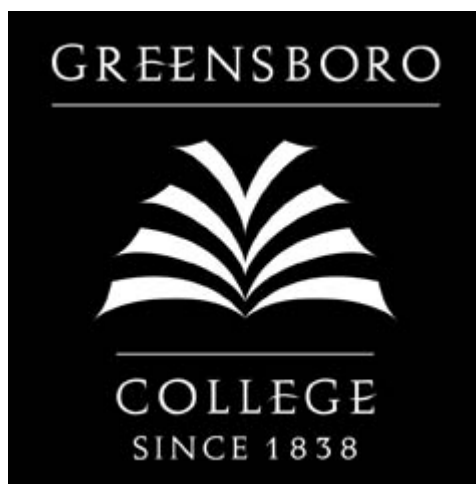


GREENSBORO COLLEGE
PART-TIME FACULTY
HANDBOOK



2008-2009

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INTRODUCTION

Part-time faculty members make essential contributions to the academic life of Greensboro College. This *Handbook* has been prepared to provide part-time faculty members with information relevant to the performance of their responsibilities.

Along with this *Handbook*, the *Academic Catalog* is an essential resource for part-time faculty members. The pages that follow contain a number of references to the *Catalog*, identifying sections with which part-time faculty should be familiar. The *Catalog* may also be accessed online at www.greensborocollege.edu/academics/catalog.html.

Although the academic administrative staff has made every effort to include in this *Handbook* all topics of relevance to part-time faculty, we welcome your suggestions as to how we might make this publication more helpful.

MISSION AND GOALS OF THE COLLEGE

Mission of the College

Greensboro College, an independent, coeducational college affiliated with the United Methodist Church, is an academic and social community that unites liberal arts and Judeo-Christian values in an atmosphere of diversity and mutual respect.

True to the United Methodist Church's historic ideal of nonsectarian education, Greensboro College's central purpose is the intellectual development of its students within the dual traditions of the liberal arts and the Judeo-Christian faith. Through a disciplined pursuit of truth, its students acquire knowledge and develop a critical awareness that allows them to live humanely, responsibly and productively in a free society. Such lives are characterized by clarity of thought and expression, the ability to reason, a sense of history and a global perspective, an understanding of literature and language, a knowledge of mathematics and science, an appreciation of the arts, an awareness of political and social realities, a familiarity with the biblical tradition and an ethical awareness, a respect for physical soundness, and an understanding of technology.

Through its student development services and other co-curricular offerings, Greensboro College encourages the personal and spiritual development of its students. A range of religious, cultural, service, social and athletics programs allows students to participate meaningfully in a rich campus and community life and encourages students to develop a system of values consistent with the mission of the College.

Through its professional and pre-professional career-oriented programs, both undergraduate and graduate, Greensboro College encourages, as well, the professional development of its students. Indeed, the College believes the liberal arts curriculum to be the most appropriate context for such programs. A liberal education provides basic intellectual and communicative capabilities that enable a person to develop and to adapt through a productive lifetime.

Goals of the College

In order to realize its institutional mission, Greensboro College, will:

- I. Admit students who demonstrate promise of success, without regard for the applicant's race, color, sexual orientation, socio-economic status, religion, age, sex, national origin or disability.
- II. Provide a balanced course of study, through its requirements for general education, involving a range of disciplines basic to liberal education and providing the knowledge and analytical skills requisite for a life of intellectual and professional growth.

- III. Provide among the general education requirements for courses in the Judeo-Christian tradition in religion, philosophy, and ethics.
- IV. Provide a focused course of study, through its requirements for undergraduate academic majors, leading to a bachelor's degree in one or more particular areas of study, including professional, pre-professional, and career-oriented programs.
- V. Provide an alternatively scheduled course of study, through its adult education program, appropriate for the self-motivated adult, including non-credit courses, as well as courses for which Continuing Education Units are awarded.
- VI. Provide distinctive graduate programs in selected areas which build upon the strengths of the undergraduate program and which are responsive to community needs.
- VII. Recruit, develop and maintain an exemplary faculty and staff.
- VIII. Provide facilities and other instructional support services, including library and computer resources, adequate for the academic program.
- IX. Provide an environment that supports both residential and commuting students in their academic progress.
- X. Provide student development services and co-curricular activities in support of the students' personal and spiritual growth, with opportunities to develop social awareness and a sense of responsibility to community.
- XI. Provide students with opportunities to develop an appreciation for physical fitness that will continue to lifelong wellness.
- XII. Provide for open and effective management of the College, including the development, coordination and allocation of its various resources.

The Identity of the College

The statement of mission identifies Greensboro College as an academic and social community affiliated with the United Methodist Church that unites in a non-sectarian way the liberal arts with Judeo-Christian faith and values. The first three goals give the College its distinctive identity as a church-related, liberal arts institution.

What does it mean for Greensboro College to be non-sectarian? Goal #1 reads: "Admit students who demonstrate promise of success, without regard for the

applicant's race, color, sexual orientation, religion, age, sex, national origin or disability." The College admits students of diverse backgrounds, does not require students to adhere to points of view, and expects students and all members of the College community to treat each other with mutual respect.

What does it mean for Greensboro College to be a liberal arts institution? Goal #2 reads: "Provide a balanced course of study, through its requirements for general education involving disciplines basic to liberal arts education and providing the knowledge and analytical skills requisite for a life of intellectual and professional growth." Therefore, the notion of being a liberal arts college is centered in the general education requirements shared by students. The claim does not lie in the different disciplines offered for majors nor does it exclude any majors – Accounting, Art, Athletic Training, Biology, Biology/Allied Health, Birth through Kindergarten Education, Business Administration and Economics, etc. Also, the claim of being a liberal arts institution does not necessarily require a certain percentage of graduates to have majored in traditional liberal arts fields, however identified.

What does it mean for Greensboro College to be a church-affiliated institution? Goal #3 reads: "Provide among the general education requirements for courses in the Judeo-Christian tradition in religion, philosophy, and ethics." Therefore, the responsibility of church-affiliation is grounded in the general education requirements for courses in religion and related courses in philosophy and ethics. These courses are foundational for understanding the Judeo-Christian tradition and for the values represented by this tradition.

GENERAL INFORMATION

Campus Mailboxes

All part-time faculty members are assigned a mailbox in one of the three classroom buildings: Proctor Hall West, Cowan, and Odell. Part-time faculty members are urged to check their campus mailboxes regularly. Questions about mailbox assignments should be directed to the Assistant Dean of the Faculty.

Copying

Copy machines are located in each of the classroom buildings. Each academic department is assigned an account code, which must be utilized to operate the copier. Part-time faculty should consult with their department chair concerning access to the copier and the appropriate account code.

E-mail Accounts

Part-time faculty members may obtain e-mail accounts during their period of employment at Greensboro College. To apply for an account, contact the Information Technology Office.

Office Space

Office space for part-time faculty is limited. An effort is made to assign space to part-time faculty members teaching during the day on the assumption that these faculty members are more apt to schedule office hours than those teaching in the evening or on the weekend. However, if a part-time faculty member teaching in the evening or weekend programs requests office space, it is usually possible to accommodate the request. Inquiries about assignment of office space as well as requests for keys for offices and/or classroom buildings should be directed to the Assistant Dean of the Faculty.

Office Supplies

Part-time faculty members who need office supplies, including grade books, should contact their immediate supervisors concerning the appropriate procedures and account numbers.

Parking

We encourage all part-time faculty to register their cars through the Switchboard (Main Building) and to display a Faculty/Staff parking sticker. (There is no charge for a parking sticker.) Cars not properly registered are subject to being ticketed and/or towed. Payment of tickets for cars not properly registered or parked in violation of campus parking regulations is the responsibility of the faculty member receiving the tickets. Faculty parking is provided behind Cowan Building, beside

Odell Building, in designated spaces behind Jones Library, and at the Reynolds Center.

Purchasing Procedures

No part-time faculty member is authorized to make purchases on behalf of the College unless the appropriate procedures have been followed. These procedures include approval by the appropriate department chair, the Assistant Dean of the Faculty, and the Vice President for Academic Affairs.

Secretarial Services

Secretarial services are provided to part-time faculty as follows:

- Part-time faculty in Music and Theatre - Odell Building Secretary, Ms. Julee Marshall
- Part-time faculty teaching in Cowan - Cowan Building Secretary, Ms. Cathy Jansen
- Part-time faculty teaching in Proctor Halls, West and East - Proctor Hall Building Secretary, Ms. Cathy Vail

A minimum of 24 hours lead-time is required for all typing projects. Major typing projects require a longer time. Since the offices of the Building Secretaries close at 5:00 p.m., faculty teaching in the evening and weekend should make appropriate arrangements to drop off and pick up materials being processed by the secretarial staff.

The secretaries in Cowan and Odell work only during the academic year. The secretary in Proctor Hall West also works during the summer months and provides secretarial support to all faculty teaching in the Summer Sessions.

Whom to Call? The following are the names and campus telephone numbers of individuals you may have occasion to contact:

Office of the Vice President for Academic Affairs and Dean of the Faculty

Dr. Paul Leslie, VPAA, extension 276

Ms. Nancy Wannamaker, Secretary, extension 282

Ms. Terri McNaughton, Secretary, extension 623

Assistant Dean of the Faculty

Dr. George Cheatham, extension 332

Adult Education Program

Dr. Rebecca Blomgren, Dean of the School of Professional and Graduate Studies, extension 262

Ms. Virginia Reid, Secretary, extension 284

Registrar's Office

Ms. Carol Williams, Registrar, extension 208

Business Office

Ms. Sharon Hunt, Director, Human Resources, extension 204

Bookstore

Mr. Cliff Braly, Manager, extension 233

Campus Security

Chief Calvin L. Gilmore, Director, extension 245

Building Secretaries

Ms. Cathy Jansen, Cowan, extension 323

Ms. Julee Marshall, Odell, extension 242

Ms. Cathy Vail, Proctor Hall West, extension 400

ACADEMIC ORGANIZATION

A. Vice President for Academic Affairs and Dean of the Faculty

The Vice President for Academic Affairs and Dean of the Faculty is the chief academic officer of the College and is responsible for providing effective leadership to and management of the educational program of the institution. The Vice President for Academic Affairs and Dean of the Faculty oversees the administration of the academic policies and procedures of the College as set forth in the *Academic Catalog* and *Faculty Handbook*. The Vice President for Academic Affairs supervises the faculty in the performance of their responsibilities.

The Vice President for Academic Affairs and Dean of the Faculty has supervisory responsibility for the following areas: Academic Advising; the Academic Development Program; the School of Professional and Graduate Studies; Institutional Research, Planning, and Assessment; the Library; Information Technology; Athletics; and the Registrar's Office.

The Vice President for Academic Affairs and Dean of the Faculty serves as the chief institutional liaison representative to the Academic Affairs Committee of the Board of Trustees.

B. Policy on Academic Organization

The academic program of the College is organized around eight divisions, each of which consists of one or more departments. Members of the faculty belong to the division and department in which they perform their teaching duties and hold their official academic ranks. In certain cases, interdisciplinary programs and programs with no full-time faculty assigned to them are housed within a division. A number of other academic programs are not housed in any division.

