned positive evaluations at this rank will automatically be promoted to the rank of assistant professor once the degree is received.

Assistant Professor-Rank achieved by promotion or original appointment. Faculty member must have at least 30 hours above the master's degree in the teaching discipline and a minimum of three years full-time teaching experience at the college level. To be appointed assistant professor without teaching experience, the person must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies from a fully accredited institution in the teaching discipline.

Associate Professor-Rank achieved by promotion or initial appointment. Faculty member must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies, from a full accredited institution in the teaching discipline, and a minimum of five years of full-time college teaching experience at the rank of assistant professor. A minimum of three years as an assistant professor at Livingstone College is required. Candidate must also present evidence of contributions in teaching, scholarly activities, and service to students, the academic community, and the broader community. Faculty with a terminal degree, other appropriate credentials, background and experience from other academic institutions may be appointed to the rank of associate professor.

Professor-Rank achieved by promotion or initial appointment. Faculty member must have a doctoral or other academic terminal degree, recognized by regional accrediting agencies, from a fully accredited institution in the teaching discipline. In addition, the person must have had ten years full-time teaching experience, of which at least five as associate professor in college teaching, and of those five, the last three years at Livingstone College at that rank. The candidate must also have produced creative or scholarly work, and submit documentation on how that work is connected to teaching and to the academic discipline. New hires will not normally be appointed to the rank of full professor.

Procedure for Applying for Promotion

The application process for promotion should begin a year in advance of the actual submission of the application. The process begins at the departmental level. Candidates will notify the Chairperson of their Division about their intent to apply for promotion. The candidate will then start to assemble data and material for the promotion portfolio. The portfolio submitted for promotion will be kept on file in the

Office of the Vice President for Academic Affairs until the final decision has been made and communicated to the applicant.

Calendar of Events

1. **By the last Monday in September**, the candidate meets with his/her immediate supervisor, usually Department Chair or Division Dean to formally initiate the application process and asks him/her to review the portfolio to determine if it meets all specified criteria.

2. **By the first Monday in October**, the Division Dean reviews the portfolio thoroughly and forwards it, with a recommendation, to the VPAA. The candidate is notified in writing when this is done. The notification should be issued to the candidate by the 3rd Monday of October.

3. **By the fourth Monday in October,** the VPAA acknowledges receipt of the portfolio and forwards it to the Promotion Committee for a thorough and careful review. If the Committee has questions about documents and recommendations, it may contact appropriate parties.

4. **By the first Monday in March,** the Promotion Committee submits its decision to the VPAA.

5. **By the first Monday in April,** the VPAA reviews the Promotion Committee's decision and forwards it his/her recommendation to the President of the College.

6. The President submits recommendations for each candidate to the Board of Trustees for the first Board meeting to be held at the conclusion of the Spring Semester.

7. **By the end of May,** the President sends a letter to all applicants informing them of the Board's decisions. For faculty members who are granted promotion, the new rank appears on their next employment contracts.

8. If the candidate's request for promotion is not granted, the candidate may request a meeting with the VPAA and President to discuss the reason(s) for this decision.

<u>Promotion Portfolio</u>

The Promotion Portfolio includes the following documents:

1. Candidate's self-evaluation of teaching, services and research and professional activities including identification of areas of excellence.
2. Current curriculum vitae.

3. An overall evaluation of the candidate by his/her department chair and division dean.

4. Three letters of professional reference, one of which must come from outside of the College.

5. Documentary evidence of quality and expertise in the following areas:

A. Teaching

Evidence of effective teaching is essential to the awarding of promotion at Livingstone College. The primary focus of this activity is the generation and transmission of knowledge and giving support to students in the learning process. It encompasses the development of new skills, insights, and sensitivities in the classroom. Teaching also includes advising and an informal dialogue between the faculty and students. Excellent teaching may be evaluated by the following criteria:

1. Course Syllabi.

2. Student evaluations for the past three academic years (If the candidate for promotion is not in possession of the student evaluations that were conducted during the past three academic years, the Office of the Vice President for Academic Affairs, upon request, will provide these documents to the candidate.).

3. Teaching awards.

4. Teaching innovations, including the use of technology in the classroom.

5. Development of a new course in the curriculum.

6. Development of teaching modules, workbooks, or other instructional materials.

B. Research and Professional Development

The research and professional growth of the candidate may be evaluated by the following criteria:

1. Evidence of continuing study and achievement concentrated in the areas of teaching and academic discipline.

2. Active membership in professional organizations.

3. Papers delivered at local, state, national, and international conferences/professional meetings as well as community forums.

4. Participation (attending/presenting) in seminars and workshops.

5. Evidence of involvement in research activities that contribute to the quality of the teaching and learning environment at Livingstone College.

6. Publications: books, articles, and reviews.

7. Works as research consultant/advisor.

8. Grantsmanship.

Research and Professional Development: Additional Considerations

The candidate must provide (in two pages or less) a statement of professional development and research goals and accomplishments. Research and professional development must be evaluated on at least three of the activities listed below and must relate to teaching and the academic discipline. If the recommendation is for promotion to associate professor, the statement should include research accomplishments since appointment as assistant professor (may include work as an assistant professor at another institution). In addition, the research program should be evaluated with emphasis on evidence of research and scholarly activities that **may** include:

1. A scholarly publication in a professional journal or creative works.

2. Delivery of papers at local, state, national and international meeting of academic/professional societies.

3. Presentation of invitational Lectures.

4. Participation on panels at local, state, national, and international meeting of academic/professional societies or offices held in these societies.

5. Participation in program-related projects.

6. Editing and/or review of scholarly professional journals or other texts related to professional development.

7. Willingness to share expertise with the College and broader community (such as conducting workshops/seminars without compensation).

8. Work as research consultant/advisor.

9. Grantsmanship.

10. Published chapter in a book.

11. Two content-related peer reviewed articles.*

*Note: Peer review is a process that journals use to ensure the articles they publish represent the best scholarship currently available. When an article is submitted to a peer reviewed journal, the editors send it out to other scholars in the same field (the author's peers) to get their opinion on the quality of the scholarship, its relevance to the field, its appropriateness for the journal, etc.

For promotion from rank of associate professor to full professor, the statement should include accomplishments since the last promotion. The emphasis on the evaluation of research and professional development is the same as that for promotion from the rank of assistant professor to associate professor. However, the candidate for promotion to full professor **will** also have at least two publications in scholarly (professional) journals or a significant scholarly work (such as a book) or creative works (such as a major creative production, artistic works, or performances that are produced and/or directed) within a five-year period while in residence at Livingstone College. The statement of professional development and research goals and accomplishments should tie together past research and how it relates to future research plans and to teaching and service duties.

C. Service to the College and the Academic Community

The promotion process recognizes that individual faculty members from a variety of disciplines and backgrounds (in training, expertise, specialties, talents, and interests) have much to offer without necessarily fitting a prescribed "model." The promotion process, then seeks to recognize the strengths of individual faculty and to reward the variety and diversity that each brings to the College. The term "service" may include service to the College, academic discipline, and broader community. This concept is sufficient to recognize the variety of ways in which faculty perform service at a liberal arts college whose primary focus is teaching. Collaboration is another area of service. For example, faculty who teach the general education courses, professional studies, and pedagogical studies should collaborate with area schools in program planning and evaluation. This would provide an opportunity for educators to review effective programs for the preparation of future teachers. Collaborative relationships with K-12 schools and their faculties in programs and project development would serve to share and refine knowledge bases and to improve the quality of education of all constituents.

The candidate's service to the College, academic discipline, and broader community will be evaluated by the following standards:

1. Active participation in faculty, school, and college committee work.

2. Active participation in school and college activities, including but not limited to officially representing the institution at college events, such as recruiting fairs, and other student activities that may necessitate the involvement of faculty.

3. Committee involvement and service to local, state, and national boards, agencies, and programs (Revised May 4, 2006).

Materials submitted in connection with promotion may be used in the tenure portfolio.

The promotion portfolio will be kept on file in the Office of the Vice President for Academic Affairs until the final decision has been made and communicated to the applicant.

Tenure

The purpose of tenure at Livingstone College is, as it is other American institutions of higher learning, to guarantee the quality of its academic programs by attracting and retaining a highly qualified and dedicated faculty. In the judgment of the trustees, the administration, and the peers, tenure is conferred on the faculty in the belief that tenured professors will work with total commitment for the growth and development of the College and thus fulfill the College's mission.

