

**Orientation Handbook**  
for  
**New Faculty**



**University of South Alabama**

**Fall 2004**

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# Orientation Handbook for New Faculty

## University of South Alabama Fall 2004

### I. Introduction

Welcome to the University of South Alabama! We hope that your experiences as a faculty member here at South will be rewarding and successful. In order to assist you in getting started, we have prepared this *Orientation Handbook* to highlight basic information for new full-time and part-time faculty. This handbook is not designed to replace the *Faculty Handbook* (available in your department office or on the university's web site at <http://www.southalabama.edu>). You are encouraged to review this material as well as the *Faculty Handbook*. New full and part-time faculty should also consult extensively with the appropriate department chair or designee concerning specific departmental policies and procedures.

In order to further assist you in your teaching, the University of South Alabama offers a series of orientation workshops/seminars for new faculty members. **Attendance at five of the workshops/seminars (listed below) is required of all new faculty members during their first year at USA.** You will have a total of 4 opportunities to attend the seminars since each is scheduled on 2 consecutive days in both Fall and Spring Semesters. Upon completion of the 5 required workshops, a certificate will be forwarded to your Departmental Chairperson and Dean. You are encouraged to continue to participate in additional workshops that are offered from time to time.

### Program for the Enhancement of Teaching and Learning (PETAL) Required Seminars For New Faculty in 2004-2005

Date	Time	Title	Location	Instructor
<b>Fall 2004</b>				
09-08-04 09-09-04	3:00 -5:00 pm 3:00 -5:00 pm	Course Design and Development	Library, R 181	Dr. Brenda Litchfield
09-22-04 09-23-04	3:00 -5:00 pm 3:00 -5:00 pm	Class Management and Plagiarism	Library, R 181	Dr. Alla Zakharova
10-06-04 10-07-04	3:00 -5:00 pm 3:00 -5:00 pm	Motivating Students	Library, R 181	Dr. Brenda Litchfield

10-20-04 10-21-04	3:00 -5:00 pm 3:00 -5:00 pm	Problem Solving and Critical Thinking	Library, R 181	Dr. Brenda Litchfield
11-10-04 11-11-04	3:00 -5:00 pm 3:00 -5:00 pm	Assessment and Evaluation	Library, R 181	Dr. Brenda Litchfield Dr. Alla Zakharova
<b>Spring 2005</b>				
01-26-05 01-27-05	3:00 -5:00 pm 3:00 -5:00 pm	Course Design and Development	Library, R 181	Dr. Brenda Litchfield
02-16-05 02-17-05	3:00 -5:00 pm 3:00 -5:00 pm	Class Management and Plagiarism	Library, R 181	Dr. Alla Zakharova
02-23-05 02-24-05	3:00 -5:00 pm 3:00 -5:00 pm	Motivating Students	Library, R 181	Dr. Brenda Litchfield
03-09-05 03-10-05	3:00 -5:00 pm 3:00 -5:00 pm	Problem Solving and Critical Thinking	Library, R 128	Dr. Brenda Litchfield
04-13-05 04-14-05	3:00 -5:00 pm 3:00 -5:00 pm	Assessment and Evaluation	Library, R 128	Dr. Brenda Litchfield Dr. Alla Zakharova

You should consult with your department chair or designee as well as other faculty members concerning any additional questions you may have. Again, we are very glad you have joined us and are here to help in any way we can.

## **II. Teaching Assignment**

### **A. Full-Time Faculty**

Teaching assignments for full-time faculty are based on departmental needs on a semester-by-semester basis. Although every effort is made to plan the teaching schedule 2-3 semesters in advance, it is sometimes necessary to make last minute changes in the schedule. It is the responsibility of the department chair to make teaching assignments. Please read the information concerning faculty workload in the *Faculty Handbook*.

### **B. Part-Time Faculty**

Teaching assignments for part-time faculty are determined on a semester-by-semester basis according to departmental needs. Even though a part-time faculty member may be asked to teach a course, it may be necessary to cancel or reassign that course to another faculty member at the last minute. It is the responsibility of the department chair or designee to keep each faculty member informed about the status of his/her teaching assignments. Each part-time faculty member should read carefully the *Part-time Faculty Policy and Procedures* in Attachment A as well as the information for part-time faculty in the *Faculty Handbook*.

### III. Faculty and Student Information Services

The University of South Alabama Personal Access Web System (PAWS) provides, faculty, staff and students online (<http://www.southalabama.edu/paws>) access to personal and institutional services and information. Some information, such as the Course Catalog is available in a public format, whereas confidential personal (i.e., addresses, transcripts, advisor information and financial aid) are accessed through a password protected secure environment. Each faculty member will be assigned a JAG number upon employment which will allow access to personal employee information and academic services such as teaching schedule by term, class rosters, advisee contact information, and grade posting. A Powerpoint overview of PAWS features and navigation is provided on a CD available from your Department Chair or Departmental secretary.

### IV. Class Enrollments and Prerequisite Checks

#### A. Class Enrollment

If your course is closed, students who want to enroll should be referred to the department chair or designee.

Official class rosters will be available online at PAWS for each course section that you are teaching each semester. Any student attending your class who is not on the roster should be referred to the Registrar's Office. No student is allowed to attend a class unless he or she is officially enrolled in that class. Rosters will be continuously updated online to reflect drops (WD) or late registrations. Online class rosters also allow you to link to contact information for students in your class in order to facilitate class-related communications.

#### B. Prerequisite Checks and other requirements for course eligibility

Each faculty member is expected to know the prerequisite(s) for his/her courses in the departmental curriculum. You may obtain information on course prerequisites by consulting the course descriptions in the *Bulletin* or by viewing the PAWS online Course Catalog. Additional information about course prerequisites is available in your department office on the Curriculum Action Forms for the specific course or courses you teach. **Please note:** prerequisite requirements for a course can be enforced ONLY if they are officially approved and are noted on the Curriculum Action Form for the course and published in the course description in the *Bulletin*. You should carefully read the bulletin section for you department and course since

there may be other specific prerequisites or requirements such as class standing or grade requirements for enrollment in your course.