The current academic organization is as follows:

Division of Business

Department of Accounting

Department of Business Administration and Economics

Division of Education

Department of Education

Division of Fine Arts

Department of Art

Department of Music

Department of Theatre

Division of Kinesiology

Department of Kinesiology

Division of Modern Languages and Literatures

Department of English and Communication Studies

Department of French

Department of Spanish

Division of Natural Science and Mathematics

Department of Mathematics and Computer Science

Department of Natural Sciences

Division of Religion

Department of Religion

Division of Social Sciences

Department of History

Department of Political Science and Legal Administration

Department of Psychology

Department of Sociology

Other Programs

Criminal Justice

Ethics Across the Curriculum

First Year Seminar Program

Honors Program (George Center for Honors Studies)

International Studies Program

Teacher Education Program

Women's Studies Program

Writing Program

C. Division Coordinators

For administrative purposes, the divisions are led by Coordinators. The Coordinator promotes teaching excellence, scholarship, and community service within the division, calls and presides at divisional meetings, and represents the division on the Academic Council. The Coordinator is responsible for faculty evaluations for improvement, including approval of the professional development plan and periodic meetings with the faculty member. The Coordinator also assists in the recruitment of full-time faculty.

D. Department Chairs

For administrative purposes, the departments are led by Department Chairs. The Department Chair, together with the other members of the department, is responsible for the following:

1. preparation of course schedules and changes thereto
2. a review of the departmental curriculum and development of proposals for changes

3. preparation of budget requests and administration of budget allocations
4. development of assessment plans and preparation of assessment reports
5. recruitment of part-time faculty
6. academic program reviews; and
7. other administrative responsibilities

Although distribution of these responsibilities among the members of the department is not mandated, it is strongly encouraged.

E. Voting Privileges in Academic Divisions

The right to vote in academic divisions is restricted to faculty within the division who (1) hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor, (2) are considered full-time employees at the College, and (3) teach at least 25% of a normal 12 hour teaching load in a semester within the division.

F. Faculty Meetings

The faculty meeting is the main structure through which the faculty carries out its legislative responsibilities. The faculty meets monthly during the academic year and at such other times as the business of the faculty requires. The presiding officer at the faculty meeting is the Dean of the Faculty. The faculty, at its first meeting in the academic year, elects a Secretary of the Faculty and a Parliamentarian. Each serves a one-year term and may be reelected. The minutes of the meeting are recorded by an administrative secretary and reviewed by the Secretary of the Faculty prior to their circulation to all members of the faculty. Robert's Rules of Order as current at the time of the meeting shall govern the faculty's conduct of business.

Part-time faculty are invited to attend faculty meetings but may not vote. Only voting members of the faculty may participate in debate on motions presented to the faculty for consideration. Faculty meetings generally are held on the second Tuesday of each month from 11:30 a.m. to 1:00 p.m. in Sternberger Cultural Center. Part-time faculty who would like to receive copies of the agendas for faculty meetings should notify the Office of the VPAA.

EMPLOYMENT PRACTICES AND PROCEDURES

A. Affirmative Action/Equal Employment Opportunity

Greensboro College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sexual orientation, national origin, gender, or age, or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law. The College complies with the applicable nondiscrimination and affirmative action titles and sections of the Civil Rights Act of 1964, Federal Executive Order 11246, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1972, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975 as well as all amendments thereto.

B. Sexual Harassment

Greensboro College disapproves of sexual harassment as a form of discrimination that is immoral and illegal. This policy shall apply with equal force to all students, staff persons, and faculty members.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment. It is recognized that sexual harassment may take many forms, some of which may be very subtle, and that the victims of such harassment may be students, staff or faculty.

Any person who considers himself or herself to have been the object of sexual harassment by a staff member or student should report the incident(s) to the Dean of Students or the Dean of the Faculty, who are designated by the President of the College to hear such initial complaints. The Dean of Students and Dean of the Faculty will attempt to determine whether or not sexual harassment has occurred and try to resolve the complaint in a confidential manner.

If the complaint is not resolved to the satisfaction of the complainant, an internal review committee, composed of three faculty and staff, appointed annually by the President of the College as a standing committee, will be convened by the Dean of Students and the Dean of the Faculty to determine whether sexual harassment has

occurred and, if it has, to refer the matter to the appropriate College official for disciplinary action.

Any person who considers himself or herself to have been the object of sexual harassment by a faculty member should report the incident(s) to the Dean of Students or to the Dean of the Faculty. The person making the complaint may be accompanied by another member of the College community if he or she so desires.

Upon receipt of a report of alleged sexual harassment by a faculty member, the Dean of Students and the Dean of the Faculty will review the allegation and try to resolve the complaint informally. If the complaint can be resolved to the satisfaction of both parties and the College, no further action shall be taken. Otherwise, the Dean of Students and the Dean of the Faculty shall select two members of the faculty, one male and one female, who, together with the Deans, shall constitute an *ad hoc* committee. They shall formally investigate the allegation in a confidential manner and determine whether sexual harassment has occurred. If the *ad hoc* committee determines that sexual harassment has not occurred, the Dean of the Faculty shall so inform the complainant of that decision. The complainant may appeal this decision to the President.

If the *ad hoc* committee considers that sexual harassment has taken place, the *ad hoc* committee shall so inform the President. The *ad hoc* committee also shall make a recommendation to the President as to appropriate disciplinary action. The faculty member shall be notified in writing of the *ad hoc* committee's recommendation. The President shall review the matter and shall provide an opportunity for both parties to address issues related to the alleged incident(s). The President then shall render a decision.

C. Drug Free Workplace

In accordance with the Drug Free Schools and Communities Act Amendment of 1989, it is the policy of Greensboro College "to maintain a drug free living and learning environment and workplace." As a result, the College does not tolerate and strictly prohibits the on-campus possession, use, and/or distribution of alcohol or other drugs and drug paraphernalia by any member of the Greensboro College community, including students and guests of its community.

All members of the Greensboro College community are responsible for compliance with the Drug Free Workplace policy. Compliance with this policy is a condition of continued employment by Greensboro College. Any disregard of the Drug Free Workplace Policy will subject offenders to disciplinary action up to and including dismissal from employment. Moreover, as further condition of employment, employees are obligated to notify their supervisor if they are convicted of a violation of any criminal drug statute occurring upon the premises of Greensboro College, and must make this notification to the College no later

than five days after such conviction. Such a conviction may also result in dismissal from employment.

D. Inclement Weather

In most weather conditions, Greensboro College will remain open. Non-residential students should use their own discretion in driving to the campus in unsafe weather conditions. When weather or road conditions make travel unsafe, commuters will be excused from day/evening/weekend classes, but will be responsible for missed work. In the event that Greensboro College cancels classes, announcements will be made on local radio and TV stations.

See also the section of this *Handbook* entitled **Absence from Classes**, p. 32.

E. Smoking in College Facilities

Smoking is not allowed anywhere on the Greensboro College campus or in any of its buildings.

F. Admission to Campus Events

Generally employees and their families may attend campus-sponsored events free of charge. It may be necessary to present a College identification card to be admitted to an event free of charge. For occasional special-group or fund-raising events, however, or for NCAA tournament matches, the employee and his/her family may be charged.

G. Accident Reporting

Any employee injured on-site or while performing work duties for Greensboro College must report the injury to the Office of Human Resources within 24 hours. If the Director of Human Resources is not available, the Vice President for Business must be contacted. Employees injured on the job are eligible for Worker's Compensation benefits.

PERSONNEL BENEFITS

A. Fringe Benefits

Part-time faculty members who are scheduled to teach the equivalent of 75% or more of a full-time instructional load during an academic year (9.0 credit hours per semester) are eligible for benefits, including medical, dental, life insurance, long-term disability, and TIAA-CREF (retirement), and also are eligible to participate in the flexible benefits plan. The College will pay 100% of the monthly premium for the insurance coverage. All part-time instructors who are eligible for insurance benefits must contact Ms. Sharon Hunt, Director of Human Resources, first floor Main Building, within one week of the beginning of classes to complete the necessary paperwork.

B. Fringe Benefits—5-Hour Option

It is College policy that part-time faculty who began employment at the College during the 2006-2007 academic year or before and who teach 9.0 credit hours during a regular semester are eligible to receive benefits. The Business Office equates teaching 9.0 credit hours to 75% time or 30 hours per week. The 5-Hour Option allows otherwise qualified faculty who teach only two four-credit hours classes (8.0 credit hours or 67% time) to be eligible for benefits.

Under the 5-Hour Option, a qualified part-time faculty member who teaches 8.0 credit hours during a regular semester and provides the College five hours of work per week (75 hours per semester) beyond the teaching responsibilities will be certified as a 75% employee and will be eligible for benefits. These 75 hours may be devoted to department curriculum development, research assistance, administrative support, laboratory assistance, or any other activity that supports the academic program of the College. The exact duties for each part-time faculty member will be determined by the relevant department chair, in consultation with the appropriate division coordinator or program director and with the approval of the Dean of the Faculty.

There will be no extra compensation for the five hours of work per week. If a qualified part-time faculty member who is teaching 8.0 credit hours per semester declines College benefits, then that person will not be assigned five hours per week of other duties.

C. Salary

The standard salary for part-time faculty members teaching undergraduate courses is \$800 per credit hour or \$3,200 for a four-credit course. The standard salary for part-time faculty teaching graduate courses is \$1,067 per credit hour or \$3,200 for a three-credit course. Fieldwork and student teacher supervision are equated to credit hours according to a formula available from the Director of the Teacher

Education Program or the Dean of the Faculty. Faculty who teach private music lessons are paid at the rate of \$32.50 per clock hour of instruction.

D. Payroll

Salaries for part-time faculty normally are paid in four equal installments as indicated below:

Fall Semester - September, October, November, and December;
Spring Semester - January, February, March and April.

Checks are available on the 27th day of the month and may be picked up at the switchboard in Main Building on that day. If the 27th falls on a weekend, the pay date will be on the previous Friday. Part-time faculty checks will be mailed via U.S. mail to the faculty member's home address on the next working day following the pay date.

Part-time faculty whose responsibilities include private music lessons or accompanying must submit a time sheet each month. These time sheets must be received by the Director of Human Resources by the 15th of the month. In order for the appropriate approvals to be obtained, faculty members should submit their time sheets to the Chair of the Music Department, Dr. Jane McKinney, no later than the 5th of each month.

Important Note: Necessary payroll forms must be completed before any payroll checks can be processed. It is the responsibility of the faculty member to contact the Director of Human Resources, Ms. Sharon Hunt, to make an appointment to fill out these forms.

E. Advance in Pay

Greensboro College is not able to honor requests for advance in pay.

FACULTY MATTERS

A. Academic Freedom

Academic freedom is a central feature of the system of higher education in the United States. It is based on the premise that the search for truth in teaching, learning, and research contributes to the common good and that teachers and students alike should be protected in their pursuit of that truth.