Since tenure is a privilege not conferred on all faculty, those who achieve it are expected to contribute to the growth and development of the College more than the rest of the faculty and to do so in various ways, innovative or traditional. Those ways may be described as follows:

1. The tenured faculty will take an active role-and a leading role wherever appropriate and possible-in maintaining and upgrading the standards of the curriculum and academic environment and monitoring students' academic progress.

2. They will participate in the community service locally or beyond.

3. They will participate in college governance through committee work.

4. The will work to create an atmosphere in their departments, divisions, and the College in which

    a. Excellence in teaching and scholarship is promoted;
    b. A mutual understanding-not conformity-is cultivated between the faculty and students through caring and informed advisement, counseling, and an exchange of ideas (in class and out of class);
    c. An exchange of ideas takes place between faculty and administrators resulting, possibly, in a spirit of collegiality and mutual trust; and
    d. The humanity of all faculty, staff, and students, regardless of their ethnicities and national origins, is respected, valued, and enhanced.

Tenure can be acquired only by an express grant through the deliberate action of the Board of Trustees acting upon the recommendation of the President. All grants of tenure to the faculty shall be set forth in writing by the Board of Trustees or the President of the College acting on behalf of the Board. Such status provides a guarantee of continuous, permanent employment to the faculty until retirement, death, or resignation.

Tenure may be terminated only for "cause" or extreme, proven, financial exigency and only according to established procedures set forth in the College Handbook. If a tenured faculty member's program is phased out, the College must make serious and sincere efforts to adjust him or her; that is, the tenured faculty member must be retained in preference to the non-tenured one. If any courses directly related to the tenured faculty member's qualifications and experience are offered by the College under any program, the tenured faculty member must be given preference in the assignment of those courses, and the tenured status of that faculty shall remain intact.

Criteria for Tenure

The Tenure Committee and the Vice President for Academic Affairs (VPAA) will adhere to the following criteria in evaluating faculty applications for conferral of tenure:

1. Three broad areas of performance are to be considered; teaching, professional activity, and the College and community service. Teaching, the most important factor in evaluation, counts 60%; the other two areas count 20% each.

2. The faculty member holds a full-time position in one of the academic divisions of the College or Library, with these qualifications: a terminal degree (usually PhD) in the teaching discipline or related area as determined by the academic discipline; the rank of assistant professor or above; five years full-time as assistant professor or above.

3. The faculty member has worked full-time for five years at the rank of assistant professor or above at Livingstone at the time of application.

4. He or she is on a tenure-track position.

5. The five-year requirement as assistant professor may be reduced to a minimum of three years by the VPAA in consultation with the Department Chair and Division Dean if the individual is appointed as an associate professor.

6. Upon being granted tenure, the faculty member will be promoted to the next higher rank; from assistant to associate professor and from associate to full professor.

7. The candidate is a scholar or performer as required by his/her discipline. His/her scholarly or performance achievements indicate that in the last five years he/she has been actively engaged in writing, presenting, publishing, or performing, as applicable and relevant, at local, state, national, or international levels.

8. The candidate demonstrates commitment to the academic community by having been engaged in such activities or issues as academic advising and counseling (as appropriate), the college governance, the curriculum, academic environment, student academic progress, and participation in the local and larger community.

9. The person has been engaged in the development of special projects, grants, research, or other activities. He/she must document the claim for such engagement.

10. Tenured faculty members who transfer into administrative positions shall retain their rank and tenure unless a different status is mutually agreed upon by the faculty member and the administration.

Procedures of Applying for Tenure

The process of applying for tenure spreads over a year, beginning in the Spring Semester and concluding in the next Spring Semester. It starts no earlier than the ending of the fifth year of teaching at Livingstone College unless the faculty member's contract specifies otherwise. The process starts with the faculty member's conference with his/her immediate supervisor (usually a Department Chair or Division Dean) to inquire whether he/she has met the criteria for tenure. The sequence of events, including the approximate time table for the submission of materials, is as follows:

1. The faculty member will inform the immediate supervisor, usually Department Chair or Division Dean of his/her wishes to apply for tenure. The Department Chair will consult with the Division Dean and inform the potential candidate of the need to review the portfolio. The Department Chair or Division Dean (as appropriate) will assist, if necessary, in the preparation of the portfolio. The portfolio must be submitted to the department chair by the 1st Monday in October.

2. The Department Chair will review the portfolio for completeness and forward it with an appropriate recommendation to the Division Dean by the 1st Monday in November.

3. The Division Dean will review the portfolio and forward it with a recommendation either for or against the granting of tenure to the VPAA by the 3rd Monday in January.

4. The VPAA will submit the portfolio to the Tenure Committee for a thorough and careful review and recommendation by the 3rd Monday in January.

5. If the Tenure Committee has questions concerning supporting documents and recommendations, the Committee may contact appropriate parties.

6. The Tenure Committee will submit its decision to the VPAA by the 1st Monday in April.

7. The VPAA will submit the Tenure Committee's recommendation to the President by the 3rd Monday in April.

8. Finally, the President will submit his recommendation for each candidate to the Board of Trustees for their approval at the Board's meeting at the end of the Spring Semester.

9. By the end of May the President sends a letter to each candidate informing him/her of the Board's decision.

10. A candidate who is not granted tenure will be informed by the President or the VPAA by a letter explaining the reasons for denying tenure.
11. Faculty members who are granted tenure will receive their next employment contracts indicating their new tenure status and their promotion to the next rank.

Tenure Portfolio

The portfolio for tenure shall include the following information:

1. Candidate's summary evaluation statement on teaching, research/creative activities, and professional service;

2. Candidate's identification of area(s) of excellence, while demonstrating average or above average ability in remaining areas;

3. Current curriculum vitae;

4. Department Chair's recommendation of summary evaluation;

5. Division Dean's recommendation of summary evaluation;

6. Documentary evidence of quality in (see promotion criteria for more detail):
    a. Teaching;
    b. Research or Special Projects;
    c. Scholarly/Creative Productivity;
    d. Community Service;
    e. Professional Development; and
    f. College Service.

7. Three letters of professional reference, one of which must come from outside the College;

8. Supporting documents form the Division Chair or VPAA (whoever keeps them):
    a. Faculty Course Evaluations, and
    b. Instructor Evaluations (last three years).

9. Other documents may be requested by the Tenure Committee. Requests for such documents must be made in writing;
10. Other appropriate documents from the candidate;

11. Must provide terminal degree transcript;

12. The candidate for tenure will provide at least to content area-related publications in scholarly (professional) journals or a significant scholarly work (such as a book) or creative works (such as

a major creative production, artistic works, or performances that are produces and/or directed) within a five-year period while in residence at Livingstone College;

13. Materials submitted in connection with promotion should be used in the tenure portfolio;

14. Tenure portfolios shall be kept on file in the Office of the VPAA until the final decision has been made and communicated to the applicant and then will be returned to the applicant.

Approval or Rejection of Tenure

1. The faculty member who is granted tenure will be informed by the President in writing.

2. The status of tenure will appear on the faculty member's next contract.

3. All recommendations against tenure must be explained in writing and communicated to the applicant by the President or the VPAA.

4. **If a faculty member is rejected for tenure in the sixth year, these rules apply**:
   a. He/she may apply again for tenure in the seventh year, or
   b. If he or she chooses not to apply for tenure a second time, he or she may be issued an annual non-tenure track appointment at the discretion of VPAA.

5. The confirmation timeline for faculty member rejected for tenure in the sixth year is as follow:
   a. Letter stating decision shall be submitted to Department Chair by the 1st Monday in October;
   b. The Department Chair reviews letter and send recommendation to the Division Dean by the 1st Monday in November; and
   c. The division dean will forward recommendation to VPAA by the 1st Monday in December.

6. A faculty member who has been on a tenure track position for six years and chooses not to apply for tenure by the beginning of the sixth year will be treated the same way as one who has been denied tenure. The rules stated above as relevant in the case, will apply. The tenure track position thus made vacant will be filled by another-new or already teaching-faculty member in the department at the discretion of the VPAA.

Tenure-Track and Tenured Faculty Percentage

The College will have an overall tenure-track and tenured percentage of 25%, which will be allotted to the four divisions on a per capita basis. In other words, approximately a total of 25% (twenty-five percent) faculty of each division will hold a tenured or a tenure-track position. Each program with a major would be guaranteed a minimum of one tenured slot for a terminal degree. Additional tenure-track positions can be allocated by the VPAA at his/her discretion.

Special Tenure Provision

In cases of exceptional merit, as measured by national, regional, or state standards and acclaim, the President in any given year, may grant tenure as deemed in the best interest of the College; however, the number of tenured positions so granted may not exceed five percent (5%) of the total tenured faculty. This special tenure provision is additional to the allocation of 25% faculty in each division.