For some programs; e.g. professional programs in the Colleges of Allied Health Professions, Business, Education, Engineering, Nursing and the School of Computer and Information Sciences, a minimum grade of “C” is required in each course which is a prerequisite for a higher course. Check with the appropriate department chair or designated person in the department and carefully read the *Bulletin* section pertaining to your department and any courses you are teaching.

## V. Instruction/Course Management Information

### A. Course Syllabus and First Day Handouts

A sample detailed syllabus is provided in Attachment B. Each instructor is required to furnish students in each credit class, in writing, the following information on the first day of class:

- 1) goals and objectives of the course
- 2) textbook(s) and any other instructional material to be used
- 3) a brief course description and topical outline
- 4) office hours of the instructor or means of instructor availability for out-of-class consultation with students

*NOTE: The departmental office will not give out a faculty member's home phone number or the phone number of a part-time faculty member's other place of employment. Hence, if you want your students to be able to contact you somewhere other than here at the university, you should include this on your first-day handout.*

- 5) class attendance policy
- 6) number and type of exams to be given during the semester
- 7) policy on make-up examinations
- 8) course assignments, if any
- 9) penalty, if any, for late work
- 10) how final grade is determined
- 11) statement regarding changes in course requirements

**NOTE:** Since all classes do not progress at the same rate, the instructor may wish to modify the above requirements or their timing as circumstances dictate. For example, the instructor may wish to change the number and frequency of exams, or the number and sequence of assignments. However, the students must be given adequate notification. Moreover, there may be non-typical classes for which these requirements are not strictly applicable in each instance and may need

modification. If such modification is needed, it must be in writing and conform to the spirit of this policy statement.

12) statement regarding students with disabilities

*In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The Office of Special Student Services (OSSS) will certify a disability and advise faculty members of reasonable accommodations.*

**NOTE:** The following is a statement that must be included on the course syllabus: **“If you have a specific disability that qualifies you for academic accommodations, please notify the instructor/professor and provide certification from Disability Services. (OSSS is located in Room 270 of the Student Center (460-7212).”**

It is the student’s responsibility to register with the OSSS and to notify the faculty member of his/her disability. The faculty member will then receive notice from the OSSS concerning the student’s needs. Students who have not notified the OSSS of a disability may not contest an instructor’s grading in a course based on the instructor’s failure to provide accommodations for his/her disability.

Each student registered with the OSSS is expected to inform all of his/her instructors of the need for classroom accommodations. Accommodations are provided with the support of the OSSS. A student must verify to the instructor that he/she has a qualified disability through the OSSS. If an issue arises concerning students with disabilities, the faculty member should consult with the department chair or designee who will in turn consult with the Director of Special Student Services, if necessary.

For more information or to refer a student to the Office of Special Student Services, contact the Director of Special Student Services; Ms. Bernita Pulmas, (Student Center 270, phone 460-7212).

It is essential that the syllabus be followed closely so that all the topics prescribed in the course are covered adequately.

B. Class Attendance

**FACULTY (BOTH FULL- AND PART-TIME) ARE EXPECTED TO BE PRESENT AND ON TIME FOR ALL CLASS MEETINGS.** The University does not make provisions for substitute instructors. If an emergency or sudden illness arises and you cannot meet a class, you should notify the department chair or designee as soon as possible. If you know in advance that you are going to be unable

to meet a class, the situation should be discussed in advance with the department chair or designee.

#### C. Office Hours

Full-time faculty members will post and keep office hours each semester and, as a minimum, indicate six hours a week for conferences with interested students. With respect to evening classes (those scheduled after 4 p.m.) and weekend classes, faculty members teaching those courses will make suitable and adequate arrangements to carry out the advising function by scheduling office hours accordingly. A common practice is to state that, in addition to regularly scheduled office hours, appointments may be arranged at other times.

Part-time faculty members should consult with the department chair or designee concerning the arrangements for student consultation. **Students must be notified about the times and methods of communication with part-time instructors (please review the *Part-time Policy and Procedures in Attachment A*).** The method of communication may take the form of appointment times in designated office space in the department, email addresses, phone numbers where the instructor may be reached outside the university or other appropriate means of consultation with students.

NOTE: The departmental office will not give out a faculty member's home phone number or the phone number of a part-time faculty member's other place of employment. Hence, if you want your students to be able to contact you somewhere other than here at the university, you should include this on your first-day handout.

#### D. Supplemental Instruction

Supplemental Instruction (S.I.) is an academic enrichment program that utilizes peer assisted study sessions to help students succeed in historically difficult courses. These sessions are lead by upper level students who have completed the course successfully and have attended an S.I. Leader Training Workshop. S.I. leaders attend class with the students and then hold 150 minutes of out-of-class, Supplemental Instruction sessions per week. These sessions are conducted in accordance with a format aimed at "mastering" course content and developing improved study skills. Dr. Woody Hannum (460-6283), Associate Dean of the School of Continuing Education and Special Programs, serves as Director of the Supplemental Instruction Program.

#### E. Testing and Final Examinations

- **Graded Student Work Product; Student Performance Monitoring and Intervention**

Students have a reasonable expectation of adequate and timely feedback regarding their performance in their classes. Students experiencing difficulty in a course should be identified early in the term to have a chance to improve. For each course at the 100 and 200 level, at least one graded examination or paper should be returned to each student by no later than the end of the third week (preferably sooner) of the semester; for each course at the 300 and 400 level, by no later than the end of the fifth week of the semester. (For summer terms, the corresponding times are one-fourth of the length of the term for 100 and 200 level courses and one-third of the length of the term for 300 and 400 level courses.)

Students performing at the “D” level or lower should be encouraged to consult with their instructor and/or their academic advisor to develop a “recovery plan” for bringing their grade up to at least the “C” level.

The number of tests or papers in a course is not regulated by University policy. Colleges, divisions and departments may develop policy on this matter, or may have additional requirements.