Academic freedom encourages discussion and debate, and it protects those who espouse unconventional or unpopular views. It recognizes that controversy is inextricably linked to the process of free inquiry and thus is an expected feature of the academic process. At the same time, there is the recognition that with this freedom come certain responsibilities. Those rights and the related responsibilities are summarized below:

1. Faculty members are entitled to full freedom in research and in the publication of the results of their research, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the Dean of the Faculty.
2. Faculty members are entitled to freedom in the classroom in discussing their respective subjects, but they are careful not to introduce material that has no relation to those subjects.
3. Faculty members are citizens, members of a learned profession, and representatives of an educational institution. When they speak, write, or artistically express themselves as citizens, they should be free from institutional censorship and discipline. Their special position in the community, however, imposes special obligations. As persons of learning and as institutional representatives, faculty members acknowledge that the public may judge their profession or the institution by their utterances. Faculty members at all times strive to be accurate, endeavor to exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not speaking for the institution.

Note: The above statement is based upon the *1940 Statement of Principles on Academic Freedom and Tenure* developed and endorsed by the Association of American Colleges and the American Association of University Professors. It has been tailored to meet the special needs and circumstances of Greensboro College.

B. Professional Ethics

The Faculty has adopted the following statement on Professional Ethics. It is adapted from the "Statement of Professional Ethics" issued by the Association of

American University Professors (1966).

1. As a *professor*, I am guided by a deep conviction of the worth and dignity of the advancement of knowledge and recognize the special responsibilities placed upon me. My primary responsibility to my subject is to seek and to state the truth as I see it. To this end I devote my energies to developing and improving my scholarly competence. I accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. I practice intellectual honesty. Although I may follow subsidiary interests, these interests shall never seriously hamper or compromise my freedom of inquiry.
2. As a *teacher*, I encourage the free pursuit of learning in my students. I hold before them the best scholarly standards of my discipline. I demonstrate respect for the student as an individual, and adhere to my proper role of intellectual guide and advisor. I make every reasonable effort to foster honest academic conduct and to assure that my evaluation of students reflects their true academic merit. I respect the confidential nature of the relationship between professor and student. I avoid any exploitation of students for my private advantage. I protect their academic freedom.
3. As a *colleague*, I have obligations that derive from common membership in the community of scholars. I respect and defend the free inquiry of my associates. In the exchange of criticism and ideas I show due respect for the opinions of others. I acknowledge my academic debts and strive to be objective in my professional judgment of colleagues. I accept my share of faculty responsibilities for the governance of my institution.
4. As a *member of my institution*, I seek above all to be an effective teacher and scholar. Although I observe the stated regulations of the institution, provided they do not contravene academic freedom, I maintain my right to criticize and seek revision. In consultation with the Dean of the Faculty, I determine the amount and character of the work I do outside my institution with due regard to my paramount responsibilities within it. When considering the interruption or termination of my service, I recognize the effect of my decision upon the program of the institution and act in a professional manner in advising the institution of my intentions or decision.
5. As a *member of my community*, I have the rights and obligations of any citizen. I measure the urgency of these obligations in the light of my responsibilities to my subject, to my students, to my profession, and to my institution. When I speak or act as a private person, I avoid creating the impression that I speak or act for my college. As a citizen engaged in a profession that depends upon freedom for its well-being and integrity, I

have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

C. Definition of the Faculty

The Faculty of Greensboro College shall consist of the President of the College, the Vice President for Academic Affairs and Dean of the Faculty, all full-time professional librarians, and all persons appointed by the College to teach at least three credit hours in a given semester.

The right to vote in the faculty meetings is restricted to the Vice President for Academic Affairs and Dean of the Faculty, all full-time professional librarians, and faculty members who meet the following qualifications: (1) are full-time employees of Greensboro College; (2) hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor; and (3) teach at least 25% of a normal 12 credit hour teaching load in a semester.

Part-time faculty and other administrators are invited to attend faculty meetings. Only voting members of the faculty may participate in debate on motions presented to the faculty for consideration.

D. Definition of Adjunct and Part-Time Faculty

1. Adjunct Faculty

A faculty member is classified as adjunct if the individual meets one of the following criteria:

- (a) A faculty member employed by a hospital and who supervises clinical training in one or more of the College's Allied Health Programs.
- (b) A faculty member employed by the College to teach a class load of fewer than 12 semester hours and who also is a full-time faculty member at another regionally accredited college or university.
- (c) A faculty member employed by the College to teach a class load of fewer than 12 semester hours in the Teacher Education Program and who also is a full-time employee in a school system.
- (d) A faculty member employed by the College to teach a class load of fewer than 12 semester hours and who has a distinguished record of achievement related to the teaching area.

2. Part-Time Faculty

A faculty member employed by the College to teach a class load of fewer than 12 semester hours per regular semester and who is not classified as an adjunct faculty member is classified as part-time. It is the policy of the College not to employ an instructor with a part-time contract for more than 9 semester hours teaching load per semester. Deviations may be approved by the Dean of the Faculty.

Employment as a part-time member of the faculty does not imply preference for selection to a full-time position, if such a position were to be established in the department of the part-time member.

3. Continuing Part-Time Faculty

Continuing Part-Time Faculty status *may* be granted to part-time faculty who have taught at the College for a minimum of three years and for whom future part-time assignments seem likely. To be eligible for Continuing Part-Time Faculty status, the part-time faculty member must be scheduled to teach a minimum of three courses during a 12-month period that begins with the academic year.

In addition to the guidelines listed below in section 4, which apply to all part-time faculty members, the following additional guidelines apply to those individuals who are granted Continuing Part-Time Faculty status:

- (a) Continuing Part-Time Faculty may have additional non-teaching duties specified in their contracts. These duties may include academic advising, committee work, and/or administrative responsibilities.
- (b) Continuing part-time faculty receive annual contracts. However, these contracts carry with them no presumption of renewability beyond the stated contract period.
- (c) Continuing part-time faculty are compensated at a higher rate than other part-time faculty.

4. Guidelines

The following guidelines apply to part-time faculty and adjunct faculty employed by Greensboro College:

- (a) They may be assigned office space and are expected to keep a reasonable number of office hours each week commensurate with the number of hours being taught.
- (b) The part-time or adjunct status is specified in the employment contract.
- (c) Employment as part-time or adjunct faculty does not lead to tenure or continuing employment, nor does service at these ranks count toward

promotion to regular academic ranks.

- (d) Part-time and adjunct members may attend faculty meetings.
- (e) Part-time and adjunct faculty appointments are recommended by the relevant department chairperson and are appointed by the Dean of the Faculty.
- (f) All part-time appointments are made at the rank of Instructor unless the faculty member holds, or has held, a higher rank at Greensboro College or at another regionally accredited college or university. In such cases, appointment may be made at a comparable rank. Adjunct appointments may be made at any rank, depending on the qualifications of the faculty member.
- (g) The same guarantees of academic freedom and due process that apply to full-time faculty apply to part-time and adjunct faculty.
- (h) Part-time and adjunct faculty are required to administer student Evaluation of Instruction forms in the courses that they teach.
- (i) Part-time and adjunct faculty may use College facilities, such as the library, and are invited to take part in formal academic occasions, such as convocations and Commencement.
- (j) Full-time staff members, for whom teaching responsibilities are not a part of their contracted responsibilities, may, from time to time, be employed or may volunteer to teach a course or courses. In such cases, the foregoing guidelines apply.

E. Evaluation of Adjunct and Part-Time Faculty

Course/instructor evaluations shall be administered in all courses taught by adjunct and part-time instructors with the following exception. If an adjunct or part-time faculty member has taught at least one course each semester for three consecutive years, the Dean of the Faculty, in consultation with the appropriate department chair, may determine that evaluations shall be administered less frequently. In all cases, however, each course taught by an adjunct or part-time faculty member must be evaluated at least once every three years. Summaries of the evaluation are provided to the faculty member once the evaluations have been tabulated.

Following the distribution of the course/instructor evaluation summaries, the supervisor shall schedule a meeting with the adjunct or part-time faculty member to discuss the professional performance of the faculty member. With the approval of the Dean of the Faculty, this responsibility may be delegated to a faculty member in the program area in which the adjunct or part-time faculty member has been teaching. A summary of each conference shall be prepared by the supervisor or other designated faculty member and forwarded to the faculty member and to the Dean of the Faculty for inclusion in the faculty member's file. In the event that the adjunct or part-time faculty member is no longer teaching at the College, the meeting is not required. However, should the adjunct or part-time faculty member subsequently be recommended for re-appointment, a meeting to review the faculty member's previous professional performance shall first be held. If the adjunct or part-time faculty member is teaching a professional education course, the Director

of Teacher Education shall be invited to participate in the meeting at which the professional performance of the faculty member is reviewed.

F. Credentials

The Southern Association of Colleges and Schools, our regional accrediting association, requires that we maintain credential files for all of our faculty members. These files must include a current *curriculum vita*, copies of teaching certificates (if appropriate), and official transcripts of all graduate work completed. All faculty members are responsible for submitting these materials to the Dean of the Faculty and ensuring that the credential file is current.

GRIEVANCE PROCEDURES

The ideal academic community is one that is marked by mutual respect and a spirit of collegiality. This goal can be achieved only when all members of the community -- students, faculty, administrators and staff -- commit themselves to act in accordance with these principles. In addition, all members of the community must commit themselves to resolve their differences with one another in such a way as not to tear the fabric that holds the community together. This means, first, **that individuals should make every reasonable effort to resolve disagreements with the person involved (and that the Dean of the Faculty ascertain that all parties have met and that all steps have been taken to resolve the disagreement) before invoking the grievance procedures outlined below.** It also means that the individual initiating the grievance has the responsibility to be truthful and accurate and respectful of the rights of those named in the grievance. Finally, insofar as is possible, confidentiality should be maintained by all those involved in the process.

It is the responsibility of the individual who first receives notification of a disagreement (i.e., department chair, division coordinator, etc.) to ascertain that all parties have met and that a reasonable effort has been made to resolve the disagreement. If such effort has not been made, the individual will notify the Dean of the Faculty, who will take steps to ensure that this expectation is met. The grievance procedures outlined in this document are limited to those involving faculty members. **Grievance procedures involving other members of the College community are outlined in other College documents.** In addition, all grievances related to sexual harassment shall be handled according to the procedures set forth in the College's policy on sexual harassment. Every effort shall be made to complete the grievance process during the semester the grievance is lodged. If resolution has not occurred, the process shall continue even during the periods that the College is not in session until resolution occurs and everyone involved has been notified.

The intent of these grievance procedures is to resolve disagreements, including grade challenges, by utilizing the personnel of the College. However, if any party to a grievance or the College itself intends to have legal counsel present at a meeting that takes place pursuant to these procedures, that party shall notify, at least 72 hours in advance, the other principals in the grievance who also are scheduled to attend that meeting so that those principals also may be accompanied by legal counsel should they so desire. Legal counsel may act in an advisory capacity only.