Tenure Committee

There shall be a Standing Committee on Tenure charged at the beginning of each academic year. The Committee shall consist of five tenured faculty members; three elected by the faculty, one selected by the candidate, and one selected by the VPAA. These members will not serve on the Tenure Committee for more than two consecutive years, unless there are not enough tenured faculty members available to serve.

When it is not possible to find five tenured faculty members for the Committee, untenured faculty members, maximum two, would be acceptable provided they hold the rank of associate professor, with at least three years full-time in that rank at Livingstone College, and hold a terminal degree.

Faculty members who are in a supervisory role of a tenure applicant may not serve on the Tenure Committee for individuals for whom they supervise. This specifically refers to Department Chair and Division Deans.

The Tenure Committee is charged with the responsibility of reviewing tenure portfolios and making recommendations for or against tenure to the VPAA. This Committee has also been charged with the responsibility of refining the policies and procedures for the tenure process and developing deadlines for the submission of tenure portfolios for review. All recommendations regarding policies and procedures shall be referred to the Faculty Assembly and then to the Office of Academic Affairs for approval.

Emeritus Status

The emeritus title is granted to professors upon recommendations of the Division Dean and the Vice President for Academic Affairs followed by the approval of the President and the Board of Trustees. The candidate must have served the College with distinction for many years. The title carries with it full ceremonial and academic rights, as well as those professional privileges the administration deems fitting. The conditions of an emeritus contract shall be negotiated between the faculty member and the President.

Professor Emeritus Guidelines

1. The person chosen to be honored with the professor emeritus status will be given full professor's rank if he/she is not already a full professor.

2. In the last year of his/her full-time teaching, the person approved for the professor emeritus status will be assigned a reduced load of teaching--a maximum of two courses each

semester--in the area of expertise and/or head a special project as deemed appropriate by the individual and the College. He/she will receive full salary and other benefits for the year.

3. The professor emeritus may be honored with the following (with his/her consent) at the end of his/her last year of full-time teaching:

    a. A Banquet;
    b. Special recognition on the commencement program;
    c. Heading the procession along with the marshals; and
    d. A plaque or other memorabilia during the commencement ceremony.

4. The faculty member will retire from the institution with the professor emeritus status, but will have the option of serving the College in any position considered appropriate by him/her and the administration.

5. The faculty member will continue to bring honor to Livingstone College as professor emeritus by pursuing other activities, such as speaking, writing, consulting, or other scientific/artistic pursuits as appropriate to his/her expertise.

Professional Growth

Livingstone College expects all faculty to continue their professional development as teachers and scholars and supports faculty growth and development to the extent possible by providing opportunities for educational study leave and for attendance at professional meetings, conferences, in-service conferences, and workshops. Notices of growth opportunities received in the Academic Affairs office are routinely sent to appropriate division deans to be shared with faculty. Similarly, information received directly by a division dean is shared with faculty in that division. Activities sponsored by the College are announced orally or in writing to faculty.

While it is emphasized that the initiative for such activities is the responsibility of individual faculty members, the institution funds some activities, either fully or in part, depending upon the availability of funds allocated for these purposes.

Termination of Academic Programs

Institutions of higher education are sometimes forced to reorganize or terminate programs, courses, divisions, and other units because of unforeseeable changes. Reorganization or termination may result from lack of public need, lack of student demand or interest, decline in enrollment, inadequate funding, lack of leadership and lack of funds during a period of decline in financial resources.

Prior to termination of a program, careful consideration shall be given to (1) the significance of the program in supporting other academic units of the College and (2) the demand for offerings in the area as indicated by consistent patterns of enrollment, and marketplace demand for program graduates.

Except in cases of financial exigency, decisions to reduce or terminate faculty in a division due to low enrollment in courses and majors, shall be made only after such a pattern has been documented for more than a single academic year, and only after all measures to increase enrollments have proven ineffective.

Dismissal for Cause

The College will institute termination procedures for faculty conduct the College deems unacceptable. Faculty members, **with or without tenure**, may be summarily dismissed by the President for "cause" subject to the rights of review and appeal. Causes for initiation of termination procedures include, but are not limited to:

1. Conviction of a charge of the illegal use, possession, or sale of controlled substances.

2. Conviction of the willful falsification of documents pertaining to employment.

3. Conviction of the destruction of College property.

4. Conviction of inciting others to destroy College property.

5. Conviction of committing a felony that is connected to employment.

6. Professional incompetence or neglect of academic responsibilities including but not limited to the following:

   a) Failure to teach/conduct scheduled classes repeatedly.

   b) Failure to perform administrative tasks concomitant with his/her position as a faculty member.

   c) Failure to perform the duties as specified in the Faculty Handbook after verbal and written warnings.

7. Serious disrespect for the ideals and character of the College causing public scandal.

8. Flagrant and willful disregard of the policies and procedures of the College. In such cases, dismissal will be based on verification of the validity of the accusations through a hearing conducted by the Faculty Assembly, at which time the accused will be given ample opportunity to provide a defense. A two-third-majority vote shall be required to establish the validity of the accusation.

9. Willful and repeated disregard of academic freedom, as determined by the faculty. This cause for dismissal shall not apply to cases where a faculty member expresses appropriately and in good taste an opinion contrary to that held by the majority of the faculty or administration. Nor will it be used to restrain a faculty member's academic freedom.

10. Providing misleading or false information about his/her employment history credentials or status.

Procedural Review for Dismissal

A Review Committee of four (4) faculty members elected from the Faculty Assembly and one (1) appointed by the Vice President for Academic Affairs shall serve in an advisory capacity to the President on matters being considered for dismissal. The President makes the final decision. In every instance, dismissal procedures shall include the following steps:

1. The Vice President for Academic Affairs will notify the faculty member in writing that a written recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of information supporting such grounds.

2. The faculty member will be given a reasonable opportunity to meet with the Vice President for Academic Affairs to present his/her defense to the dismissal recommendation before the recommendation is made to the President.

3. If the dismissal recommendation is accepted by the President, the faculty member will be given a reasonable opportunity to meet with the President to appeal the decision and present his/her defense.

In any case involving dismissal for cause, the burden of proof that cause exists shall be on the College.

Policy on Faculty Grievance

If the concerned person has gone through the channels of Department Chair/Division Deans and the Vice-President of Academic Affairs and the grievance relates to tenure, promotion, evaluation, dismissal, or academic rights and freedom, he/she may request the Vice President of Academic Affair for a hearing before the Faculty Grievance Committee appointed by the President of the College.

This Committee shall be composed of five (5) faculty members selected from a list of seven members elected from the faculty at large. The President shall appoint five of these members to hear the grievance.

The concerned faculty member shall be granted an opportunity to bring one colleague in his/her behalf to the hearing. This individual shall not be granted an opportunity to vote but may confer with the aggrieved and participate in discussions when appropriate.

The Vice President for Academic Affairs will set up the initial meeting of the Grievance Committee and the Committee will elect its chair. The Committee will have the right to review relative documents presented by the person, Department Chair or Division Dean, director, and Vice-President of Academic Affairs and to request testimony from any of the above. A recorder will be provided by the Office of Academic Affairs. Written recommendations from the hearing will be sent to the President who will make the final decision. Every effort will be made to complete the grievance procedure within 30 working days.

IX. LEAVES

Educational Study Leave

The College is committed to providing funds for faculty members who wish to pursue advanced study in priority areas. Priority areas are those in which the College does not have enough persons with doctoral degrees to meet the requirements of accrediting bodies. Educational leave may be granted to individuals for the following reasons: to complete dissertations, to pursue higher degrees, and to gain expertise in high technology in fields that may directly improve an individual's academic area.

The procedure as outlined for sabbatical leave with pay applies to educational leave also. Approval is contingent upon availability of funds (grants/funded proposals/UNCF/UCC, etc.), availability of a suitable replacement for the duration of leave, and evidence of continuous progress, while in school. When fiscal resources are available, the College may aid the faculty member.

Professional Leave

A faculty member may be granted a leave of absence with pay to attend conferences, workshops, and professional meetings related to his/her teaching field. Ordinarily, no more than four consecutive working days will be approved by the Vice President for Academic Affairs. Leave in the excess of four (4) consecutive work days must be approved by the President. In any case, the faculty member must document adequate provisions for missed classes.

Application for Professional Leave

A written application for leave should be prepared by the faculty member and submitted to the Division Dean. The Division Dean will forward the approved leave application to the Vice-President of Academic Affairs for final approval.

Sabbatical Leave

A sabbatical leave provides an opportunity for the advancement of tenured faculty members. The sabbatical for one semester is granted at full salary; the sabbatical for an academic year (two semesters) is granted at half salary.