- **Format of Testing**

Unless specified by the department, the individual faculty member decides the format of testing. Computerized grading (through scan sheets) is available for “objective” tests (true-false/multiple choice) where the student makes a selection of an answer from those provided, a format that rewards educated guesswork. “Constructive” tests, where the student is required to construct an answer to a question, require the student to organize and present knowledge employing powers of analysis and synthesis, as well as the skill of writing. For disabled students, a suitable adjustment of format may be appropriate (consult the Office of Special Student Services – phone 460-7212).

- **Format of Testing with Regard to Teaching Styles**

Adjustment of testing to one’s particular teaching style will take into account the student’s experience in the course, and the testing will ask the student for a response, in form and content, for which the student is reasonably prepared by the course experience.

- **Students Making Up Missed Work**

Instructors commonly allow for makeup of work missed for reasons deemed appropriate (illness, family problems, emergencies, weather, etc.). Excuses for approved university-related activities are approved by the office of the Senior Vice President for Academic Affairs.

- Proctoring Tests/Examinations

Faculty proctor tests and examinations in courses for which they are the instructor of record. When it is necessary for an instructor to be absent from a class in which testing is scheduled, the instructor, in consultation with the departmental chair, may arrange with another faculty member or appoint a non-faculty member (for example a graduate assistant) to proctor the examination.

- Final Examination

**University regulations require that a final examination in each course be given during the regularly scheduled final examination period at the specific time indicated in the final examination schedule. The examination will take place in the instructional space assigned to the particular class. Any deviation from the scheduled time and place for the final examination must have the prior approval of the appropriate dean 's office.**

The character of certain courses may justify exceptions to this requirement. In such cases, it shall be the responsibility of each department to ascertain which of its courses, if any, do not require a final examination and to obtain the appropriate dean's approval. Once the list has been approved, those courses will carry a continued exemption from the final exam requirements.

The normal expectation of the University is that final examinations will take a written form and be course comprehensive in nature. At the same time, the University recognizes that situations may arise in which a faculty member may find some pedagogical reasons for employing alternate examining methods.

If a student has the problem of more than two finals on the same day, faculty must cooperate in an effort to reschedule one of the exams. This is a rare event but it does happen; directions on resolution of the problem are printed with the final Exam Schedule in the Class Schedule for each term.

#### F. Withdrawal from Course (WD)

Students may withdraw online or at the Registrar's Office at any time during the term until the last day of classes without permission of the instructor or of the dean. The final day to withdraw from a course is the last day of classes for the term. Students may not withdraw during the final examination period.

#### G. Complete Withdrawal

If a student wishes to withdraw from all courses, he/she must consult with the appropriate associate dean or dean. Athletes and students with Veteran's Benefits should consult with their appropriate advisor to determine consequences of a complete withdrawal. Withdrawals may also have consequences on Financial Aid eligibility. For a complete withdrawal, signatures are needed from the dean/associate dean, and library. Approved complete withdrawals can only be processed at the Registrar's Office (not online).

#### H. Incompletes "I"

An "Incomplete" (denoted on a student's grade sheet as "I") may be given in certain circumstances. When a student has completed a substantial portion of the course with a passing grade and experiences a significant health or personal problem preventing him/her from completing the course, an "I" may be assigned. The faculty member makes the decision to assign an "I" at the request of and in consultation with the student. The department chair or designee may be consulted by the faculty member, if desired. **NOTE: Part-time faculty members MUST consult with the department chair or designee before assigning an incomplete grade for a course.**

The student should be passing the course and should be able to complete the course requirement no later than mid-term of the following semester. If the student does not complete the course requirement by that time, the "I" is automatically changed to "F." **It is the student's responsibility to consult with the faculty member at the beginning of the following semester to report on his/her intention to complete the assignment.** The faculty member should make the requirement for completing the course clear to the student before the "I" is assigned. It is strongly recommended that the requirement(s) be put in writing and signed and dated by both the faculty member and the student except when circumstances such as hospitalization, etc., prevents the student from signing. The faculty member should keep the original and give a copy to the student.

#### I. Absence from Final Exam "X"

An “X” is given if the student has a reasonable chance of passing the course, but with good reason missed the final exam.

Students should be reminded that if they receive an “I” or an “X,” it is their responsibility to make up the work prior to the date that incomplete grades are due (approximately the middle of the following semester). “I’s” and “X’s” automatically become “F’s” if not removed by the deadline unless an extension beyond the deadline is given. Extension requires approval of the Dean.

#### J. Courses in Progress “P”

The symbol “P” (In Progress) is assigned only in a limited number of approved courses that require more than one term for completion. This grade should not be used merely to indicate that the student was unable to complete a course within the term enrolled and is given some additional time to complete coursework. Use either “I” or “X” grades, as appropriate in these situations. A grade of “P” for an undergraduate course must be changed to a letter grade by the end of the second succeeding term or a grade of “F” will be assigned. In most graduate courses approved for “P” grades, “P”-grades greater than two years old will be automatically changed to “WD” (Withdrawn). For graduate thesis and dissertation courses, a grade of “P” is assigned for each incidence of registration and all are changed to the appropriate letter grade (A, B, C, D, F), and accumulated credit assigned when the thesis or dissertation is approved by the Dean of the Graduate School. Graduate students who do not complete their degree within the time limits of the Graduate School, will have all “P” grades in thesis or dissertation changed to “WD.”

#### K. Unofficial Withdrawals “F\*” or “U\*”

A grade of “F\*” or “U\*”, rather than an “F” or “U”, is assigned in cases when the faculty member knows that the student meets the following conditions: 1) has stopped attending class, and 2) did not officially withdraw (a “WD” will appear online when posting grades for each student who has officially withdrawn), and 3) has completed none of the course requirements, e.g. completed no tests or homework assignments.

#### L. Submitting Grades

All faculty members (full and part-time) **MUST** adhere to the deadlines for submitting grades online. You will be notified by email from the Registrar that PAWS online grade screens are accessible for you to post grades for each of your class sections. The deadline appears on the grade screen for each section. Part-time faculty members should consult with the department chair or designee for the individual department’s procedure for posting grades.