1. Student-Faculty Grievances Initiated by the Student

- A. The student should make every reasonable effort to resolve disagreements with the faculty member involved before invoking the grievance procedures outlined below. The student must, as soon as possible after the occasion of the disagreement, seek to meet personally with the faculty member to resolve the disagreement. The student with the grievance may be accompanied by another member of the College community if he or she so desires.

- B. Should every effort to resolve the disagreement fail, then the Department Chair, with notification or referral to the Division Coordinator, shall offer to act as mediator of a discussion between the faculty member and the student.
- C. Should such mediation fail, or should the faculty member or student refuse such mediation, the student shall submit the grievance in writing to the Chair of the Department in which the faculty member is teaching, with a copy to the Dean of the Faculty, no later than 30 calendar days after the date grades have been mailed for the semester or term during which the occasion for grievance occurred. The faculty member against whom the grievance has been submitted shall have access to the written complaint. If the Chair of the Department in which the faculty member is teaching is not available to expedite resolution of the written grievance, the Dean of the Faculty, with the approval of the faculty member, shall designate the Division Coordinator to consider the grievance.
- (i) **If the faculty member is the Department Chair**, the student should contact the Division Coordinator of the division in which the Department Chair teaches.
 - (ii) **If the faculty member is the Division Coordinator**, the student should contact the Dean of the Faculty, who shall select another Division Coordinator to consider the grievance.
 - (iii) **If the faculty member is the Vice President for Academic Affairs and Dean of the Faculty**, the Chair of the Faculty Affairs Committee shall convene a meeting of all Division Coordinators to consider the grievance.
 - (iv) **In all grievance cases, upon receipt of a written complaint, a full copy of these procedures shall be distributed by the appropriate aforementioned designated personnel to all parties directly involved in the grievance. In addition, a copy of the student's complaint shall be sent to the faculty member by certified mail, return receipt requested.**
- D. The Department Chair (or other faculty as described in (i) and (ii) above) shall meet with the parties involved, appropriate witnesses, and others whose knowledge may be relevant to the case. Following this, the Department Chair shall render judgment in writing and submit such via certified mail, return receipt requested, to the student, the faculty member and the Dean of the Faculty. This judgment shall be rendered within 30 calendar days after the grievance has been submitted to the Department Chair.
- E. Either the student or the faculty member may appeal the judgment of the Department Chair by indicating such in writing to the Dean of the Faculty. **Any appeal must be made in writing within seven calendar days after receipt of the Department Chair's judgment.** After consultation with all

involved parties, the Dean of the Faculty shall render judgment and submit such in writing via certified mail, return receipt requested within seven calendar days to the conflicting parties and the Department Chair. If the faculty member is the Vice President for Academic Affairs and Dean of the Faculty, the decision of the Division Coordinators shall be communicated in like manner to the student and the Vice President for Academic Affairs and Dean of the Faculty.

F. Grievance cases that are unfounded, unsubstantiated, and inconclusive shall not be committed to the personnel file of the faculty involved.

G. Student-Requested Grade Changes:

(i) Requests within 30 calendar days: Students should employ the grievance procedures described above if they want to request a grade change within 30 days from the start of the semester that follows the initial posting of the grade.

(ii) Requests after 30 calendar days:

a. To request a grade change any time after 30 calendar days after the start of the fall or spring semester following the semester in which the grade was posted, the student must file a Petition for Exception to Academic Policy.

b. The Academic Council shall review the petition to request a grade change after the time limit and make a judgment concerning the validity and appropriateness of the request.

c. Should the Academic Council decide that the request is reasonable and appropriate, the Academic Council shall make a judgment to change or not change the student's grade if the grade change involves exceptions to procedural guidelines (e.g. changing an "F" to a "W" or changing a "P" to a letter grade after the time limit for such changes). If the grade change request involves an evaluation of a student's work for a course in determining the grade, the Academic Council shall direct the student to follow the steps outlined in this policy (C.1.-3.) for requests made within 30 calendar days of the start of the fall or spring semester following the semester in which the grade was posted. (Requests for grade reviews prior to 30 days follow normal grievance procedure discussed above.)

2. Faculty-Student Grievances Initiated by the Faculty Member

A. The faculty member should make every reasonable effort to resolve disagreements with the student involved before invoking the grievance procedures outlined below. The faculty member should, as soon as possible after the occasion of the disagreement, seek to meet personally with the student to resolve the disagreement.

- B. Grievances involving violations of the Academic Honor Code or disruptive behavior in the classroom shall be submitted to the Academic Honor Council and considered according to the policies and procedures of the Council. The faculty member may suspend a disruptive student from class pending a hearing.

In all grievance cases, upon receipt of a written complaint a full copy of the procedures of the Academic Honor Council shall be distributed by the Chair of the Academic Honor Council to all parties directly involved in the grievance.

- C. Grievances involving nonacademic behavior shall be handled according to the provisions of the Student Conduct Code. A written statement of the grievance shall be submitted to the Director of Residence Life who will initiate the process.

In all grievance cases, upon receipt of a written complaint a full copy of the procedures related to violations of the Student Conduct Code shall be distributed by the Director of Residence Life to all parties directly involved in the grievance.

3. Faculty-Faculty Grievances

- A. The faculty members shall make every reasonable effort to resolve their disagreements before invoking the grievance procedures outlined below.
- B. Should every effort to resolve the disagreement fail, then:
- (i) If the faculty members have the same Division Coordinator, this Division Coordinator shall offer to act as mediator of a discussion between the faculty members.
 - (ii) If the faculty members have different Division Coordinators, both Division Coordinators shall offer to act as mediators of a discussion between the faculty members.
 - (iii) If the Vice President for Academic Affairs and Dean of the Faculty is one of the faculty involved in the grievance, refer to the procedures described under Administration/Staff-Faculty or Faculty-Administration/Staff.
- C. Should such mediation fail or should either of the faculty members refuse such mediation, either faculty may initiate further proceedings. The faculty member shall submit the grievance in writing to the Chair of the Faculty Affairs Committee within seven calendar days.

In all grievance cases, upon receipt of a written complaint, a full copy of these procedures shall be distributed by the Chair of the Faculty Affairs Committee to all faculty directly involved in the grievance. The Chair shall also send a copy of the faculty member's complaint to the other faculty member by certified mail, return receipt requested.

The Faculty Affairs Committee shall consult with the faculty members involved, appropriate witnesses, and others whose knowledge may be relevant to this case. (The faculty member involved may choose to be accompanied by a colleague. All relevant information, including personnel file materials, requested by the Faculty Affairs Committee before or during the proceedings must be agreed upon by the parties involved and the Dean of the Faculty). The Chair of the Faculty Affairs Committee shall submit the Committee's judgment in writing via certified mail, return receipt requested, within seven calendar days to the conflicting parties and the Dean of the Faculty.

- D. Either faculty member may appeal the judgment of the Faculty Affairs Committee by indicating such in writing to the Dean of the Faculty within seven calendar days after receipt of the judgment of the Faculty Affairs Committee. The Dean of the Faculty shall meet with the faculty involved, appropriate witnesses, and others whose knowledge may be relevant to the case. Following this, the Dean of the Faculty shall render judgment in writing and submit such to both faculty members and the Chair of the Faculty Affairs Committee, via certified mail, return receipt requested. The judgment shall be rendered within thirty calendar days after the appeal was submitted to the Dean of the Faculty.

4. Administrator/Staff-Faculty Grievances Initiated by an Administrator or Staff Member

- A. Administrators and/or staff members should make every reasonable effort to resolve disagreements with the faculty involved before invoking the grievance procedures outlined below.
- B. Should every effort to resolve the disagreement fail, then one of the following procedures will be invoked.
- (i) If the faculty member is not a Division Coordinator, the Division Coordinator of the faculty member and the immediate supervisor of the administrator and/or staff member shall offer to act as mediators of a discussion between the faculty member and the administrator and/or staff member.
- or
- (ii) If the faculty member is a Division Coordinator, the Dean of the Faculty and the immediate supervisor of the administrator and/or staff member

shall offer to act as mediators of a discussion between the Division Coordinator and the administrator and/or staff member.

- C. Should such mediation fail or should the administrator and/or staff member or the faculty member refuse such mediation, the administrator and/or the staff member shall submit the grievance in writing to the Vice President for Academic Affairs.

In all grievance cases, upon receipt of a written complaint a full copy of these procedures shall be distributed by the Vice President for Academic Affairs to all parties directly involved in the grievance. In addition, a copy of the administrator or staff member's complaint shall be sent to the faculty member by certified mail, return receipt requested.

- D. The Vice President for Academic Affairs shall meet with the parties involved, appropriate witnesses, and others whose knowledge may be relevant to the case. Following this, the Vice President for Academic Affairs shall render judgment in writing and submit such to the administrator and/or staff member, the faculty member, and the immediate supervisor of the administrator and/or staff member, via certified mail, return receipt requested. The judgment shall be rendered within thirty calendar days after the grievance has been submitted to the Vice President for Academic Affairs.
- E. Either the administrator and/or the staff member or the faculty member may appeal the judgment of the Vice President for Academic Affairs by indicating such in writing to the President of the College. **Any appeal must be made in writing within seven calendar days after receipt of the judgment of the Vice President for Academic Affairs.** Either the administrator and/or the staff member or the faculty member may request that the President consult formally with the Faculty Affairs Committee before rendering judgment. If so requested, the President shall contact the Chair of the Faculty Affairs Committee and request that the body review the grievance. After consultation with all involved parties, the full Faculty Affairs Committee shall submit its recommendation in writing within seven calendar days to the conflicting parties and to the President. The President, in turn, shall render judgment and submit such in writing via certified mail, return receipt requested, within twenty-one calendar days to the conflicting parties, the Division Coordinator, the immediate supervisors of the administrator and/or staff member, and the Chair of the Faculty Affairs Committee.

5. Faculty-Administrator/Staff Grievances Initiated by the Faculty Member

- A. Faculty members should make every reasonable effort to resolve disagreements with the administrator and/or staff member involved before invoking the grievance procedures outlined below.

B. Should every effort to resolve the disagreement fail, then one of the following procedures will be invoked.

- (i) If the faculty member is not a Division Coordinator, the Division Coordinator of the faculty member and the immediate supervisor of the administrator and/or staff member shall offer to act as mediators of a discussion between the faculty member and the administrator and/or staff member.
- (ii) If the faculty member is a Division Coordinator, the Dean of the Faculty and the immediate supervisor of the administrator and/or staff member shall offer to act as mediators of a discussion between the Division Coordinator and the administrator and/or staff member.
- (iii) If the administrator is the Vice President for Academic Affairs and Dean of the Faculty, the Division Coordinator of the faculty member shall offer to act as a mediator of a discussion between the faculty member and the Vice President for Academic Affairs and Dean of the Faculty.

Note: Grievances related to personnel recommendations shall be handled under the provisions of Section 6, **Grievances Involving Faculty Personnel Recommendations/Decisions.**

C. Should such mediation fail or should the administrator and/or staff member or the faculty member refuse such mediation, the faculty member shall submit the grievance in writing to the Chair of the Faculty Affairs Committee .