The primary consideration in awarding a sabbatical is to provide the opportunity for a faculty member to conduct research or other scholarly work, to acquire new teaching techniques in the discipline or in a new area appropriate to his/her needs, or to complete a book or other original papers. A sabbatical is granted only if funds are available during the year the person will be out and approved by the administration.

A faculty member is eligible to apply for sabbatical leave following the completion of seven years of full-time service. Faculty shall be eligible for only one sabbatical during each period of seven years as a full-time faculty member. Fringe benefits will be continued during the sabbatical leave unless otherwise stipulated, in writing, to the faculty member.

Sabbatical Restrictions

1. Assurance must be given by the Division Dean that the faculty member's responsibilities at Livingstone College shall be carried out by qualified faculty.

2. Sabbaticals are limited to tenured faculty only.

3. Only the time in a professorial rank at Livingstone College is counted toward the sabbatical.

4. At any given time, only one faculty member per division shall be permitted a sabbatical.

5. A faculty member is expected to return to the College with an explicit intent of remaining for the period of time stipulated in the "Professional Leave of Absence" agreement.

6. At least one year of service must remain between the completion of sabbatical leave and the date of retirement.

Family and Medical Leave (FMLA)

The College complies with the Family and Medical Leave Act of 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. For reference, see the Human Resources Policies and Procedures Manual.

Emergency Leave

Faculty may be granted emergency leave with pay up to five (5) days per year. This leave can be taken for illness or death in the immediate family. This leave will not carry over into the next academic year.

Additionally, emergency leave must be used when absence from work is caused by natural disaster or inclement weather.

Sick Leave

Sick leave is defined as leave for any personal physical/mental disability that would temporarily render a faculty member unable to discharge regular teaching and/or other College-assigned responsibilities.

Full-time faculty shall be granted 10 (ten) days (two weeks) per academic year with pay for illness or accident. Those days can be accumulated at the rate of ten days per year up to a maximum of 180 (one hundred eighty) work hours if the employment is continuous. Absences in excess of 3 (three) consecutive work days may require a statement of verification. If a faculty member, because of prolonged sickness, needs longer sick leave than the available time, he/she must negotiate further leave with the College. Accumulated sick leave remaining at the time of retirement or termination from the College will carry no monetary, vacation, or cash-in benefits.

The Division Dean or the Vice President for Academic Affairs must be notified immediately of personal illness which prevents an instructor from discharging regularly assigned duties. Information concerning the illness must be conveyed to the Division Dean so that the affected classes may be met and other assignments carried out. Thereafter, report of personal illness must be sent to the Vice-President of Academic Affairs as soon as possible. Such a report must be accompanied by a medical statement certifying personal illness and the estimated recovery time before the instructional staff member can resume full duties at the College.

Leave Without Pay

Faculty members may, in the event of a long period of illness or other extraordinary personal reasons, be granted a leave of absence without salary. Requests for leave should be referred in writing to the Vice President for Academic Affairs with a recommendation from the Division Dean. The Vice-President of Academic Affairs will notify the Human Resources department when such a leave becomes effective.

Military Leave

Members of the National Guard or the Reserve components of the Navy, Air Force, Marines, Coast Guard, or Army shall be entitled to leave with pay for such time as they remain members of the units for periods not exceeding fifteen (15) days in any one calendar year.

Personal Leave

Full-time faculty shall be granted three days per year with full salary for personal business. These days may be taken without an explanation of the specific nature of the absence and will not carry over into the next academic year. Provisions for classes must be made and the appropriate request form submitted to the Office of Academic Affairs at least three (3) working days prior to the leave or within 48 hours upon return in cases of an emergency. If additional time is needed, the faculty member may take it without pay.

X. COLLEGE TRAVEL

Livingstone College encourages its faculty members to enhance their academic and professional growth by participating in and attending professional meetings related to their discipline. Financial assistance is provided to the extent that funds are available. Owing to budget constraints, the degree of support for professional travel will vary from year to year. Guidelines and policies for granting travel expenses are listed below:

1. Faculty members must obtain approval from their Division Dean and the Vice President for Academic Affairs prior to making professional travel plans.

2. When sufficient funds are available, first consideration will be given to faculty members who will be presenting papers, serving as session coordinators, panelists, or who are officers of professional organizations.

All travel expenses will be paid for faculty members serving in one of these roles. An official copy of the program of the meeting will serve as documentation of participation.

1. An announcement or brochure of the meeting/conference must accompany the requisition for travel.

2. Attendance at meetings must be relevant to the responsibilities of the faculty members and beneficial to the academic programs.

3. Individuals must obtain authorization from the President to be away from campus for more than five (5) days.

Airline fares, hotel expenses, per diem for food, and registration fees will be given in advance. An itemized hotel bill and airfare receipt must be submitted upon the faculty member's return. Photocopies will not be accepted. All other expenses, including car mileage, will be reimbursed after the fact. These expenses will be reported on the Travel Expense Report Form provided by the College.

Travel by automobile will be reimbursed at the approved rate provided the total reimbursement does not exceed equivalent air coach fare or other reasonable transportation. Payment for gas will not be reimbursed when the mileage is paid. If a College vehicle is available, the person will not be reimbursed if he/she uses his/her private automobile.

Rental automobiles may be used when such travel is more advantageous to the institution than the use of other means of transportation. Advance reservations for compact automobiles or vans should be requested.

1. Reimbursement will not be made for telephone calls or valet services.

2. Ground transportation to and from the airport and airport parking are reimbursable. Any fare of $10.00 or more will require a receipt.

3. Faculty members who are not participants may be reimbursed for 50% of the travel cost, depending on the availability of funds.

Approved and/or allocated expenses are paid in full by the College when the faculty member is the official representative of the College and is traveling at the request of the College

XI. MISCELLANEOUS

Mail

Check regularly with the Division Dean or Secretary concerning mail or any other official distributions or notifications.

Paychecks

Paychecks are distributed on the last working day of the month and are available from the Division Dean, the Office of the Vice President for Academic Affairs, Cashier's Office, or through direct deposit. Direct deposit can be set up with the Office of Human Resources.

Campus Security

A Security booth is located at the front entrance of the campus next to Varick Auditorium.

Parking Decal Requirement

A parking decal is required to enter through the College's front entrance gate. The process for securing the parking decal is as follow:

1. Complete on-line application;
2. Pay the $60 parking fee in the Cashier' Office
3. Take receipt to the Security Office along with a valid driver's license and proof of liability insurance; and
4. Attach decal to vehicle

If a faculty member is driving more than one vehicle to the campus, a decal is needed for both vehicles. There is a pro-rated fee for the second decal.

Emergencies

An employee who encounters an emergency that could immediately affect the safety of self and others should report the problem to Campus Security and to his/her immediate supervisor. You will be instructed by Campus Security or other official personnel should an emergency situation arise.

Closure of Campus Operations in Bad Weather

Faculty, staff, and students are expected to use personal judgment concerning travel safety during inclement weather. In the event of catastrophic conditions or extreme emergency, every possible effort will be made to communicate to the College community the difficulty and to advise appropriate procedures.

Faculty who find it impossible or unsafe to travel should phone their immediate supervisor and explain the difficulty. This will enable the supervisor to make arrangements for classes and schedules.

Students unable to attend classes because of emergency weather conditions, etc., will be allowed to make up the work missed.

Crisis Plan

This "Crisis Plan" is a campus-wide guide designed to give an orderly and efficient process to handle emergencies and crises. It also provides measures to assist with media relations, physical plant, and inclement weather problems. The thrust of the plan is cooperation and prevention among all associated with our campus community.

An employee who encounters an emergency problem which could immediately affect the safety of self and others should report the problem to the Campus Police/Security and to his/her supervisor. When such a report is submitted and verified, the "Crisis Plan" will be placed in operation.

. APPENDIX

Frequently Used Forms

Copies of all of these forms may be found in the Office of Academic Affairs.

Forms may be updated or revised as needed.

LIVINGSTONE COLLEGE

701 West Monroe Street * Salisbury, NC 28144 * (704) 216-6000

ONLINE COURSE DEVELOPMENT APPLICATION

The Vice President for Academic Affairs & Blackboard Coordinator are seeking applications for the development of fully-online courses. All interested faculty are to follow the steps as outlined below. Each faculty member can be approved for **one** fully online course upon successful completion of the Blackboard Training & Online Teaching Institute. Course will be taught during the spring 2021 semester. Faculty interested in teaching blended or hybrid courses should also formally apply by completing this form to be approved to teach additional courses in blended or hybrid format.