M. Public Posting of Grades

The Buckley Amendment prohibits the disclosure of certain types of student information, including the release of grades, without the student's consent. Even if codes are used instead of names, public posting of grades is NOT an advisable practice. The University Registrar provides each student with an official online grade report each semester and students may access their grades on a secure web site. **EMAILING GRADES TO STUDENTS IS NOT CONSIDERED ADEQUATELY SECURE AND MAY NOT BE USED AS A MEANS OF INFORMING STUDENTS OF THEIR GRADES.**

N. Academic Conduct Policy (Cheating)

Faculty are responsible for maintaining an environment of proper academic conduct in all classes and should practice good preventive measures concerning cheating during tests/exams. If available space prohibits spacing with an empty seat between students during examinations, then either:

1. Schedule the class exam in two rooms; or
2. Administer two or more forms of the exam, e.g., scramble the numbers in order that students seated side by side will take differently coded exams.

Faculty members should help reduce plagiarism among students—a problem that involves a student's failure to attribute the sources of his/her writing and ideas. Because of the increasing abuse of the Internet and other ready sources of information, each instructor who gives writing assignments should make sure students understand that plagiarism is a form of cheating and fraud. Certain conventions for defining and avoiding plagiarism vary according to the discipline or teacher, so clarify your definition of plagiarism to students.

When a cheating incident or other form of academic misconduct does occur, you should confront the student immediately. Also, you should notify the chair and seek his/her advice and assistance in dealing with the matter. The student should be informed of the due process procedure (Student Academic Conduct Policy).

**Punitive action cannot be taken until the student is given an opportunity to pursue his/her due process.** Please refer to the *USA Faculty Handbook* or *Lowdown* for information regarding the Student Academic Conduct Policy.

O. Student Disruptions in Academic Settings

The University of South Alabama respects the right of instructors to teach and students to learn. Maintenance of these rights requires an academic environment

that does not impede their exercise. Academic settings may include normal classroom environments, faculty offices, a library, a field trip or other examples where teaching/learning is taking place. Disruptive academic behavior is defined as any individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property, and/or is otherwise prejudicial to the maintenance of order in an academic setting. Faculty have both the responsibility of discouraging and reporting such behavior, as appropriate to the situation.

Faculty should identify possible issues that may arise in the classroom or other academic settings and address them in the course syllabi. These could include – but are not limited to – the following:

- How to address faculty (Dr., Mr., Ms., etc).
- Rules regarding attendance, punctuality, make up exams, etc.
- Policies regarding the use of cell phones, recording devices computers, etc.
- How to be recognized in class.
- How to engage in civil classroom discussion, even if there are passionate disagreements.
- Academic integrity issues.

When the moment comes in which you must deal with a disruptive student:

- Remain calm and try to calm the student. Listen carefully and acknowledge the student's words and feelings. Remember always that the only person you can control in this situation is yourself.
- You may remove a student from the environment (however, avoid any physical contact with the student unless absolutely necessary). Ask the student to step outside the classroom with you. Assure the student of your concern and help him/her to identify possible options. Explain his/her options necessary for re-admittance to class.
- If you are unable to de-escalate the situation, you may need to state in class that the behavior is unacceptable. If necessary, dismiss the class or other academic activity.
- If necessary call 511 for immediate assistance from the University Police. Report the incident to your department head at the first opportune

moment.

For further guidance and a statement of policies and procedures for handling student disruptive behavior, please consult the informational brochure titled "Academic Disruption: How to Recognize, Prevent, Solve". You may obtain copies of this brochure and forms for reporting from your departmental office, the Office of Academic Affairs (460-6261) or from the University Police (460-6611).

## **VI. University Calendar**

Refer to Attachment C for the University Calendar. The University Calendar is available on the University of South Alabama website (<http://www.southalabama.edu>), in the University Bulletin and in the printed Schedule of Classes for each term.

## **VII. Student Rights**

Some programs in the University have Departmental Student Handbooks that should be studied carefully by new faculty members. A copy can be obtained from the department chair. Faculty should also be familiar with the University *Lowdown*, which is the University Student Handbook containing relevant information concerning student rights and responsibilities. Faculty should be ever mindful of the importance of adhering to policies both in spirit and letter. The duty of the faculty is to act with fairness and to follow due process. Faculty should consult with the department chair when an incident or suspected incident of academic misconduct occurs.

### **A. Final Course Grade Grievance**

For information pertaining to the Final Course Grade Grievance Policy, please refer to the *USA Faculty Handbook* or the *Lowdown*.

## **VIII. Evaluation**

### **A. Survey of Student Opinion**

A Survey of Student Opinion is conducted in every course for each full-time faculty on a semester basis. For part-time faculty members, the survey is conducted each semester of employment (see *Part-time Policy and Procedures* in Attachment A). This is generally done during the last week of classes. A copy/copies of the form/s used by your department may be found in Attachment D. A designated person in your department will administer and collect the forms. Check with your department chair or designee concerning the form used in your department and protocol for administration and collection of the forms. Results of the student survey are provided to each department chair and faculty member. The results may be incorporated into the annual evaluation of faculty and reviewed for tenure and promotion.

### **B. Class Visitation**

The chair of the department may occasionally sit in on classes of part-time faculty and new faculty members. You should consult with your department chair or designee concerning the specific procedures for this class visitation. After visiting a class, the chair or designee may wish to schedule a conference to discuss the faculty member's teaching performance.

## **IX. Office Assistance**

### **A. Mail Box**

Each full-time faculty member has a mailbox in the department office. Each faculty member should check his/her box daily. Part-time faculty members will be notified by the department concerning mail boxes and methods of communication.