In all grievance cases, upon receipt of a written complaint a full copy of these procedures shall be distributed by the Chair of the Faculty Affairs Committee to all parties directly involved in the grievance. In addition, a copy of the faculty member's complaint shall be sent to the administrator and/or staff member by certified mail, return receipt requested.

D. The Faculty Affairs Committee shall meet with the parties involved, appropriate witnesses, and others whose knowledge may be relevant to the case. (The faculty members involved may choose to be accompanied by a colleague.) All relevant information, including personnel file materials, requested by the Faculty Affairs Committee before or during the proceedings must be agreed upon by the faculty member involved and the Dean of the Faculty. Following this, the Faculty Affairs Committee shall render judgment in writing and submit such to the administrator and/or staff member, the faculty member, and the Vice President for Academic Affairs and Dean of the Faculty, or to the President of the College if one of the parties is the Vice

President for Academic Affairs. The judgment shall be rendered within thirty calendar days after the grievance has been submitted to the Faculty Affairs Committee.

- E. Either the administrator and/or the staff member or the faculty member may appeal the judgment of the Faculty Affairs Committee by indicating such in writing to the President of the College. **Any appeal must be made in writing within seven calendar days after receipt of the judgment of the Faculty Affairs Committee.** After consultation with all involved parties, the President of the College shall render judgment and submit such in writing via certified mail, return receipt requested, within twenty-one calendar days to the conflicting parties, the Division Coordinator, and the immediate supervisor of the administrator and/or staff member.

6. Grievances Involving Faculty Personnel Recommendations/Decisions

- A. A faculty member may appeal a negative personnel recommendation by the Academic Council by indicating such in writing to the President of the College. Any appeal must be made in writing within seven calendar days after receipt of the recommendation of the Academic Council. After consultation with the faculty member, the Dean of the Faculty, and the Academic Council, the President of the College shall render judgment and submit such in writing via certified mail, return receipt requested, within twenty-one calendar days to the faculty member and the Dean of the Faculty.
- B. A faculty member may appeal a negative personnel recommendation by the Dean of the Faculty that concurs in a negative personnel recommendation by the Academic Council utilizing the procedure outlined in Section 6A above.
- C. A faculty member may appeal a negative personnel recommendation by the Dean of the Faculty that follows a positive recommendation by the Academic Council by indicating such in writing to the President of the College. Any appeal must be made in writing within seven calendar days after receipt of the recommendation of the Dean of the Faculty. The faculty member also may request that the Faculty Affairs Committee review the matter and make a recommendation to the President before the President renders final judgment. If so requested by the faculty member, the President shall contact the Chair of the Faculty Affairs Committee and request that the appeal be reviewed. After consultation with all involved parties, the full Faculty Affairs Committee shall submit its recommendation(s) in writing within seven calendar days to the faculty member, the Vice President for Academic Affairs and Dean of the Faculty, and the President. The President, in turn, shall render a final decision and submit such in writing via certified mail, return receipt requested, within twenty-one days of the receipt of the recommendation(s) to the faculty member, the Vice President for Academic Affairs and Dean of the Faculty, and the Chair of the Faculty Affairs Committee.

- D. A faculty member may request reconsideration of a negative personnel decision by the President that follows a positive recommendation by the Academic Council by indicating such in writing to the Chair of the Faculty Affairs Committee with a copy to the President. Any appeal must be made in writing within seven calendar days after receipt of the decision of the President. After consultation with all involved parties, the full Faculty Affairs Committee shall submit its recommendation in writing via certified mail, return receipt requested, within seven calendar days to the faculty member, the Vice President for Academic Affairs and Dean of the Faculty, the President, and the Chairman of the Board of Trustees. Within 21 calendar days after receipt of the recommendation of the Faculty Affairs Committee, the President shall render a final decision and submit such in writing via certified mail, return receipt requested, to the faculty member, the Vice President for Academic Affairs and Dean of the Faculty, the Chair of the Faculty Affairs Committee, and the Chairman of the Board of Trustees.
- E. In the event that a positive personnel decision by the President follows a negative recommendation by the Academic Council, any member of the Academic Council may request the Faculty Affairs Committee to review the matter. Following its review, which may involve consultation with some or all of the involved parties, the written conclusions of the Faculty Affairs Committee shall be submitted to the faculty member, the members of the Academic Council, the Vice President for Academic Affairs and Dean of the Faculty, the President, and the Chairman of the Board of Trustees.

ACADEMIC POLICIES AND PROCEDURES

This section of the *Handbook* is intended to supplement the section of the *Academic Catalog* entitled Academic Policies and Procedures. Faculty members and appropriate administrators and staff also should refer to this section of the *Catalog* for information about academic procedures.

A. Absence from Classes—Faculty

Faculty members who know in advance that they will be absent from class shall inform the Assistant Dean of the Faculty and, where appropriate, the Department Chair, in writing. Faculty members are expected to make arrangements to have their classes covered or to make appropriate out-of-class assignments for the period of their absence. Faculty members who are unable to meet classes because of illness or because of inclement weather shall inform the Assistant Dean of the Faculty, the appropriate Building Secretary, and, where appropriate, the Department Chair, by telephone in a timely manner.

B. Academic Calendar

The academic calendar lists all important dates for the academic year, including the beginning and ending of classes, holidays, and various deadlines. It is posted on the College Web site at

<http://www.greensborocollege.edu/academics/calendar.html>.

C. Academic Catalog

The *Academic Catalog* is published on the College Web site at

<http://www.greensborocollege.edu/academics/catalog.html>.

D. Academic Honor Code

The Academic Honor Code is included in both the *Academic Catalog* and the *Student Handbook*. Procedural Guidelines related to the Academic Honor Code, along with appropriate forms, follow.

Procedural Guidelines

The following procedural guidelines have been established to assist those involved with alleged violations of the Academic Honor Code in carrying out their responsibilities under the provisions of that Code.

- I. A faculty member who suspects that a violation of the Academic Honor Code has occurred in a course that he or she is teaching has two choices. The faculty member may either discuss the possible violation with the student or submit an Academic Honor Code Report Form to the Chair of the Academic Honor Council. The procedures to be followed in each of these instances are

described below.

- A. Procedures to be followed if a faculty member chooses to discuss the matter with the student (Option 1):

The faculty member contacts the Chair of the Academic Honor Council to determine if the student previously has accepted responsibility or been found responsible for a violation of the Academic Honor Code. If so, the matter automatically is referred to the Academic Honor Council and the faculty member should complete Section A of the Academic Honor Code Report form and forward it to the Chair of the Academic Honor Council.

If a student has not accepted responsibility or been found responsible for a violation of the Academic Honor Code, the faculty member contacts the student and arranges for a conference to discuss the possible violation. Following this conference, the faculty member may determine that no violation of the Academic Honor Code has occurred. If this is the case, no further action is taken.

If the student declines to accept responsibility for the alleged violation or if the student does not agree with the penalty assigned by the faculty member for the alleged violation, the matter also is referred to the Academic Honor Council. The faculty member completes Section A of the Academic Honor Code Report form and forwards it to the Chair of the Academic Honor Council.

If the student accepts responsibility for the alleged violation and if the student has not previously accepted responsibility or been found responsible for a violation of the Academic Honor Code, the faculty member may determine the consequences for the violation, up to and including the assignment of a failing grade in the course. If this is the case, the faculty member completes the Academic Honor Code Short Form, obtains the student's signature acknowledging his or her responsibility for the violation and acceptance of the penalty, and forwards the form to the Chair of the Academic Honor Council.

- B. Procedures to be followed if a faculty member chooses not to discuss the matter with the student and chooses to have the matter handled by the Chair of the Academic Honor Council (Option 2):

When a faculty member believes or has been informed that a violation of the Academic Honor Code has taken place, the faculty member should complete Section A of the Academic Honor Code Report form. The faculty member should forward this form to the Chair of the Academic Honor Council.

The Chair of the Academic Honor Council will meet with the student accused of the violation of the Academic Honor Code. At that administrative conference, the student will complete and sign either

Section B or Section C of the Academic Honor Code Report form.

1. If a previous violation is on record, the Chair of the Academic Honor Council shall refer the alleged violation to the Academic Honor Council. The Chair may request the faculty member to provide a written statement setting forth in more detail the nature of the alleged violation.
2. If there is no previous violation on record but the student declines responsibility, the Chair of the Academic Honor Council shall refer the alleged violation to the Academic Honor Council. The Chair may request the faculty member to provide a written statement setting forth in more detail the nature of the alleged violation.
3. If there is no previous violation on record **and** if the student accepts responsibility, the Chair of the Academic Honor Council will refer the matter back to the faculty member. The Chair also will send the faculty member Sections D and E of the Academic Honor Code Report form. The faculty member has two options:
 - a. The faculty member may notify the Chair of the Academic Honor Council that the faculty member is referring the violation to the Academic Honor Council for consideration.
 - b. The faculty member may choose to address the alleged violation with the student involved and may determine the consequences for the violation, up to and including the assignment of a failing grade in the course. In such instances, the faculty member will complete Section D of the Academic Honor Code Report form and the student will complete Section E in the presence of the faculty member. The faculty member then shall send the completed form to the Chair of the Academic Honor Council.

II. Administrative Procedures

- A. Normally, faculty members should forward all written communications concerning alleged violations of the Academic Honor code to the Chair of the Academic Honor Council. If, for any reason, this is not practicable, the communications should be forwarded to the Dean of the Faculty.
- B. Normally, the Chair of the Academic Honor Council shall prepare the written notification of the alleged violation and deliver it to the student involved either in person or by certified mail.
- C. Every reasonable effort shall be made to notify the student involved of an alleged violation in a timely fashion.

- D. Written reports of all correspondence and administrative conferences, including ones in which the student accused of a violation of the Academic Honor Code did not attend, should be prepared by the Chair of the Academic Honor Council and maintained in a file in the Office of the Dean of the Faculty.

III. Penalties

If the Vice President for Academic Affairs imposes a lesser penalty than that imposed by the Academic Honor Council and/or changes the beginning and ending dates of any suspension determined by the Academic Honor Council, the Vice President for Academic Affairs shall so inform the members of the Academic Honor Council.

IV. Records

The files of the Academic Honor Council are considered confidential and access normally is restricted to the Chair of the Academic Honor Council, the President of the College, the Vice President for Academic Affairs, the Dean of the Faculty and the Secretary to the Dean of the Faculty. Members of the Academic Honor Council shall have access to these files as specified in Section VII, Records, of The Academic Honor Code.

ACADEMIC HONOR CODE REPORT FORM
Sections A, B, & C

Section A (To be completed by the faculty member who believes or has been informed that a violation of the Academic Honor Code has taken place.)

On _____, _____
(name of student)

violated the Greensboro College Honor Code

by _____

(date)

(printed or typed name of faculty member)

(signature of faculty member)

Forward this form to the Chair of the Academic Honor Council.

----- **Section B** (To be completed by the student, in the presence of the Chair of the Academic Honor accepts responsibility for the violation.)

