LIVINGSTONE COLLEGE

PART - TIME

FACULTY HANDBOOK

Updated 2025

Livingstone.edu I 701 W. Monroe Street, Salisbury, NC 28144

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SECTION A: INTRODUCTION

I. Foreword

The Livingstone College Part-time and Adjunct Faculty Handbook is intended to serve as a guide and basic reference concerning policies, procedures, and responsibilities for faculty members who serve in this capacity. 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 enacted during their employment.

Some policies, procedures, and regulations in this Part-Time and Adjunct 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 Part-Time and Adjunct 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. Employment issues are addressed in the Human Resources and Procedures Manual.

These publications are located in each Division Dean's Office, the Office of Human Resources, and the Office of Academic Affairs.

II. 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. They 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 part-time, adjunct, and full-time faculty members. Part-time and adjunct faculty members are not ordinarily required to serve on committees.

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

Part-time and adjunct faculty members are not eligible for benefits that are provided by the College but may be invited to become full-time members of the faculty.

III. Orientation of New Faculty

All new full-time 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 are encouraged to attend orientation.

IV. Department Chairs and Coordinators

Part-time and adjunct faculty are assigned to a departmental unit. 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 these instances, 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 dean of the division of which the department is a part.

V. Part-Time Faculty Pay Scale

PART-TIME FACULY PAY SCALE

The pay scale for part-time faculty is listed below according to faculty credentials. Part-time faculty with master's degrees are paid at a different pay scale than faculty with doctorate degrees. Faculty are also paid by course according to the number of credit hours for the course in addition the number of students enrolled in the class.

PAY SCALE - PART-TIME FACULY (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 per student

PAY SCALE - PART-TIME FACULTY (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

SECTION B: STRUCTURE

I. History

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.	2006-2022
Dr. Anthony J. Davis	2022-Present

II. Mission Statement

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for 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:

I. 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.

III. 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 the 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, 2024-2026

Bishop Darryl B. Starnes, Sr., Chair
Bishop W. Darin Moore, Vice Chair
Bishop Melainie R. Miller, Secretary
Ms. Leslie A. Carter, Assistant Secretary
Bishop George D. Crenshaw, Treasurer
Mr. Robert "Bob" Marshall, Assistant Treasurer
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* Current President of the Faculty Assembly
** Current President of the Student Government Association

IV. The Academic Calendar

Livingstone College operates on a semester system, which includes Registration, Mid-Term and Final Exams. Important dates and events are printed in the Academic Calendar. The official holidays include: Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King's Birthday, Good Friday, and Easter Monday. There is also a one-day Fall Break and a weeklong Spring Break. Class schedules should be obtained from the Division Dean.

V. Accreditation, Memberships, and Publications

Accreditation and Approval:
Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate and masters degree. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Livingstone College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

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

SECTION C: ACADEMIC PRINCIPLES, PROCEDURES, AND POLICIES

I. 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.

II. 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

III. 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.

IV. 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.

V. 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 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 c 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 are of study. Documentation must be provided for absences resulting from the aforementioned circumstances.

VI. 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.

VII. 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.

VIII. 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.

IX. 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.

X. 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

SECTION D: ONLINE AND GRADUATE COURSES

I. 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.

II. 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.

III. 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.

IV. 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.

SECTION E: OPERATION OF THE CLASS

I. Instructor's Attendance

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 Division Dean immediately or as soon as possible. Scheduled absences from class or major college functions may be authorized by the Vice President for 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 the anticipated absence, for scheduled absence and upon return to work for sickness.

II. Course Syllabus and Outline

Each course is governed by a course syllabus and outline to be distributed to the students at the beginning of the first class of each semester. The course syllabus must include a description of the course, grading policy, behavioral objectives and expectations, required materials and supplements, and information on when and how to reach the instructor outside of the class.

III. 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 in the course include attendance, grades, discussion board, etc. Electronic attendance and grade reports are required to be submitted to the Division Dean at the end of each semester.

IV. 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.

V. 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

VI. 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.

VII. 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.

VIII. Evaluation of Instructor and Course

Students evaluate all classes and instructors before the end of the semester. The Vice President of Academic Affairs will notify instructors of the schedule for course/instructor evaluations.

IX. 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.

X. 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.

XI. 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.

SECTION F. PROFESSIONAL STANDARDS

I. 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 Security and the Vice President for Student Affairs.

II. Faculty Ethics

All part-time and adjunct faculty members of Livingstone College are expected to follow a code of ethics in keeping with professional standards for teaching and the aims, objectives, and mission of the College. They are expected to observe the stated rules and regulations of the institution.

As teachers, part-time and adjunct 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 instructor and the student, and dating and romantic relationships with students are not condoned.

III. 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.

IV. Sexual Harassment and Gender Discrimination

Livingstone College 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, offensive cartoons, photos, or writings.

Livingstone College 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.

Violation of the College's sexual harassment policy may entail any or all of the corrective actions listed below:

1. Mandatory counseling sessions with the employee to help the employee identify and avoid conduct violating this policy.

2. Suspension of the employee with or without pay for up to five (5) working days.

3. Re-assignment of the employee violating this policy to another area or division.

4. 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.

V. Drug-Free Workplace Policy

1. 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.

2. 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.

3. 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:

a. The dangers of drug abuse in the workplace.
b. The college's policy of maintaining a drug-free environment.
c. The availability of drug counseling, rehabilitation, and employee assistance programs in the Salisbury/Rowan area.
d. Penalties that may be imposed for drug abuse violations.

VI. No Smoking Policy

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

VII. 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.

SECTION G: MISCELLANEOUS

I. Mail

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

II. Paychecks

Part-time and adjunct faculty members hired to teach in the Evening Weekend College (EWC) will be compensated at the end of the teaching block to which the faculty member is assigned; the EWC is comprised of two teaching blocks per Semester-Block 1 and Block 2. Salaries for faculty teaching in the EWC are paid out of the EWC budget and, as such, are not in accord with the traditional faculty.

For all faculty members, 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.

III. Campus Security

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

IV. 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.

V. 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.

VI. Closure of Campus Operations

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, Check Livingstone College's Webpage and local television stations, WSOC, WBTV, or WCCB, for further information.

Faculty who find it impossible or unsafe to travel should contact their immediate supervisor and explain the difficulty. This will enable the supervisor to make arrangements for classes and schedules.
Students who are unable to attend classes because of emergency weather conditions, etc., will be allowed to make up the work missed.

VII. The "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.

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 tardiness 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.

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
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