### **B. Email**

All faculty, staff and students are assigned a University email account for official communications. Faculty and student University email addresses are to be used only for communications related directly to University/class business. When creating mailing lists of students, the address of any student whose student record indicates that they have requested their personal information be confidential should not be included in the group mailing list. Such students should receive messages from you only individually or as a blind copy of group email messages. In general, faculty should exercise caution in sharing any email address to which, as faculty, they have access.

### **C. Supplies**

The department will supply materials that you need in connection with your class. Most supplies, paper, grade books, etc., are in the department offices. If there are other supplies that you need (e.g., chalk) please contact the department office for assistance.

You must give office staff adequate time to type or make copies of tests or other course materials (i.e., don't come in at 4:00 p.m. and expect to have it done by 5:00 p.m.).

Please do not waste supplies or take more than you need; i.e., if your class has 30 students in it, request (or photocopy) 32 or 33 copies (but not 35 or 40); put as many problems on a page as possible (certainly more than one problem per page); take pens, pencils, paper pads, etc., only as you really need them.

If you need to reserve specific audio-visual equipment for your class, contact the department office for the appropriate procedure.

#### **X. Paychecks**

Part-time faculty should make arrangements with payroll for receiving paychecks. Paychecks can be picked up at the Bursar's Office or you can make arrangements for direct deposit of your paychecks through the Payroll Office. The pay for each semester is usually issued in three or four checks depending on the specific semester that you are teaching (e.g., Summer: July 1, August 1, September 1).

#### **XI. Faculty I.D. Cards and Parking Permits (Hang-tags)**

Faculty Identification Cards should be acquired from the Personnel Office by all faculty (part-time and full-time). These cards must be renewed every two years in the Personnel Office. Each faculty member who uses a car on campus must have an automobile parking permit tag on the car. Permits (hang tags) may be purchased - with a valid Faculty I.D. card - from the Bursar's Office.

#### **XII. Travel – Professional Leave (Full-time faculty only)**

##### **A. Professional Leave**

Requests for professional leave for all faculty must be approved by the chair and dean, utilizing the standard form of the University, **“Request for Professional Leave or Travel.”** A copy of the Request for Professional Leave or Travel is provided in Attachment E. Prior approval must be obtained for all travel for professional purposes, including travel that will not be reimbursed by University funds. Prior approval for travel involving University business must be given by the department chair and the dean utilizing the standard form and operating procedures of the University (see department secretary for copy of form). Every effort will be made to expedite processing of paperwork. However, sufficient time should be allowed to compensate for delays in the process in order to prevent inconvenience to the traveler.

##### **B. Reimbursement for Travel (full-time faculty only)**

If you wish to attend a professional meeting you must first obtain prior approval from your department chair and college dean. If reimbursement is sought for travel, the faculty member should consult with the chair as far in advance as possible. Although every effort is made to assist the faculty in attending at least one professional meeting per year, there is no assurance that funds will be available. Priority for travel support will be given to faculty who are presenting research at the meeting. Continuing education and faculty recruitment, etc., are other reasons for travel that may be considered. In addition to departmental travel funds, a special travel fund for faculty is available on a first come – first served basis from the Office of Academic Affairs (see Attachment F). For more information concerning the special travel fund, consult with your department chair.

Upon returning, travel expense forms should be submitted promptly (maximum of 10 days) in order that the traveler may be reimbursed. The expense reimbursement form must be signed by the traveler, notarized and approved and signed by the chair and the dean.

C. International Travel

**Requests for international travel require approval by your department chair, college dean, the Director of International Programs, the Senior Vice President for Academic Affairs and the President.** Please allow sufficient time for obtaining signatures.

D. Sick Leave (full-time faculty only)

The Board of Trustees of the University of South Alabama approved and adopted on August 26, 1999 a Faculty Sick Leave Policy, effective October 1, 1999. Please refer to the *Faculty Handbook* for specific information on sick leave.

E. Vacation Leave for 12-month faculty in the Colleges of Allied Health Professions, Medicine, Nursing and University Libraries

The Board of Trustees of the University of South Alabama approved and adopted a faculty vacation policy on October 1, 2000 for twelve-month faculty in the Colleges of Allied Health Professions, Medicine, Nursing and University Libraries

For specific information concerning vacation leave and methods of reporting, please refer to the *Faculty Handbook* and consult with the department chair of your specific department.

### **XIII. Research Support (Full-time faculty only)**

#### **A. External Research Support**

The Office of Sponsored Programs (OSP) assists in locating funding sources, with grant/contract submission procedures, and also assists with proposal preparation, especially with regard to budget, compliance assurances, and other documents that may be required for the proposal. Comprehensive OSP resources for grant and/or contract preparation are located on the OSP website at <http://www.usouthal.edu/osp>.

The Office of the Associate Vice President for Research has some resources to assist with proposal development and will assist faculty with securing matching or other University requirements. The phone number for the Office of Sponsored Programs is 460-6456 and for the Associate Vice President for Research is 460-6310.

#### **B. Internal Research Support**

The Associate Vice President for Research administers a fund to provide assistance for full-time faculty research with the advice of a faculty committee referred to as the USA Research Committee (USARC). Specific guidelines for the development of proposals and timeliness for submission are normally made available in early to mid Fall term by the USARC. A “Letter of Intent” (no more than one page) describing the proposed study with the approximate amount of funding requested must be submitted by the end of the fall semester. You should plan to have your proposal prepared by early January. For further information on USARC grants contact the Associate Vice President for Research at 460-6310.

### **XIV. Funding for Undergraduate Student Research**

Undergraduate research support grants are available from several different sources. Information and application forms are available on the University of South Alabama web site (under “research” / “undergraduate research”) or, for more information; you may contact Dr. Julio Turrens, Department of Biomedical Sciences (380-2710).

### **XV. Web-based Instruction**

#### **A. Online Courses (eCollege)**

The University of South Alabama offers online courses and programs for distance learning on the Internet. The number of courses offered has increased each semester.