I agree that the incident above occurred as stated. I admit that I _____

and accept responsibility for my actions which violated the Greensboro College Academic Honor Code.

(date) (printed or typed name of student)

(signature of student)

----- **Section C** (To be completed by the student, in the presence of the Chair of the Academic Honor does not accept responsibility for the alleged violation.)

I do not agree that the incident alleged above occurred as stated, and I do not admit that I

(date)

(printed or typed name of student)

(signature of student)

ACADEMIC HONOR CODE REPORT FORM
Sections D & E

Section D (To be completed by the faculty member or Academic Honor Council in assigning a penalty for a violation for which the student has accepted responsibility.)

I have decided that in the case
of _____
(name of student)

the penalty for violating the Greensboro College Academic Honor Code shall be

_____ (date) _____ (printed or typed name of faculty member)

(signature of faculty member)

Section E (To be completed by the student, in the presence of the faculty member or Academic Honor Council, acknowledging acceptance of the penalty assigned.)

I have had a conference with _____
(name of faculty member)

and have agreed to accept the penalty of _____

for violating the Greensboro College Academic Honor Code

by _____

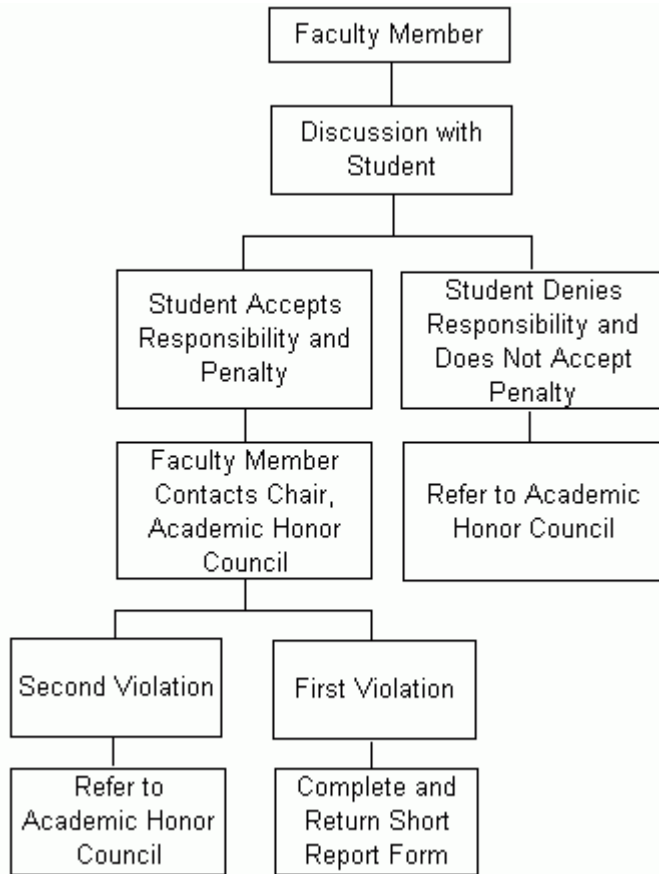
_____ (printed or typed name of student)

(signature of student)

The faculty member should forward the completed form to the Chair of the Academic Honor Council.

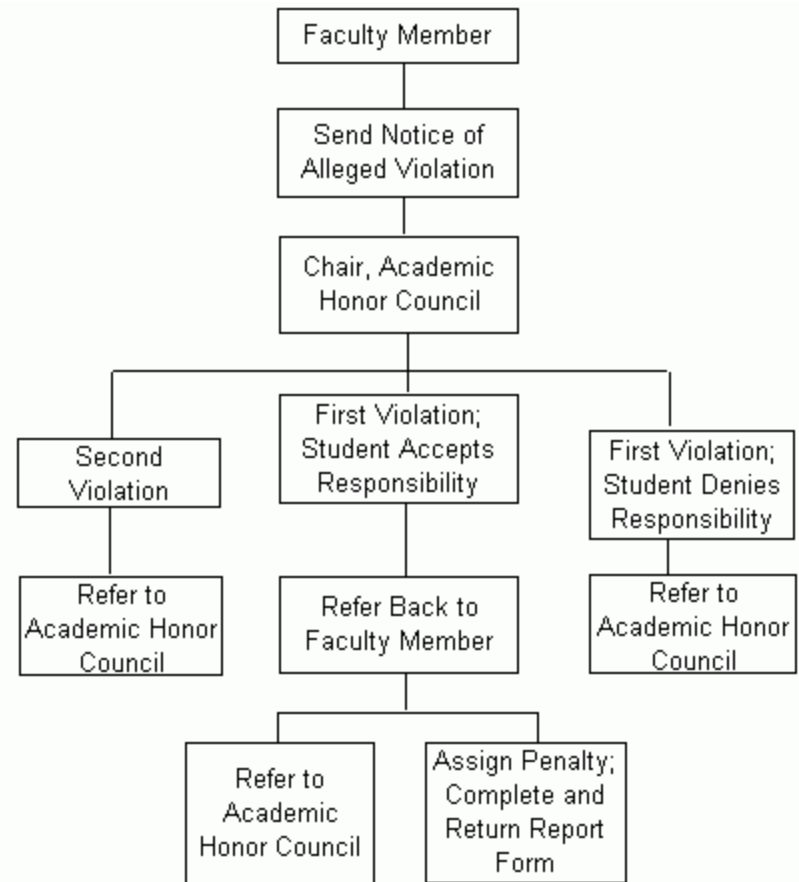
Academic Honor Code

Flow Chart – Option 1



Academic Honor Code

Flow Chart – Option 2



E. Access to Pass/Fail Registration Information

The Curriculum and Instruction Committee has determined that individual faculty members should have access to the information about which students are taking a course on a Pass/Fail basis.

F. Add/Drop Period

Students may add a course to their schedules during the first week of class. They do not have to have the instructor's permission to do so, unless the class has reached the enrollment limit established by the Dean of the Faculty, in consultation with the Department Chair. Following the beginning of classes, it is up to each instructor to decide whether or not to add a student to a class that has reached the enrollment limit. The instructor's signature on the add/drop form signifies to the Registrar's Office that the instructor has given the student permission to enroll in the class. A student may withdraw from a course without academic penalty until the end of the eleventh week of class. See also **Course Withdrawal** below.

G. Attendance Policy

The College's policy on attendance is set forth in the section of the *Academic Catalog* entitled Class Attendance. This policy gives the faculty member considerable latitude in determining the attendance policy for a particular course. Please note, however, that all instructors are expected to include their attendance policy in their course syllabi. They also are expected to include penalties for not adhering to this policy.

The College has a procedure for notifying the appropriate administrative office concerning excessive absences or other academic difficulties. A copy of the Notification of Absences/Academic Difficulties form is presented on the following page. The form is to be returned to the Director of the Center for Academic Services, Main Building. Forms are processed promptly and a copy sent to the student. Instructors who place students on compulsory class attendance should realize, however, that it may take several days after the form is submitted before the student receives notification of the instructor's action.

See also **Student-Athlete Class Absentee Policy**, p. 46.

APPENDIX B

GREENSBORO COLLEGE

NOTIFICATION OF ABSENCES/ACADEMIC DIFFICULTIES

First Notice

Second Notice - (cancellation or revision)

Student Name and Address: _____

Date: _____

Student I.D. Number _____

Course Title: _____

Course# and Section: _____ Term: _____

Academic Difficulty

_____ You are experiencing academic difficulty in this class.

Please note the following action:

_____ You should make an appointment with me immediately to discuss your performance.

_____ You should seek tutoring. Go to the Office of Academic Development, Third Floor, Main Building, and sign up for a tutor.

_____ Schedule an appointment with the Director of Academic Development, Third Floor, Main Building.

_____ Other: _____

Attendance

_____ Your attendance in this class has been unsatisfactory. Regular class attendance is a responsibility and a privilege and is necessary for effective learning and satisfactory performance.

Please note the following action:

_____ You should give immediate attention to improving your class attendance and participation in order to complete this course satisfactorily. Poor attendance is adversely affecting your grade in this class. If you wish to discuss this, please contact me immediately.

_____ You are being placed on compulsory class attendance. Additional absences will result in _____

_____ You have not fulfilled the attendance requirements of the course as stated in the syllabus; therefore, you are being withdrawn from this course. If you believe my records are inaccurate, you must contact me immediately. Otherwise, the withdrawal form will be processed. You will receive a grade of "WF" in the course if the withdrawal occurs after the eighth week of the semester.

_____ Schedule an appointment with the Director of Academic Development, Third Floor, Main Building.

_____ Other: _____

If you would like an explanation of Greensboro College's attendance policy, please refer to your Academic Catalog or contact the Office of Academic Development. If you have questions about this action, please contact me.

Instructor (Print)

Instructor's Signature

Date

Note to instructor: Please forward all copies of this form to the Office of Academic Development. That office will add the student's address, mail the form to the student and return the instructor's copy to you as verification that the action was taken. In the case of a withdrawal from a class, a copy of this form will be sent to the Registrar as authorization to withdraw the student.

Copy: Student-White; Instructor-Canary; Faculty Advisor-Pink; Academic Development-Goldenrod. Copy to Registrar; Copy to Parent

FOR OFFICE USE ONLY

ATTENDANCE DROP

=====
Date received in Academic Development _____ Date processed in Academic Development _____

The above named student should be dropped from this course based on the faculty member's instructions. A grade of _____ should be assigned according to the course withdrawal policy.

_____ Director of Academic Development Date _____

_____ Registrar's Office Staff Date _____

H. Auditing Courses

A student desiring to enroll for credit in a course that the student previously has audited must file a petition for policy exception. Signatures of the student's advisor and the instructor teaching the course are required as is the approval of the Vice President for Academic Affairs.

I. Charges to Students for Instructional Materials

All charges to students for instructional (and other) materials or related fees are to be handled by the Business Office. No money is to be collected by faculty members. The procedures to be followed are as follows:

1. All charges to students in the academic area must have the prior approval of the Vice President for Academic Affairs.
2. Once the charge has been approved, the faculty member is responsible for supplying the Dean of the Faculty with a list of the students who are to be charged. The Dean of the Faculty will forward the list to the Business Office, together with the appropriate accounting information. This must be done no later than one month before the final class day of the semester.
3. The charge then will be added to the students' bills.

J. Class Rolls and Faculty Responsibilities

Following the end of the drop/add period, faculty members must check their class rolls on Empower. Faculty members are expected to note any discrepancies between the students listed on the class roll and those actually attending the class and so notify the Registrar's Office. Cooperation of all faculty in this process is essential. It is much easier to deal with registration discrepancies early in the semester than it is at the time that grades are submitted.

K. Classroom Arrangement

Classrooms are to be left with desks in their normal pattern of arrangement. If there is some compelling educational reason to rearrange the desks, please ensure that the desks are put back as they originally were. If there is not a compelling educational reason to rearrange the desks, please ask the students not to do so. Map sets are not to be removed from the classrooms in which they are located. Furthermore, map stands are not to be used as screens or otherwise handled, since this often results in damage.