SUBMISSION DEADLINE:

The submission and approval process is as follows:

1. Complete *Online Course Request Form*.
2. Fill in all information and present form to Department Chair for approval.
3. Send completed form to the Division Dean for approval.
4. Send completed and signed form to the Blackboard Coordinator.
5. The Blackboard Coordinator will contact faculty for a preliminary meeting.
6. Present completed course to the Blackboard Coordinator for review.
7. Blackboard Coordinator recommends revisions or passes approval along to the Office of the Vice President for Academic Affairs for final approval.
8. Course is taught.
9. At the completion of the course, results are presented to the Blackboard Coordinator, Department Chair, Division Dean & Vice President for Academic Affairs.

Online Course Request Form

Mr. Damein Greatheart

Blackboard Coordinator

dgreatheart@livingstone.edu

(704) 216-6922

Faculty Name _____ Office: _____

Department _____ Email: _____

Phone: _____

Term Requested and anticipated delivery date			
Semester			
Delivered			
Course Description			
Course Number			
Course Name			
Credit Hours			
Proposed Course Format (blended, hybrid, online)			
Has the course been fully developed for online delivery?			
Not Yet			
Yes	I am ready for review		

Signatures

Faculty Member(Instructor)		*Date*	
Department Chair		*Date*	
Division Dean		*Date*	
Blackboard Coordinator		*Date*	
Vice President for Academic Affairs		*Date*	

Course Syllabus Guidelines

It is expected that an appropriate syllabus be made available to each student on the first day of each course. In this way students are made aware of the course expectations and methods of evaluation for levels of performance.

Each course syllabus should include the following information:

1. Course prefix, number, and course name

2. Instructor Term Year
   Office Location Campus Phone No.
   Class Meeting Times (e.g. MWF 3-3:50) Home Phone (optional).

Office Hours (full-time faculty: 8 hours per week; part-time faculty inform students how to make appointments)

Holistic Quality Enhancement Plan (QEP) Statement

During the 2019-2024 academic years, Livingstone College will implement the SACSCOC Quality Enhancement Plan (QEP). The success of the QEP is closely tied to the accreditation of the College, which affects the respectability of your degree. Our campus has chosen the topic "Improving Writing Skills." The purpose of the QEP is to improve student writing skills across the curriculum. Your department fully endorses the QEP. Your professor will incorporate fundamental writing strategies into the course curriculum, and your task will be to incorporate these fundamental writing skills into class writing activities and other writing assignments. Your professor will use a uniform rubric to assess your level of mastery of organization, level of content, development, grammar and mechanics, style and format in your writing. Your professor will require you to create and maintain a student writing portfolio.

3. Required Text(s) and other materials to be purchased. Texts should be listed in standard bibliographical form, including date of publication. Textbooks must be up-to-date editions.

4. Prerequisites to course, if any.

5. Brief description and Goal. Indicate where this course fits into the curriculum (e.g. introduction, advanced, etc.) Relate course to program model course in the content area courses, when applicable, and to divisional/division goals and objectives.

6. Specific Competencies: List the specific competencies covered by this course develop three (3) or more measurable objectives which you meet in this course.

7. Evaluation and Grading: Upon what factors does the final grade depend?

THIS INFORMATION IS A CONTRACT BETWEEN YOU AND THE STUDENT.

8. Nature of Final Exam: take-home, comprehensive, essay, multiple choice etc.

9. Attendance Policy: Be explicit about penalties for excessive tardies and absences and how you differentiable between “excused” and “unexcused” absences. Remind students that you are expected to report students with excessive consecutive unexplained absences.

10. “Make-up” Policy and late work policy: Under what circumstances (if any) can quizzes or tests are made up? If you accept late work, under what circumstances? Is there a penalty?

11. Schedule of Class Sessions/Topic outline including reading or other projects due on specific days and topics or chapters to be covered. This outline should match your competencies and/or measurable objectives. Due dates of major tests, projects, papers, assignments, quizzes, examinations, field assignments, laboratory experiences, group projects, research projects, etc. required in the course should be clearly stated.

12. Bibliography of suggested readings. Provide a brief listing of additional outside readings (books, periodicals, etc.) pertinent to the course, which will require the student to use the library.

LIVINGSTONE COLLEGE

Curriculum Change Request

(Please type or print)

1. Department _____ 2. Division _____

3. Proposer _____ 4. Phone # _____

5. Type of Request - Check appropriate response(s):

A. ( ) New Course B. ( ) Required ( ) Elective C. ( ) Delete this course from the Catalog

D. Change(s) in the following:

( ) Prefix ( ) Number ( ) Title ( ) Section
( ) Description ( ) Credits ( ) Prerequisites ( ) Frequency
( ) Program Requirement ( ) Other:

6. Provide the **proposed** Catalog description in full in the space below. If the request is for a change in a current (existing) course, provide both the proposed and current descriptions.

Title: _____

Proposed Catalog Description: _____

_____

_____

_____

Prerequisites: _____

Frequency: _____

7. State the rationale for the above request.

_____

_____

_____

8. Name other organizational units and individuals--academic and/or administrative--that have been consulted about this request. Describe the impact of this request on them if any.

_____

_____

_____

9. Indicate how students provided their input in this request. Check appropriate response(s):

( ) As members of a departmental planning or curriculum committee

( ) As members of a division/school planning or curriculum committee
( ) As members of a consulted student organization or committee
( ) Through informal conversation
( ) Not at all (X) Other (specify) _____

10. Indicate what this change will require. Check appropriate response(s):
( ) New Faculty ( ) Money not presently budgeted
( ) New Equipment ( ) No new resources
( ) New Library Resources ( ) Other (specify) _____

11. Indicate when this course is to be offered: Semester: _____ Year: _____

12. If this request is a new course proposal, attach an outline of the new course content and bibliography on a separate (8 ½ x 11") sheet of paper, and submit also the current and proposed curriculum guide sheets that list all courses.

Send 20 copies of this request to:
Curriculum and Catalog Committee Chair
c/o Vice President for Academic Affairs
Livingstone College
701 W. Monroe Street, Salisbury, NC 28144

APPROVALS:

_____
Chair, Department of _____ Date

_____
Chair, Division of _____ Date

_____
Chair, Teacher Education Council Date
(This applies to Education Program only.)

_____
Chair, Curriculum and Catalog Committee Date

_____
President, Faculty Assembly Date

_____
Vice President for Academic Affairs Date

LIVINGSTONE COLLEGE
Salisbury, North Carolina

DECLARATION OF MAJOR FORM

ID#	CLASSIFICATION:	EMAIL: @students.livingstone.edu
NAME:		

DECLARATION OF MAJOR/PROGRAM

I, _____, do hereby declare the major of :

€ African American Studies	€ English	€ Religious Studies
€ Birth to Kindergarten Education	€ English Education	€ Sport Management
€ Biology	€ History	€ Social Studies Education
€ Business Administration	€ Hospitality Management	
€ Business Administration-Accounting	€ HM-Lodging Operation	
€ Business Administration-Economics	€ HM-Event Management	
€ Business Administration-Entrepreneurship	€ HM-Food & Beverage	
€ *Certificate* – Event Planning	€ Liberal Studies *(see below)*	€ Social Work
€ *Certificate* – Lodging Operations	€ Mathematics	€ Sociology
€ *Certificate* – Culinary Arts	€ Mathematics Education (9-12)	
€ Computer Information Systems	€ Music	
€ Criminal Justice	€ Music Education (K-12)	
€ Culinary Arts *(Associate program)*	€ Political Science	
€ Elementary Education (K-6)	€ Psychology	

****LIBERAL STUDIES CONCENTRATIONS SELECTION****

Please select at least two (2) concentrations:

**NOTE: Students selecting the Elementary Education K-12 concentration must receive approval from the Education Department.*

	Accounting		Computer Information Systems		History		Psychology
	Biology		Culinary Arts		Mathematics		Religious Studies
	Business Administration		Elem Edu K-12*		Music		Sociology
	Chemistry		English		Political Science		Theatre Arts

EDUCATION DEPARTMENT APPROVAL FOR LIBERAL STUDIES-EDUCATION CONCENTRATION:

This is to certify that the above-named student successfully completed the PRAXIS I exam and was accepted into the Education program on the date listed below:

ACCEPTANCE DATE:_____

_____/Date_____

Signature of Division/Department Chair
Division of Education, Psychology and Social Work

*****DEPARTMENTAL ACCEPTANCE****

The _____**DEPARTMENT** accepts _____
into it's major program of study. ***Students are expected to follow the curriculum sequence of the current catalog.***

A STATEMENT OF DEGREE REQUIREMENT HAS BEEN PREPARED AND ISSUED TO THE ABOVE-NAMED STUDENT.