In order to assist faculty in developing and teaching online courses, the University established the Online Learning Laboratory (OLL). Dr. John Dempsey of the Department of Behavioral Studies and Educational Technology is the coordinator of OLL activities. The mission of the OLL is to assist University faculty with web-based distance learning activities, conduct related workshops, and develop and maintain an active website regarding online learning resources. OLL also has computer workstations, software, and other resources available for faculty use at 3407 University Commons.

#### B. Web-enhanced Instruction (eCompanion)

The University also provides the capability for faculty to augment their classroom instruction through the use of the Internet for posting course syllabi and supplemental materials for student access. Limited memory and “help desk” assistance is provided. Web-enhanced instruction cannot represent a substantial portion of a course, thus substituting for classroom instruction. Dr. Dempsey, in the Online Learning Laboratory or Dr. Chilton can provide an overview of your options and limitations in using this very helpful pedagogical tool.

Dr. Tom Chilton, Associate Dean of Education, is the University Coordinator of online learning. Drs. Chilton and Dempsey are available to answer questions and give information concerning online education. The OLL workshops are offered on a regular basis throughout the semester and announcements about OLL activities are circulated to the faculty. If you have any questions or would like more information about online learning, consult with your department chair and contact Dr. Chilton at 380-2738 or Dr. Dempsey at 380-2861.

## **XVI. University Faculty Sexual Harassment Policy**

### **A. Sexual Harassment Statement**

The University of South Alabama is committed to an environment in which students, faculty, staff and guests are free from sexual harassment. Sexual harassment threatens the legitimate expectations of all members of the campus community that academic achievement or employment progress is determined by classroom and job performance. Particularly unacceptable in a university setting, sexual harassment seriously undermines the atmosphere of trust essential to the academic enterprise.

Sexual harassment is illegal and violates Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendment of 1972, as well as the University’s Nondiscrimination Policy. All members of the University community (including

faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy. Persons who engage in sexual harassment are subject to discipline up to and including termination.

## **B. Definition of Sexual Harassment**

### **1. General Definition**

For the purposes of University policy, sexual harassment includes, but is not limited to, verbal or non-verbal conduct with an inappropriate focus on gender or sexual history, individual characteristics or individual orientation that is intimidating, demeaning, hostile or offensive; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands.

Sexual harassment is further defined as unwelcome 1) sexual advances or 2) requests for sexual favors, or 3) other behavior of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in a University sponsored program or activity; and/or if such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning, or
- Submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment or other University decision affecting that individual, or
- Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in University sponsored programs or activities or it creates an intimidating, hostile or offensive working, educational or residential environment provided by the University.

### **2. Evaluative Factors for Sexual Harassment Allegations**

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location and duration of the questioned behavior. Unwelcome conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so unreasonable, severe or pervasive as to interfere with

academic, educational or employment performance or participation in a University program or activity or residential environment.

**3. Persons Who Can be Victims of Sexual Harassment.**

Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the University.

**4. Academic Freedom, the First Amendment and Sexual Harassment**

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other educational programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above and (1) is reasonably regarded as non-professorial speech (i.e. advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objective of the course), or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

**C. General Policy Guidelines**

**1. Persons Covered by Policy**

All faculty members of the University are required to act in accordance with this policy. For the purposes of this policy, "faculty" shall include all full or part-time University personnel who teach or carry out research, including graduate teaching assistants and research assistants and administrators with faculty status. Graduate teaching assistants and research assistants are considered both faculty and students for the purposes of this sexual harassment policy. Graduate teaching assistants and research assistants may file a complaint as a student or have a complaint filed against them as faculty pursuant to this policy.

**2. Compliance Officers**

Designated Compliance Officers (CO's) in the offices of the Senior Vice President for Academic Affairs and Vice President for Medical Affairs are responsible for administering these guidelines and procedures.

**3. Confidentiality Provisions**

The University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved

and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only as determined to be appropriate in the University's discretion.

**4. Assurance Against Retaliation**

This policy seeks to encourage students, faculty and other employees to express freely, responsibly and in an orderly way, opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is strictly prohibited. Any act of reprisal, including internal interference, coercion and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result in appropriate disciplinary action. The University Senior Vice President for Academic Affairs and Vice President for Medical Affairs and/or his/her designee are authorized to take all necessary steps to ensure persons acting in good faith are not subject to sexual harassment.

**D. Sexual Harassment Complaint Reporting Requirement**

**1. Who May File a Complaint**

Any person who believes he or she has been subjected to sexual harassment by a member of the faculty of the University may file a sexual harassment complaint pursuant to this policy.

Although this policy specifically applies to situations in which a faculty member is being charged with sexual harassment, faculty members, also, are protected from such conduct by staff employees and non-employee third parties such as students, patients, vendors, contractors, etc., with whom the University is doing business.

Complaints of harassment of a faculty member by a student may be filed with the Vice President for Student Affairs. Complaints of harassment by staff personnel or non-employee third persons may be filed with the Office of Personnel Relations.

**2. Initiation of a Sexual Harassment Complaint Against a Faculty Member**

A complaint accusing a faculty member of sexual harassment, as defined in these guidelines, is initiated by submitting a written signed statement to the office of the Senior Vice President for Academic Affairs or the Vice President for Medical Affairs, as appropriate.

If the designated compliance officer is the alleged harasser or the

complainant feels uncomfortable talking to the designated compliance officer, students may file complaints with the Dean of Students, and faculty and staff may file complaints with the Office of Personnel Relations.

**3. Details to be Included in the Complaint.**

The complaint must include:

- (a) the name of the complainant,
- (b) the name of the accused,
- (c) the details of the alleged sexual harassment,
- (d) the names of any persons believed by the complainant to have knowledge of the alleged harassment,
- (e) any other information the complainant believes pertinent to the alleged sexual harassment, and
- (f) whether the complainant seeks resolution of the complaint through the formal or informal processes described in this policy.

**4. Standard of Proof Required**

The complainant has the burden of providing evidence of the alleged sexual harassment, and the complainant has the burden of proving that it is more likely than not that the alleged harassment occurred.

**5. Failure to Report Complaint in Good Faith**

It is a violation of University policy for any member of the campus community to make an intentionally false accusation of sexual harassment.