L. Classroom Changes

Department Chairs may express a preference for a certain classroom or group of classrooms at the time that schedule request forms are submitted to the Assistant Dean of the Faculty. If there is a reason why a class must be scheduled in a particular classroom or in one of a group of classrooms, a statement setting forth that reason must be attached to the schedule. These statements will be reviewed by the Assistant Dean of the Faculty. These classes will receive priority in classroom assignments.

Following the assignment of classrooms for these classes, every effort will be made to assign classrooms on the basis of the preferences expressed on the schedule request form. A tentative schedule will be published and distributed to Department Chairs for their review. Requests for changes in classrooms may be made at this time. Such requests must be made in writing to the Assistant Dean of the Faculty and must be endorsed by the appropriate Department Chair. Once the final schedule is published, but before the beginning of classes, no classroom changes will be made unless there is a compelling reason to do so. Any requests to change classrooms must be made in writing to the Assistant Dean of the Faculty and must be endorsed by the appropriate Department Chair. Such requests must include a statement detailing the reasons for that request.

After classes have begun, requests for classroom changes will be handled directly by the Registrar's Office. However, only requests related to classes in which the enrollment exceeds the capacity of the assigned classroom will be approved. No instructor is permitted to change classrooms without appropriate administrative approval.

M. Copyright and Fair Use Guidelines

The College has established guidelines for use of copyrighted materials. The policy is published on the Faculty Resources web page as "Greensboro College Copyright and Fair Use Guidelines." Hard copies may be requested from the Director of Library Services, who is the first point of contact for all matters concerning use of copyrighted materials.

N. Course Syllabi

All faculty members are expected to distribute a course syllabus to the students enrolled in each of their classes. At a minimum, each syllabus should contain the following:

- (1) A clear statement of course content, goals, and requirements.
- (2) Methods of evaluation.
- (3) Attendance policy.

All faculty members must submit a hard copy and an electronic copy of each of their course syllabi to the Office of the Dean of the Faculty where all syllabi are kept on file.

O. Course Withdrawal

A student may withdraw from a regular course until the end of the eleventh week of a Fall or Spring Semester with no academic penalty. A grade of W (withdraw) will appear on the transcript for any course dropped properly between the end of the drop period and the last date for course withdrawals, which is specified in the academic calendar for Fall and Spring Semesters and the Summer and other sessions. A grade of WF (withdraw failing) is assigned for any course that is dropped after the end of the specified withdrawal period. A WF is calculated into the grade point average as an F. Tuition charges are not necessarily reduced by course withdrawals. Questions regarding tuition should be directed to the Business Office.

P. End of Semester Procedures

Final Examinations

Final examination periods are scheduled during the year: (1) in December at the close of classes scheduled during the first semester; and (2) in late April or May at the close of second semester classes. In addition, there are final examinations at the conclusion of each summer session. From the examinations and from the student's academic performance throughout the semester or summer session, a final grade for each course is determined.

All final examinations must be taken at the regularly scheduled time except in cases of illness or by special permission of the Vice President for Academic Affairs. A student making a request to change the time of a final examination must complete the Petition for Exception to Academic Policy form. Recommendations and signatures of the student's advisor and the instructor are required before the Petition is submitted to the Vice President for Academic Affairs for action. All requests must be submitted at least two weeks prior to the beginning of the final examination period.

Exam Schedule

A tentative exam schedule is printed at the back of the Schedule of Courses for each semester. Final copies of the exam schedule are sent to all instructors in October for the Fall Semester, and in March for the Spring Semester. Students receive the exam schedule with their packets of registration materials in October and March.

The Summer exam schedule is sent to Summer instructors each session, shortly after the session begins. Instructors are expected to announce the exam time and post the schedule.

Grade Entry Sheets

Faculty members will report their grades through Empower. The Registrar's Office will send an e-mail to faculty each semester explaining the grade reporting procedures. It is essential that all instructors submit all of their grades by the specified deadline. Many administrative processes are dependent upon promptness in meeting this expectation.

Assigning Grades of "Incomplete" (I)

The grade of incomplete is given when the student is unable to complete the requirements of a course due to illness or has received special permission from the Vice President for Academic Affairs to extend course work. All grades of incomplete must be made up within six weeks after the beginning of classes in the following semester or the grade becomes an "F." Full responsibility for the make-up rests with the student.

If a faculty member finds it necessary to assign an "I," record the "I" on the grade entry sheet. In addition, the faculty member must complete an Incomplete Grade form, available in the Registrar's Office, to document the reasons for the grade.

Q. Grades

For an explanation of the Grading System at Greensboro College, please see section of the *Academic Catalog* entitled “Grading System.” Please pay particular attention to the explanation of the following grading options: Incomplete, Pass/Fail, Satisfactory/Unsatisfactory, and Carry Over.

Faculty members should not post grades by student name, social security number, or other identification means that do not protect the privacy of each student in the class. A court has held that such posting is a violation of the Family Educational Rights and Privacy Act. It is the policy of the faculty that final course grades should be released only by the Office of the Registrar. Therefore, individual faculty members do not have the prerogative of releasing final course grades to students in their classes.

Faculty members should retain documentation relating to the determination of final grades at least until the period for grade challenges has passed. That period extends for 30 calendar days after the date on which final grades for the term have been mailed. Student-initiated requests for grade changes should follow the procedures outlined in the **Grievance Procedures** section (p. 23).

R. Grade Changes

The evaluation of a student’s academic performance and the assignment of grades for examinations, papers, and other course-related activities as well as the assignment of a final course grade are an important responsibilities and prerogatives of a faculty member. As a general policy, grades should not be changed except at the initiative of the faculty member responsible for the course.

There are circumstances, however, when a change of grade by someone other than the faculty member may be warranted. Such instances include cases in which the faculty member is unable or unwilling to participate in the grievance process involving a challenge of a course grade or cases in which the preponderance of the evidence indicates that the grade was assigned in an arbitrary or capricious fashion. The grievance policy of Greensboro College permits the Department Chair hearing a particular grievance to recommend a grade change to the Dean of the Faculty. It also permits the Dean of the Faculty to authorize a grade change after notifying the faculty member. The faculty anticipates that such occasions will be rare and that the evidence in support of such a recommendation or decision will be compelling. Faculty members who believe that such standards have not been met in a particular case have the option of initiating a grievance under the College’s grievance policy.

S. Immunization Compliance

North Carolina state law mandates that all new students entering college must have certain required immunizations. Immunization records are kept on file at Greensboro College. All students taking more than four semester hours during the weekday (before 4:00 p.m., Monday-Friday) are required to comply with the NC immunization law. The regulations allow students up to 30 calendar days after registration day at the beginning

of a semester to submit the appropriate documents to the Director of Student Health Services.

The Registrar and Director of Student Health Services will identify the students who must meet the immunization requirements each semester. When 30 days of the semester have elapsed, instructors are sent a memorandum if any students are not in compliance. The students have been notified several times prior to this communication. Students not in compliance are not allowed in class until they present a form signed by the Director of Student Health Services stating that all immunization requirements are met.

An institution that is not in compliance with the NC immunization law is subject to severe penalties. Therefore, strict adherence to the provisions of this policy by all faculty members is mandatory. Questions about instructors' responsibilities regarding the NC immunization law should be directed to the Registrar or the Vice President for Academic Affairs.

T. Incomplete Grades for Students on Academic Probation

By action of the Scholastic Standing Committee, students on academic probation may not receive a grade of incomplete (I) unless they file a Petition for Exception to Academic Policy, and it is approved. Signatures required on the petition are:

1. faculty advisor;
2. instructor of the course;
3. Chair of the Scholastic Standing Committee; and
4. Vice President for Academic Affairs.

The petition must be initiated by the student.

If a faculty member is considering giving an "I" grade and is not certain whether the student is on probation, the faculty member should contact the Registrar's Office.

U. Policy on Intellectual Property Rights

The College has an established policy on intellectual property rights. The policy is published on the Faculty Resources web page as "Greensboro College Policy on Intellectual Property Rights." Hard copies may be requested from the Vice President for Academic Affairs, who is the first point of contact for all matters concerning intellectual property.

V. Policy on Political Activities

Internal Revenue Service regulations restrict political activity at Greensboro College and all other organizations exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. The actions of students, faculty, and staff with regard to political activities on campus could affect the College's exempt status, loss of which would cause the College to be subject to an excise tax on all monies spent.

Greensboro College encourages and supports the involvement of students, faculty, and staff in the political process in their capacity as individual citizens. As long as individuals do not present themselves as acting or speaking in their capacity as members of the Greensboro College community, there are no restrictions on their political

activities. The following regulations provide guidance as to acceptable political activity by tax-exempt institutions such as Greensboro College:

1. The College cannot endorse any candidates, make donations to their campaigns, engage in fund raising, distribute statements, or become involved in any activities that may be beneficial or detrimental to any candidate.
2. Efforts to educate voters must stay within the Internal Revenue Service guidelines for political campaign activities.
3. Whether an organization is engaging in political campaign activity depends upon all the facts and circumstances in each case. For example, organizations may sponsor debates or forums to educate voters. But if the forum or debate shows a preference for or against a certain candidate, it becomes a prohibited activity.

Given the potential consequences of a violation of these regulations to the College, any political activity involving Greensboro College students, faculty, and staff that could be construed as being sponsored by the College or that involves the use of College facilities must have prior written approval of the appropriate member of the President's Council.

W. Prerequisites

The Registrar's Office may be unable to ensure that students registering for a course have successfully completed the prerequisites for that course. Therefore, faculty teaching courses with prerequisites are encouraged to list the prerequisite(s) in the course syllabus and to announce on the first day of class that students who have not successfully completed the course prerequisite(s) should not be enrolled in the class.

X. Student-Athlete Class Absentee Policy

In compliance with NCAA Division III regulations and statements of principle and philosophy as well as the mission statement of Greensboro College, the College hereby affirms the value and role of intercollegiate athletics participation. Accordingly, the College must safeguard academic integrity by ensuring that athletics participation by student-athletes does not compromise or unduly interfere with classroom attendance and satisfactory academic performance. To that end, the following procedures dealing with athletics-related absenteeism have been established.

1. At the beginning of each season of competition (Fall, Winter and Spring) the Department of Athletics will provide faculty members an alphabetized composite roster of all student-athletes and student support staff who occasionally travel with teams. Each athlete will be identified by sport. Accompanying this roster will be the sports schedules for each team competing that season. The schedules will include departure times for away contests.
2. In general, student-athletes require a minimum of one hour and a maximum of two hours prior to a scheduled home contest for pre-game medical attention, taping, dressing and warm-up. This varies by sport and the specific needs of individual athletes. Therefore, there may be occasions when a class is missed for a home contest.