NEW FACULTY ADVISOR:_____

Date:_____ _____
Signature – Department Chairperson

I have received and fully understand the curriculum sequence that I am to follow in order to complete my degree requirements.

STUDENT'S SIGNATURE:_____ Date:_____

*****RETURN FORM TO THE OFFICE OF THE REGISTRAR FOR PROCESSING*****

OFFICE USE ONLY

RECEIVED/PROCESSED BY:_____ **DATE:**_____

EMAIL NOTIFICATION SENT: _____ YES _____NO DATE:_____

WRJ 9/2015

LIVINGSTONE COLLEGE
Salisbury, North Carolina

CHANGE OF MAJOR FIELD NOTIFICATION FORM

Students who change their major must then follow the curriculum sequence of the current catalog. It is recommended that this form be completed and processed before a student is advised in a new major.

The Registrar's Office will forward copies of this form to the former and new advisor, together with a copy of the student's transcript, and the new department chairperson/area coordinator when this form and a copy of the degree requirements have been received in the Office of the Registrar.

STUDENT'S NAME: _____ **ID:** _____

CURRENT MAJOR: _____ **CURRENT ADVISOR:** _____

CLASSIFICATION: _____ **DATE:** _____

REASON FOR CHANGE: _____

****

NOTIFICATION OF DEPARTMENT FROM WHICH STUDENT IS TRANSFERRING MAJOR

The Division of (check one)
___ Business ___Education, Social Work, Psychology ____ Liberal Arts ___ Math & Science
has been notified by the above-named student that he/she is transferring his/her major field of study to another division.

Signature Department Chairperson/Area Coordinator: _____ **/Date** _____

Signature - Faculty Advisor: _____ **/ Date** _____

****

NOTIFICATION OF DEPARTMENT TO WHICH STUDENT IS TRANSFERRING MAJOR

The Division of (check one)
___Business ___Education, Social Work, Psychology ____Liberal Arts ___ Math & Science

accepts: _____
Student's Name

Into its major program of _____. **A STATEMENT OF DEGREE REQUIREMENTS has been prepared and issued to the student. A COPY IS ATTACHED.**

Signature/Department Chairperson _____ **Date** _____

Signature of Student: _____ **Date** _____

NEW FACULTY ADVISOR: _____

OFFICE LOCATION: _____ **ROOM#** _____ **TELEPHONE:** _____

****

REGISTRAR'S OFFICE USE: Revised 10/2009
_____ Division Chair
_____ Department Chairperson/Area Coordinator *(new)*
_____ Faculty Advisor *(former)*
_____ Student
_____ Faculty Advisor (new) *(Transcript attached)*

LIVINGSTONE COLLEGE
Holistic College

ADVISING SHEET

Date of Contact: _____ Time: _____

Student Name: _____ ID#: _____

Local Address: _____

Local Phone No.: _____ Home Phone No.: _____

Home Address: _____

Email Address: _____

Department: _____ Major: _____

Advisor Initiated _____ **Student Initiated** _____

****

SESSION CHECKLIST

Check All That Apply:

___ Reviewed Transcript
___ Reviewed Contract
___ Reviewed Progress Report procedure
___ Reviewed Academic Progress
___ Discussed Attendance Policy
___ Discussed Student Goals
___ Review Course Schedule
___ Provided Student Copy of Schedule
___ Confirmed Major/intended
___ Course Change(s)
___ Reviewed Grades
___ Confirmed Visit with Financial Aid
___ Discussed Community Service Policy
___ Reviewed Course Sequence – GEN. Curriculum/major
___ Did Student Pre-register?
___ Is Advisee a transfer student?
___ Has Advisee received correct catalog
___ Is Advisee attending classes regularly?
___ Assisted the advisee in finding a tutor
___ Is Advisee making satisfactory academic progress
___ Other (Please Explain Below)

_____
_____
_____

****

Actions Taken: _____

_____

_____

_____

_____

Student Signature: _____ Date: _____

Advisor/Faculty Signature: _____ Date: _____

Revised 10/27/14

LIVINGSTONE COLLEGE
OFFICE OF THE REGISTRAR
Salisbury, North Carolina 28144

FALL 20____ SPRING 20____ SUMMER 20____

ADVISEMENT FORM

ID#			
LAST NAME:		MAJOR:	CLASSIFICATION
FIRST NAME:	MIDDLE INITIAL:	EMAIL ADDRESS:	

☐ New home address – correction requested

DEPT	CRS #	SECT	COURSE TITLE	HRS	DAYS/TIME (CIRCLE DAYS)	CK IF CLASS IS A REPEAT COURSE
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	
					M W F S T R	

TOTAL HOURS _____ (FULLTIME-12 and above) (PARTTIME-less than 12)

**ADVISOR'S SIGNATURE:	DATE:

"I do not care how dark the night, I believe in the coming of the morning."
–Dr. Joseph Charles Price, Founding President

OFFICE OF THE REGISTRAR
LIVINGSTONE COLLEGE

NAME: _____ MAJOR: _____
ID#: _____ DATE: _____

DROP/WITHDRAWAL

DEPT.	COURSE NO.	SECT.	COURSE TITLE	CR. HRS.	CLASS TIME	DAYS	BLDG.	RM. #	INSTRUCTOR'S SIGNATURE	GRADE (W, WP, WF)
			TOTAL HOURS DROPPED/WITHDRAWN							

ADD

DEPT.	COURSE NO.	SECT.	COURSE TITLE	CR. HRS.	CLASS TIME	DAYS	BLDG.	RM. #	REGISTRAR'S USE (CLASS OPEN/CLOSED)	SIGNATURE OF INSTRUCTOR
			TOTAL HOURS ADDED							

REASON FOR CHANGE: _____

SIGNATURES: STUDENT _____ DATE _____ ADVISOR _____ DATE _____

NOTE: IF A CLASS HAS CLOSED, THE STUDENT MUST HAVE THE SIGNATURE OF THE INSTRUCTOR FOR THE CLASS HE/SHE WANTS TO ADD. HOWEVER, THE INSTRUCTOR IS NOT OBLIGATED TO OPEN HIS/HER CLASS FOR ADDITIONAL ENROLLMENT.

REGISTRAR'S OFFICE: ENTERED BY: _____ DATE: _____

TOTAL HOURS BEFORE CHANGE: _____ TOTAL HOURS DROPPED: _____ TOTAL HOURS ADDED: _____ TOTAL HOURS AFTER CHANGE: _____

THIS DROP/ADD BECOMES EFFECTIVE ON THE DATE ENTERED BY THE OFFICE OF THE REGISTRAR.

LIVINGSTONE COLLEGE
OFFICE OF THE REGISTRAR
Salisbury, NC 28144

COURSE AUDIT FORM

In a few special instances, a student may be allowed to audit a course. This is done through special permission from the Vice President for Academic Affairs with the cooperation of the instructor. Under no circumstances is credit ever given for auditing a course, no examinations are taken by the student, and the instructor's responsibility ends when the student is permitted to sit in the classroom. The student must obtain a Course Audit Form from the Office of the Registrar and all signatures obtained from the course instructor, advisor, Vice President for Academic Affairs, business office, and financial aid (if applicable), before the student may audit the course.

STUDENT'S NAME:_____

ID#:_____ **CLASSIFICATION:**_____

SEMESTER/YEAR:_____

LIST COURSE TO AUDIT:

DEPARTMENT	COURSE #	SECTION	COURSE NAME

TOTAL CREDIT HOURS:_____

GIVE A BRIEF REASON FOR AUDITING COURSE:

_____

_____

_____

_____

_____

_____
Student's Signature

_____
Faculty Advisor

_____
Instructor

_____
Vice President for Academic Affairs

_____
Financial Aid (if applicable)

_____
Business Office

NOTE: The fee for auditing a course is $1,285.

LIVINGSTONE COLLEGE

Faculty Name:

Faculty Department

Teaching and Conference Schedule

Building/Room# Office Phone: Office E-mail

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					

LIVINGSTONE COLLEGE
SALISBURY, NORTH CAROLINA

CHANGE OF GRADE FORM

_____
Student's Name Classification Student ID Number

Is Entitled To A Change of Grade For The Course:

_____ _____ _____
Course Number Title of Course Credit Hours

(Please indicate)

Taken During The Semester: Fall 20____ Spring 20____ Summer 20____

Reported Grade_____ New Grade_____

The Reason For This Change of Grade (Please check one):

_____ 1. Error in Computation
_____ 2. Error in Transferring Grade From Grade Book to Grade Form
_____ 3. Removal of an Incomplete

COMMENT: Please give a DETAILED explanation of why change of grade is justified.