**E. Investigation and Resolution of Sexual Harassment Complaints**

**1. Informal Resolution Process**

**a. General Information**

Many sexual harassment complaints can be resolved through an informal process. The purpose of the informal procedure is to provide assistance and guidance to both the complainant and the accused in the functioning of the University's sexual harassment procedures. An informal resolution process does not involve the appointment of an investigator and the Sexual Harassment Resolution Committee, nor does it provide for any rights of appeal.

Whether to proceed with the complaint through an informal process or through the formal process is at the sole option of the complainant. If the complainant elects to seek resolution through an informal process, the complainant may attempt such resolution through either direct contact with the accused or with the assistance of a facilitator. At any time during an informal

resolution process, the complainant may change his/her request for disposition of the complaint from the informal to formal process; provided, however, that the complainant notifies the Compliance Officer, or his/her designee, of that decision in writing.

**b. Initial Meeting with Faculty Compliance Officer**

Generally, within fifteen (15) calendar days after receiving a complaint, the Compliance Officer or a designee will meet with the complainant to discuss the complainant's concerns and clarify the University's policy and internal complaint resolution procedures. At that time, the complainant may request the appointment of a facilitator to aid in resolution of the complaint.

**c. Resolution of an Informal Process**

A complaint is deemed resolved when the complainant indicates to the Compliance Officer that the complainant believes the matter has been resolved. If the complainant does not advise the Compliance Officer of the resolution within thirty (30) calendar days after the initial meeting between the complainant and the Compliance Officer, the University will presume the complainant has elected to dismiss the complaint. Any informal resolution reached by the parties must be in writing and acknowledged by the parties. The statement of resolution will be retained in the office of the CO. The Senior Vice President of Academic Affairs/Vice President for Medical Affairs and Dean of the appropriate College will be notified of the resolution by the Compliance Officer.

**2. Formal Resolution Process**

**a. Investigation of Formal Complaints**

• **General Information**

All written complaints reported to the Compliance Officer shall be resolved through the formal process unless the complainant expressly elects to pursue the allegations in an informal resolution process. The Compliance Officer will be responsible for conducting an investigation of all complaints and may designate other individuals to assist in that process.

• **Initial Meeting with Compliance Officer**

Generally, within fifteen (15) calendar days after receiving a request for a formal resolution process, the Compliance Officer or a designee will meet with the complainant to discuss the complainant's concerns and clarify the University's policy and internal complaint resolution procedures. During this meeting the complainant may elect

to change the style of resolution from formal to informal by so indicating in writing. If the complainant elects to change the resolution style to informal, resolution will be sought through the informal process outlined in this Sexual Harassment Policy.

- **Accused's Notification of Complaint by Compliance Officer**

Generally, within five (5) calendar days after meeting with the complainant, the investigator will meet with the accused to discuss the complainant's concerns and clarify the University's policy and internal complaint resolution procedures. The accused will have the opportunity to review the complainant's written statement before responding to the charges contained therein. The accused has the right to respond via a formal statement to the investigator within ten (10) calendar days of his/her meeting with the investigator. If the accused does not provide a written response, his/her failure to do so will be considered an admission of the complainant's charges, and the complaint will be immediately forwarded to the Sexual Harassment Resolution Committee for a recommendation regarding sanctions.

- **Identification of Relevant Witness and/or Information**

Both the complainant and the accused have the right to provide any information and/or identify any persons who may have information relevant to the complaint. The investigator will interview witnesses and collect written statements from all witnesses deemed relevant by the Compliance Officer.

- **Scope of Investigation**

The scope of the investigation shall be within the discretion of the investigator. An investigation report shall be completed within thirty (30) calendar days of the complainant's initial meeting with the investigator (or as of the date the complaint resolution was amended from informal to formal process, if applicable) unless extraordinary extenuating circumstances exist as defined and determined by the Compliance Officer.

- **Additional Information**

Upon completion of the investigation, the information gathered will be forwarded to the Sexual Harassment Resolution Committee unless the complainant elects to

proceed with resolution through informal procedures.

Persons who have filed a complaint of sexual harassment, are accused of sexual harassment or are identified by any party, including the University, as possible witnesses to sexual harassment do not have the right to be represented by an attorney during any step or phase of the proceedings. Furthermore, at no time during the proceedings, including during any meetings and/or interviews, shall an attorney be present.

Persons involved in sexual harassment investigations are entitled to the due process rights provided by the State of Alabama for persons employed by and/or attending a state university. No further or other due process rights exist.

**b. Sexual Harassment Resolution Committee**

- **Composition of Committee**

The Sexual Harassment Resolution Committee will be appointed by the President of the University and will be composed of three (3) members: (1) a department chair; (2) a tenured member of the faculty; and (3) the Vice President for Student Affairs or Dean of Students, if the complainant is a student; if the complainant is not a student, another tenured faculty member will be appointed to the Committee.

- **Review of Complaints by Sexual Harassment Resolution Committee**

The Sexual Harassment Resolution Committee will meet to review complaints of sexual harassment within fifteen (15) calendar days of receipt of the investigator's completed investigation. The Sexual Harassment Resolution Committee is responsible for determining whether a preponderance of evidence suggests that the alleged sexual harassment occurred, and, if so, what the recommended sanction will be.

The Sexual Harassment Resolution Committee will review the entire investigation of the case, as reported by the investigator, prior to making its decision. Furthermore, the Committee has the right to call the parties, any witnesses or the investigator before a Committee meeting at any time during the Committee process if the Committee determines, in its sole discretion, that this would be beneficial to the Committee's consideration of the complaint. No party to the case or any witness has a right to attend a Committee

meeting. No person called before a Committee meeting may attend with counsel.

- **Time Frame for Review by Sexual Harassment Resolution Committee**

The Sexual Harassment Resolution Committee must complete its review of the complaint and determine any recommended sanctions within thirty (30) calendar days of the Committee's receipt of the completed investigation report, unless the Compliance Officer determines, in his/her sole discretion and upon a request from the Chair of the Committee, that additional time is needed by the Committee to fully perform this function.