3. After the composite roster and schedules are distributed, it is the responsibility of the student-athlete to confirm with the faculty member the date(s) on which he/she will miss class.
4. It is the responsibility of each student-athlete to make arrangements with instructors for missed class-work or assignments. An athletic contest is not viewed as an excuse for missing class but as a legitimate and compelling reason to negotiate the fulfillment of class obligations. Student-athletes, however, are governed by the provisions of the instructor's attendance policy as set forth in the course syllabus.
5. Should a student-athlete falsely claim a class absence due to an athletic contest, it will be considered a violation of the Academic Honor Code and also result in suspension from the team.
6. Periodically, the Academics-Athletics Liaison may send a simple academic progress form to faculty members for general feedback about the student-athlete's class performance and attendance. This information is shared with the head coaches and provides an added measure of accountability.

Y. Student and Parent Complaints

Greensboro College recognizes the need to have procedures in place to address and respond to complaints raised by students as well as their parents or guardians. The following outlines the procedures and responsibilities of both parties with regard to the submission of, and response to, complaints presented to the College.

1. These procedures apply only to student and parent complaints received in writing. A written complaint may be submitted to the College in person, by U.S. mail, or by fax. Complaints may not be submitted by email.
2. All written student and parent complaints are to be acknowledged within 15 business days of the receipt of the complaint. The date of receipt should be clearly marked on the written complaint.
3. Within 30 business days after acknowledging receipt of the complaint, the appropriate administrative office of the College will inform the complainant regarding the institutional response to the complaint.
4. If the written complaint is addressed to a member of the faculty or staff who is not a member of the President's Council, the original of the complaint and a copy of the response will be forwarded to the member of the President's Council who supervises the member of the faculty or staff or the administrative office receiving the written complaint.
5. Each member of the President's Council is responsible for maintaining a comprehensive file of complaints and the responses to those complaints in the Council member's area of responsibility. Complaints and the responses to them shall be retained for five years.
6. A statement regarding the procedures for filing written complaints shall be printed in the Academic Catalog, the Graduate Catalog and the Student Handbook.
7. Student-faculty grievances initiated by the student shall be considered according to the established grievance policies as set forth in the Academic Catalog, the Graduate Catalog and the Student Handbook and are excluded from the provisions of this

policy. Records of written student grievances and their disposition are maintained in the Office of the Dean of the Faculty.

Z. Student Progress Reports

From time to time, instructors may receive requests concerning the academic progress of particular students in their classes. These requests may come from the Director of Academic Development, the Director of the Center for Academic Services, or the staff of the Athletic Department. Faculty members are expected to respond to these requests in a timely fashion.

At midterm, all faculty members are expected to submit reports of unsatisfactory progress for students who are doing D or F work in their classes. Report forms and instructions are distributed at the appropriate time to all faculty members by the Center for Academic Services.

AA. Textbook Orders

Faculty generally have the responsibility for determining the textbooks for their courses and communicating that information to the Bookstore by the deadlines established and included in the Academic Administrative Calendar.

Faculty members also are responsible for:

- (1) Notifying the Bookstore of courses for which no text is required, and
- (2) Notifying the Bookstore, following the first class meeting, if there are insufficient texts and the approximate number that will be needed.

Textbook order forms for courses listed in the schedule as being taught by "Staff" are available from the Dean of the Faculty. Books may also be ordered on-line. Division Coordinators and Department Chairs are responsible for ensuring that the appropriate information is communicated to the Bookstore in a timely manner.

TECHNOLOGY USE POLICY FOR FACULTY

General Policy

Greensboro College provides technology resources for use by faculty to support instruction, research and public service within institutional priorities and financial capabilities. Policy governing the use of these resources is covered by the expectations and provisions of the *Faculty Handbook*. In particular, the sections relating to Academic Freedom and Professional Ethics serve to establish the context within which technology use should be governed. Any perceived violations of the policies are to be handled according to the provisions of the *Faculty Handbook*.

The following are intended to be illustrative rather than proscriptive, but may serve as guidelines for responsible and ethical behavior:

- Use only resources for which you have authorization.
- Respect the privacy and personal rights of others. Only copy or view email, data or files for which you have the owner's permission or the College's authorization.
- Obey posted guidelines or policies for any computers or networks you are using.
- Abide by all applicable copyright laws and licenses. Any text, graphics, software or other computer resources may be used except those protected under the provisions of the United States Copyright Laws (Title 17, U.S. Code). The library staff can provide you with specific information about Fair Use and how to obtain the appropriate permissions.
- Respect the security provisions of the network and other resources. Only access resources for which you have authorization.
- Be responsible in your use of programs, email, and other resources. Engaging in activities such as creating or forwarding chain letters, deliberately spreading viruses, forging or sending anonymous email, or transmitting, harassing, threatening, offensive or abusive material is not responsible use.
- Report any unauthorized use or violations of technology resources by students in the same manner as required by the existing Academic Honor Code and Student Conduct Code.

The Six Network Commandments

These general rules are specific to faculty with direct network connections.

- Do not change your network configuration.
- Inform the Information Technology when changing network connections.
- Do not connect unregistered computers to the network.
- Do not connect any network devices other than personal computers directly to the network. A network device is defined as any equipment that connects directly to a computer network. Network devices include, but are not limited to, hubs, routers, print servers, repeaters and bridges.
- Do not use any sort of network monitoring or sniffing devices or software.
- Do not perform any operations or operate any services that disrupt network service or create abnormal levels of network traffic.

Personal Web Page Content Guidelines

Greensboro College provides Web page hosting to promote the free exchange of ideas and information for the campus community. We encourage our faculty to utilize our Web hosting service. While respecting the need to provide for academic freedom, the guidelines for

professional ethics should serve to indicate appropriate content and use of Web pages by faculty.

Given the provisions above, faculty are expected to refrain from the following actions and content:

- Displaying pornographic material.
- Posting material that is grossly offensive to the college community (including expressions of bigotry, racism, hatred or profanity).
- Promoting any type of illegal activity.
- Defaming, abusing or threatening any person or group.
- Displaying material that exploits children under 18 years of age.
- Using copyrighted material without the express permission of the author or owner.
- Using Web pages for personal commercial purposes.
- Any actions or content that violates the provisions of the *Faculty Handbook* or other established policies (such as the Political Activities Policy, p. 11 in the *Academic Catalog*).
- Any actions or content representing any activity that may be, or may appear to be, in conflict with the interests of Greensboro College.
- Any content representing any non-College organization or group without the written permission of the President's Office.

Web Page Hosting

Web page hosting is available to all faculty of Greensboro College at no charge. Each faculty member will be allocated a specified disk quota. The contents of this disk space will be viewable to anyone on the Internet via Web browser.

- Faculty are solely responsible for the content on their Web pages.
- Faculty agree to abide by the provisions of the *Faculty Handbook* in the inclusion of Web page content.

Academic Services

Audiovisual Equipment

Limited amounts of audiovisual equipment, including TV/VCR units, are available in each of the classroom buildings. Please consult with your Division Coordinator or Department Chair concerning the availability of equipment and reservation procedures.

Academic Computing Center

The Academic Computer Labs located in the library are equipped with 20 Pentium III computers and high-speed laser printers. All computers are attached to the campus network for access to on-campus resources as well as the World Wide Web and email. Software applications include a variety of word processing, database, spreadsheet, programming language, graphics and course-specific packages. The labs are staffed by student assistants and are open over 100 hours per week. Information regarding specific hours is posted; general hours are as follows:

Monday-Thursday	8:00 a.m. to 12:00 midnight
Friday	8:00 a.m. to 5:00 p.m.
Saturday	12:00 noon to 5:00 p.m.
Sunday	2:00 p.m. to 12:00 midnight

Library

The James Addison Jones Library provides a quality environment for research, study, reflection and leisure reading. The library's collection includes more than 100,000 volumes, subscriptions for over 450 periodicals, and many other print, multimedia and electronic resources for the support of the College curriculum. Greensboro College participates in NC LIVE, a statewide initiative providing access to electronic resources and NC-PALS, a five-library consortium. Library staff members are available to help you find information available in the James Addison Jones Library or in other libraries, the Internet, or from any other available resources.

I. General Library Information

Library Hours - Current library hours are posted on the College Web site at <http://www.gborocollege.edu/academics/jones.html>. Normal library hours are:

Monday-Thursday	8:00 a.m. to 12:00 midnight
Friday	8:00 a.m. to 5:00 p.m.
Saturday	12:00 noon to 5:00 p.m.
Sunday	2:00 p.m. to 12:00 midnight

Services - The library provides both materials and services to support student research and information needs. Listening stations and TV/VCR viewing stations are available for in-house use of recordings and cable transmissions. Computer resources are available to

provide access to periodical indexing, multimedia CD-ROMs, educational and reference-based software, Internet resources and the World Wide Web. The library also lends digital cameras, camcorders and other equipment for academic use. The library has cooperative borrowing agreements with many area libraries and staff will assist you in locating appropriate resources from both local and remote sites.

II. Borrowing Materials

The circulation desk on the main floor is the checkout point for all library materials. It is required that all faculty use a Greensboro College Pride Card when borrowing materials from the Jones Library and other participating libraries in the PICA Automated Library System (PALS). A Pride Card can be secured in the Information Technology Office, first floor, Main Building. The loan periods for library materials are as follows:

General Collection	30 days
AV Materials	7 days
Computer software	non-circulating
Curriculum Materials children's books, textbooks, professional books	30 days
Equipment	3-24 hours
Music sound recordings	7 days
Music scores	30 days
Periodicals	non-circulating
Reference Collection	non-circulating
Reserve Collection	as indicated
Videotapes	7 days

III. Renewals

All materials borrowed from the Jones Library must be renewed or returned by their due date. There is no limit on the number of books that can be checked out at one time. However, books may be renewed as often as needed unless a hold has been placed on them by another library patron.

IV. Reserves

Please fill out a Reserve List Form and provide all materials needed. Forms may be picked up at the circulation desk or sent through campus mail. Please allow at least two days in advance for processing. Loan periods are 3 hours, 24 hours and 72 hours.

The library cannot be responsible for the abuse or loss of personal copies and, therefore, recommends that faculty restrict their personal items to building use.

V. Book Drops

Please use the outside book drop, located at the main entrance of the library, when the library is not open. Use the inside book drop, located at the circulation desk, when the library is open.

Tutorial Services

In addition to faculty assistance, Greensboro College provides free tutorial service to all Greensboro College students seeking additional assistance in various subjects. Students are asked to make appointments with peer tutors by signing up for tutorial sessions according to the tutor's listed hours of availability. The tutorial listings are located on the third floor of Main Building in the PEAK, the Center for Academic Services. Arrangements can be made for tutorial assistance outside of the posted hours of availability through a coordinated effort between the peer tutors and the Assistant Director of the Center for Academic Services. Tutorial sessions will take place in tutorial rooms in the PEAK from 8:30 a.m. - 4:30 p.m., Monday-Friday, in the Curriculum Room, ground floor of the library after 5:00 p.m. weekdays and all day weekends, and in the Adult Education Building. For more information, please contact the Dean of Academic Services, extension 287.

In addition to the tutorial services listed above, professional assistance in mathematics is provided in the PEAK. Professional assistance in writing is provided through the Writing Across the Curriculum Program. Greensboro College also offers professional tutoring services in Spanish and French. Additional information about professional tutorial assistance, including hours of availability, is provided to faculty each semester.