_____

_____

_____

_____ _____ _____ _____
Instructor's Signature Date Department Chair's Signature Date

_____ _____ _____ _____
Division Chair's Signature Date Final Approval Date
Vice President for Academic Affairs

After final approval by the Vice President, a copy will be sent to the Registrar, Department Chair, and Instructor.

White – Registrar Canary – Department Pink – Instructor

Revised 03/08

LIVINGSTONE COLLEGE

THE GRADE OF "I" FORM

The Instructor must complete this form for each student assigned an "I" grade.

STUDENT: _____ SEMESTER: _____

COURSE: _____ YEAR: _____

INSTRUCTOR: _____

REASON (S) FOR ASSIGNING THE GRADE OF "I" _____

_____

WHAT IS THE STUDENT TOTAL NUMBER OF POINTS AT THIS TIME? _____

EXPLANATION FO HOW THE FINAL GRADE WILL BE COMPUTED TO REMOVE THE "I"

_____

_____

_____

_____

_____

_____

_____

_____

Instructor's Signature Date

Note: The Instructor must submit a copy of this completed form to the Division Chair and to the Office of the Vice-President of Academic Affairs

HOW TO USE THE RUBRIC FOR RANKING TEACHING FACULTY

Teaching Faculty Member: _____

Overall Rating Score: _____

Department Chair: _____

Division Chair: _____

Academic Year: _____

Directions: The Chairperson of each division and/or Department Chairpersons of each discipline are to use this rating scale to rank each faculty member on the three (3) categories included in the Rubric for Ranking Teaching Faculty. First, the faculty member will receive a particular ranking (Excellent, Good, Satisfactory, or Deficient) for each criteria under each of the three categories, then the sum of the ranking values for each criteria met by the faculty member will determine their ranking for that category according to the ranking index listed at top of each category in the Rubric for Ranking Teaching Faculty. After a faculty member has been rated in all categories, they will receive an Overall Rating Score using this method for calculation:

	Check √ the faculty member's ranking per category				
Category	Excellent (Value =4)	Good (Value = 3)	Satisfactory (Value = 2)	Deficient (Value = 1)	Calculate Rating Score
Effectiveness As a Teacher					X 6 (Ranking Value) = _____
Research and Professional Development					X 2 (Ranking Value) = _____
Service to the College and the Academic Community					X 2 (Ranking Value) = _____
					Total Overall Rating Score:

Interpretation of Overall Rating Score

Based on an Overall Rating Score across all categories with the first category "Effectiveness as a Teacher" having a weight of six (6); the second category "Research and Professional Development," having a weight of two (2), and the third category "Service to the College and the Academic Community," having a weight of two (2).

Overall Rating Score	Total Overall Score
Excellent	36 – 40 points
Good	30 – 35 points
Satisfactory	25 - 29 points
Deficient	19 - 24 points

_____ points

Note: The lowest possible score ("deficient performance" ranking in all three categories) is a 19; a "satisfactory performance" ranking in all three categories is a score of 25; a "good performance" ranking in all three categories is a score of 30; and, the highest possible score ("excellent performance" ranking in all three categories) is a 40.

Description of how the ranking will be used to determine Faculty Evaluation

Rubric for Ranking Classroom Faculty

Directions: (1) Check √ the criteria satisfied by the faculty member. (2) Add all criteria for this category and record the score. (3) Rate the faculty by this ranking value sum using this index: Excellent: 24-28; Good: 18-23; Satisfactory: 12-17; Deficient: 7-11

Category	Excellent Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment Source(s)
Ranking Value	**4**	**3**	**2**	**1**	
Effectiveness as a Teacher	☐ Demonstrates excellent command of subject matter	☐ Shows good command of subject matter	☐ Shows satisfactory command of subject matter	☐ Shows poor command of subject matter	☐ Peer/ Chair's Evaluations
	☐ Demonstrates highly effective teaching/ learning strategies	☐ Shows effective teaching/learning strategies	☐ Shows satisfactory teaching/ learning strategies	☐ Shows poor teaching and learning strategies	☐ Peer, Chair's, & Student Evaluations
	☐ Good student participation; good promotion shown for the intellectual development of students	☐ Satisfactory student participation; some promotion shown for the intellectual development of students	☐ Actively encourages student participation and promotes the intellectual engagement and development of students	☐ Little or no student class participation; does not promote the intellectual development of students	☐ Peer, Chair's, & Student Evaluations; review of class tests and assignments
	☐ Shows enthusiasm, initiative, and good rapport with students; displays excellent classroom management	☐ Lively classroom presence, good rapport with students and good command in the classroom	☐ Satisfactory teacher/student engagement and rapport and maintains class control	☐ Poor teacher/ student engagement and rapport and minimal control in the classroom	☐ Peer, Chair's, & Student Evaluations
	☐ Has conducted two or more assessments reports of student learning outcomes (SLOs)	☐ Has conducted at least one assessment report of SLOs	☐ Has assisted others in assessment efforts of SLOs	☐ Has not participated in any assessment efforts of SLOs	☐ Chair's/Self and Division Evaluations
	☐ Excellent plan for class observed; syllabus shows organized plan for the class with clearly defined learning outcomes/ objectives and appropriate assessment mechanisms	☐ Good plan for class observed; good class syllabus showing learning outcomes/ objectives and appropriate assessment mechanisms	☐ Satisfactory plan for class observed; satisfactory class syllabus showing learning outcomes/ objectives & appropriate assessment mechanisms	☐ Disorganized plan for class observed; class syllabus shows poorly defined outcomes/ objectives & inappropriate assessment mechanisms	☐ Review of Class Syllabus & Plan for Class Observed
	☐ Teaching materials and methods are current and appropriate – with use of technology in and out of class	☐ Good teaching materials and methods	☐ Average teaching materials and methods	☐ Poor teaching materials and methods	Peer / Chair's Evaluations

Faculty Comments

Evaluator's Comments

Directions: (1) Check √ the criteria satisfied by the faculty member. (2) Add all criteria for this category and record the score. (3) Rate the faculty by this ranking value sum using this index: Excellent: 16-20; Good: 12-15; Satisfactory: 8-11; Deficient: 5-7

Category	Excellent Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment Source(s)
Ranking Value	4	3	2	1	
Research and Professional Development	❑ Maintains active membership or leadership position in professional organizations	❑ Is a member of some professional organizations	❑ Is a member of at least one professional organization	❑ Is not a member of any professional organization	❑ Professional organizations' listings
	❑ Published more than once in print/ online; engaged in creative productions and/ or presented at professional conferences	❑ Demonstrates progress towards publications and/or presented at a professional conference	❑ Has assisted others in at least one publication and/or conference presentation	❑ Has not published nor presented in any conference	❑ Professional journals/ websites or conference program/manuscript
	❑ Continues scholarship in the discipline by taking courses, earning a degree/ certificate or engaging in research /advanced training.	❑ Has taken more than one graduate/ certificate course or advanced training in the discipline or other evidence of continuing	❑ Has taken at least one graduate/ certificate course or advanced training in the discipline or other evidence of continuing	❑ Has not engaged in any graduate/ certification work or advanced training in the discipline	❑ College transcript with course(s) & grade(s); Self Evaluation
	❑ Consistently engages in professional development activities	❑ Has engaged in more than one professional development activity	❑ Has engaged in at least one professional development activity	❑ Has not engaged in any professional development activities	❑ Flyer; Chair's/ Self/ Division Evaluations
	❑ Has received honors/awards for work in the discipline	❑ Has received at least one honor/ award from work within the discipline	❑ Has received some form of recognition from work in the discipline	❑ Has not received any recognition from work within the discipline	❑ Copy of the award letter; Chair's/ Self/ Division

Faculty Member:_____ **Score:** _____ **Ranking for this category: E/G/S/D=**_____

Faculty Comments

Evaluator's Comments

Directions: (1) Check √ the criteria satisfied by the faculty member. (2) Add all criteria for this category and record the score. (3) Rate the faculty by this ranking value sum using this index: Excellent: 24-28; Good: 18-23; Satisfactory: 12-17; Deficient: 7-11