- **Possible findings by Sexual Harassment Resolution Committee**

The Compliance Committee may determine:

- (1) that the alleged conduct did not occur and/or does not constitute sexual harassment. If so, the Chair of the Committee will notify, in writing, the Compliance Officer of the Committee's determination within three (3) calendar days of that decision, or
- (2) that the alleged conduct constituted sexual harassment. If so, the Committee Chair will notify, in writing, the Compliance Officer and the appropriate Vice President (Academic or Medical) of the Committee's determination, including its recommended sanctions, within three (3) calendar days of that decision.

- **Review by Senior Vice President for Academic Affairs and Vice President for Medical Affairs**

The Senior Vice President for Academic Affairs or the Vice President for Medical Affairs will review the Committee's determination and make a decision regarding sanctions within five (5) calendar days of receiving the Committee's recommendation. The accused will be notified of the Senior Vice President for Academic Affairs's or Vice President for Medical Affairs's decision regarding sanctions within three (3) calendar days of that decision.

- **Complainant's and Accused's Notification Rights**

The complainant is entitled to notification that his or her complaint is being investigated and to notification by the

Compliance Officer when the complaint has been fully investigated. The complainant is not entitled to notification of the outcome of the investigation or to notification of any disciplinary sanctions or subsequent actions by the University or the Sexual Harassment Resolution Committee. The accused will also be notified when the investigation is completed.

- **Prohibition of Review of Findings, Investigation, Determinations and/or Sanctions**

No party to the investigation, including any witness to the alleged harassment, is entitled to review its findings, a summary of the findings and/or any determination reached pursuant to the investigation and/or findings, except that the complainant and accused are entitled to review each other's written statements, and those of witnesses. The Compliance Officer may elect to redact the names of any witnesses prior to review of the witness's statement.

**c. Appeals of Sexual Harassment Resolution Committee Decisions**

Faculty employees who have been sanctioned pursuant to the University's Sexual Harassment Policy shall only have the right to appeal the sanction imposed to the Senior Vice President of Academic Affairs or to the Vice President for Medical Affairs, as applicable. The appeal must be filed within five (5) calendar days of notification of the sanction. However, there is no right to appeal the substantive finding of a violation of the sexual harassment policy. Within ten (10) calendar days of receiving the appeal, the Senior Vice President of Academic Affairs or the Vice President of Medical Affairs, as applicable, will issue a final decision regarding the appeal. However the Senior Vice President of Academic Affairs or the Vice President of Medical Affairs shall have the right to extend the ten (10)calendar days if he/she deems such an extension necessary. The faculty member will be notified of any such extension.

**d. Sanctions Permissible Pursuant to this Policy**

The sanctions imposed will depend on all the facts and circumstances discovered during the investigation and/or informal resolution process. Disciplinary action pursuant to University procedures may include, but is not limited to:

- a requirement not to repeat or continue the harassing

- conduct,
- certification of completion of a sexual harassment education program,
- a reprimand,
- reassignment of duties,
- denial of pay increase,
- suspension with or without pay or
- termination of employment.

**3. University Investigative Authority**

Nothing in this policy shall be interpreted as preventing the University from investigating any conduct which the University considers potentially harmful to the University community, regardless of when discovered by the University. Further proceedings shall respect the due process rights of anyone accused and any disciplinary action shall be subject to appeal following the appropriate University procedures. However, nothing in this policy shall be interpreted as requiring the University to investigate sexual harassment which is not reported pursuant to this policy.

**4. Obligation to Participate in Investigations**

All University students, faculty, personnel and others involved in a sexual harassment investigation, whether as parties or witnesses, have an obligation to participate in the investigation of sexual harassment complaints to the fullest extent requested by the University. Failure to participate shall be grounds for disciplinary action up to and including termination.

**F. Sexual Harassment Complaints within Official Records**

All records pertaining to sexual harassment complaints, appeals and decisions regarding appeals will be maintained in the Office of the Senior Vice President for Academic Affairs or Vice President for Medical Affairs, as applicable. The Senior Vice President for Academic Affairs/Vice President for Medical Affairs will notify the appropriate supervisor of the findings and sanctions. In all cases where a faculty member is determined to have engaged in sexual harassment or where, in the discretion of the Senior Vice President for Academic Affairs or Vice President for Medical Affairs, an informal resolution regarding a sexual harassment complaint needs to be noted, a letter will be placed in the faculty member's personnel file indicating that the Senior Vice President for Academic Affairs's or the Vice President for Medical Affairs's office maintains records on sexual harassment by the faculty member.

**G. Procedures and Policies Affecting Consensual Amorous Relationships**

The appearance of a compromising conflict of interest or of coercion, favoritism or bias in educational or academic evaluation is prejudicial to the interests of the University of South Alabama. Amorous relationships between faculty members and students with whom they also have an academic evaluative role create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. In light of the significant power differential that exists, or is believed to exist, between faculty and students, even when both parties initially have consented, the development of such a relationship renders both the faculty member and institution vulnerable to possible later allegations of sexual harassment.

Therefore, faculty members are prohibited from participating in amorous relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade or supervise. Similarly, faculty members have an obligation to avoid situations which may require them to evaluate, grade or supervise students with whom they have or have had amorous relationships. If such a situation arises, a faculty member must immediately report the situation to his/her immediate supervisor for advice and counsel and must abstain from any evaluation, grading or supervision of students with whom he/she has or has had an amorous relationship.

Conducting amorous relationships in violation of this policy may lead to a presumption of sexual harassment and can lead to sanctions including termination.

For the purpose of this policy, evaluative situations may include, but are not limited to, supervising instruction; evaluating academic performance; or serving on committees for awards, prizes or thesis supervision.

## **XVII. University's Clery Statement**

“The University of South Alabama’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting University Police Department or by accessing the following web site at <http://www.southalabama.edu/police/clery.html>.”