Category	Excellent Performance	Good Performance	Satisfactory Performance	Deficient Performance	Suggested Assessment Source(s)
Ranking Value	4	3	2	1	
Service to the College and the Academic Community	❑ Chairs or actively serves on several departmental/college committees with substantial contribution	❑ Serves on a few departmental/college committees with strong contribution	❑ Serves on at least one departmental/college committee	❑ Little/no involvement with departmental committees	❑ Chair's/ Self and Division Evaluations; Division Minutes
	❑ Coordinates one or more courses/programs in the discipline with substantial contribution	❑ Engages in course coordination efforts with others in the discipline with strong contribution	❑ Engages in at least one course coordination effort with others in the discipline	❑ Engages in no course coordination efforts in the discipline	❑ Chair's/Self and Division Evaluations
	❑ Substantially contributes to agencies or services that benefit the community (church, gov't., school, service group, fraternal or non-profit organization, etc.)	Regularly participates with at least one agency/service that benefits the community	❑ Has participated with at least one program that has benefited the community	❑ Has not participated in any community service program or activity	❑ Vice President for Academic Affairs Report; Chair's/ Self/Division Evaluations
	❑ Actively involved in one or more grant projects with substantial contribution	❑ Involved in at least one grant project with strong contribution	❑ Assisted with one grant project	❑ Has not been involved in any grant project	❑ Institution of Advancement Report
	❑ Serves as advisor or has substantially contributed to at least one student club/organization	❑ Has participated or strongly contributed to at least one student club/organization activity	❑ Has attended at least one student club or organization activity	❑ Has not been involved in any student club or organization activity	❑ Dean of Student Affairs' Report; Chair's/Self/ Division Evaluations
	❑ Has conducted more than one presentation/ workshop for colleagues and/or students	❑ Has conducted at least one presentation or workshop for colleagues and/or students	❑ Has worked with others in a presentation/ workshop for colleagues/students	❑ Has not conducted any presentation or workshop for colleagues/students	❑ Copy of flyer; Chair's/ Self / Division Evaluations
	❑ Has substantially contributed to college-wide activities (student activities; open houses; College forums; etc.)	❑ Has strongly participated in at least one college-wide activity at the College	❑ Has attended at least one college-wide activity at the college	Has not attended any college-wide activity at the College	❑ Chair's/Self/ Division Evaluations **Wednesday assemblies are required**

Faculty Comments

Evaluator's Comments

Faculty Signature

Date

Livingstone College Bookstore
Textbook Adoption Form
(Term: Fall 2019)

Date _____

Course Prefix & Number _____

Course _____

Instructor _____

Text Required (Name of Textbook) _____

ISBN (13 Digit) _____

Publisher _____

Author/Editor _____

Professor Signature
_____**Phone**_____**Email**_____

Department Chair Signature _____

	Quantity
Quantity of Textbooks Needed	
Enrollment	
Previous or Current Textbook	
Additional Comments	

Signature_____ **Dr. Kelli V. Randall, Vice President for Academic Affairs**

ALL BOOK ADOPTIONS ARE FOR THREE YEARS

LIVINGSTONE COLLEGE OFFICE OF HUMAN RESOURCES
LEAVE REQUEST FORM

NAME: _____ DATE: _____ LEAVE PERIOD: _____

LEAVE DATES REQUESTING:

		**Circle Type Leave Requesting	Approved	Denied
from: _____	thru: _____	A S E O P	____	____
from: _____	thru: _____	A S E O P	____	____
from: _____	thru: _____	A S E O P	____	____
from: _____	thru: _____	A S E O P	____	____

A = ANNUAL **(STAFF ONLY)
S = SICK
E = EDUCATION
O = OTHER (EXPLAIN IN COMMENTS ANY TYPE LEAVE NOT ITEMIZED)
P = PERSONAL **(FACULTY ONLY)

	** ANNUAL	SICK	** PERSONAL LEAVE (FACULTY ONLY)	LEAVE OF ABSENCE WITHOUT PAY	EDUCATION LEAVE (GIVE NAME OF INSTITUTION IN COMMENTS)	OTHER
CURRENT BALANCE						
HOURS REQUESTING						
TOTAL TO BE CARRIED FORWARD						

____Total Hours ____Total Days Employee's Signature _____ Supervisor's Signature _____

Comments _____

Request Granted _____ Vice President's Signature _____ Date _____

MAY 2006

LIVINGSTONE COLLEGE
TRAVEL AUTHORIZATION 15362

Name: _____ Phone: _____

Department: _____ Budget No.: _____

Destination: _____ Purpose of Travel: _____

Departure (Date and Time): _____ Return (Date and Time): _____

Additional travelers/group? Yes ( ) No ( ) (If yes, attach a list of names)

MODE OF TRANSPORTATION (Check One) ( ) Air ( ) Rail ( ) Bus ( ) Private Auto ( ) Other

Flight Information:

Departure	Return
Date: _____ Time: _____	Date: _____ Time: _____
City: _____ State _____	City: _____ State _____
Airline: _____ Flight # _____	Airline: _____ Flight # _____
Lodging:	**Registration:**
Hotel : _____	Company Name: _____
Address: _____	Address: _____
_____	_____

ESTIMATED COST (Please attach registration forms, hotel confirmations, airfare confirmations, etc.)

	Amount	Budget Control Number
Transportation (Airfare/Rental Car)	$	
Lodging	$	
Meals	$	
Registration	$	
Other	$	
Total	$	

Amount of Travel Advance Requested: $ _____

SIGNATURES:

Requestor	Date	Department/Program Director (if applicable)	Date
Sponsored Programs (if applicable)	Date	Vice President	Date
Vice President Business and Finance	Date	President (if applicable)	Date

- Request for official travel should be completed (with required back up and signatures) and sent to the Business Office for approval at least 14 days prior to travel.
- Travel expense statements must be submitted to the Business Office within 10 working days after completion of travel. All original receipts (i.e. transportation – major and ground; hotel, meal fees and other) verifying all approved expenditures must be attached to the expense statement. If funds advanced to the traveler were not spent for authorized travel expenses the traveler must attach a check or money order payable to Livingstone College for all unspent travel advance funds.

White Copy – Business Office Yellow Copy- Accounting Office Pink Copy – Department

LIVINGSTONE COLLEGE
OFFICE OF ACADEMIC AFFAIRS

INSTRUCTOR'S CLASS ABSENCE REPORT

TO ALL ACADEMIC FACULTY: DATE:_____

Whenever it becomes necessary to be absent from classes due to personal business or college related business, you are to submit this form **FIVE DAYS IN ADVANCE**. If you will be attending a workshop, conference, or seminar, please attach a copy of the schedule.

If you are absent due to illness or an emergency you should contact your Division/Department Chair. If no contact can be made, please notify the office of the Vice President for Academic Affairs. This form should be submitted **WITHIN 49 HOURS OF YOUR RETURN**.

INSTRUCTOR:_____ DEPARTMENT:_____

DATE(S) OF ABSENCE:_____ TOTAL # OF DAYS:_____

REASON FOR ABSENCE: _____

_____

LIST COURSES FOR WHICH PROVISIONS MUST BE MADE (INDICATE CLASS/ROOM NUMBER, DAY/HOUR, AND PROVISIONS):

CLASS/ROOM NUMBER	DAY/HOUR	PROVISIONS (ATTACHED DETAIL PLAN(S))

_____
INSTRUCTOR'S SIGNATURE

_____ _____
DIVISION CHAIR'S SIGNATURE DATE VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE

APPROVED ☐ NOT APPROVED ☐ _____
COMMENTS

After this form has been signed by your division chair, please return to the office of the Vice President for Academic Affairs.

A signed copy of the final action will be returned.

White – VPAA Canary – Department Pink – Instructor

Revised 03/08

LIVINGSTONE COLLEGE
TRAVEL EXPENSE STATEMENT

Name: _____ Department: _____ Phone: _____

Destination: _____

Purpose of Travel: _____

Departure (Date and Time): _____ Return (Date and Time): _____

Date(s)								Totals
Registration Fee								
Hotel/Lodging								
Meals:								
Breakfast								
Lunch								
Dinner								
Transportation:								
Airfare								
Rental Car								
Mileage: No. Miles @ $								
Other Expenses (Itemize)								
TOTAL								

Total Expenses	
Less Airfare	
Less Registration Fee(s)	
Less Cash Advance	

Travel Authorization Number

Budget Number

Amount Due: ( ) To Traveler ( ) College	

SIGNATURES:

_____ _____
Requestor Date

_____ _____
Department/Program Director (if applicable) Date

_____ _____
Vice President/President Date

_____ _____
President (If applicable) Date

Verified by_____ _____
Accounting use only Date

Travel expense statements must be submitted to the Business Office within 10 working days after travel. All original receipts (i.e. transportation - major and ground; hotel, meal fees and other) verifying all approved expenditures must be attached to the expense statement. If funds advanced to the traveler were not spent for authorized travel expenses the traveler must attach a check or money order payable to Livingstone College for all unspent travel advance funds.