

# Rust College Faculty Handbook

**President**

Dr. David L. Beckley

**Vice President for Academic Affairs**

Dr. Sandra C. Vaughn

# RUST COLLEGE FACULTY HANDBOOK

## FOREWORD

---

**Introduction** This handbook presents the policies and practices affecting faculty at Rust College. These policies and practices are binding on all faculty until changes have been officially approved by the faculty through the Faculty Handbook Committee, the Vice President for Academic Affairs, the President, and the Board of Trustees or its Executive Committee.

This Faculty Handbook is to undergo review every four years and supersedes all previous editions.

Initial edition revised: March 5, 2018

Edition revised on August 16, 2018 – Updates to titles and positions

Current edition revised: August 17, 2018 – Update Organizational Chart, update Tuition Remission statement, update Housing statement

Approved by the Academic Council on March 5, 2018

Approved by the President on August 17, 2018

---

### Handbook Committee Members

| Member                 | Function          |
|------------------------|-------------------|
| Dr. A. J. Stovall      | Chair             |
| Dr. Leon Howard        | Co-Chair          |
| Dr. Warren G. Booker   | Member            |
| Mr. Berry Cooper       | Member            |
| Dr. Wonso Hayes        | Member            |
| Dr. Rhonda Kuykindoll  | Member            |
| Mrs. Carolyn D. Walton | Recorder          |
| Mrs. Monique Lewis     | Handbook Designer |

---

*Continued on next page*

## Foreword, Continued

### Contents

This document contains the following topics.

| Topic  | See Page |
|--|----------|
| MISSION STATEMENTS                             | 4        |
| RUST COLLEGE                                   | 5        |
| ADMINISTRATIVE ORGANIZATION                    | 6        |
| COMMITTEES                                     | 8        |
| ACADEMIC AFFAIRS                               | 11       |
| ACADEMIC OFFICER RESPONSIBILITIES              | 12       |
| STATEMENT ON ACADEMIC FREEDOM                  | 14       |
| FACULTY GOVERNANCE IN ACADEMIC AFFAIRS         | 15       |
| PROFESSIONAL RIGHTS AND OBLIGATIONS OF FACULTY | 16       |
| QUALIFICATIONS FOR APPOINTMENT TO FACULTY      | 18       |
| QUALIFICATIONS, RANKS AND PROMOTION            | 21       |
| RANK AND PROMOTION                             | 23       |
| OTHER FACULTY POSITIONS                        | 27       |
| EXTENDED CONTRACT                              | 28       |
| PROCEDURE FOR RE-APPOINTMENT                   | 29       |
| PROFESSIONAL DEVELOPMENT                       | 30       |
| TERMINATION SERVICES                           | 31       |
| DUE PROCESS                                    | 33       |
| GRIEVANCES                                     | 37       |
| FACULTY DUTIES AND RESPONSIBILITIES            | 40       |
| SALARY FOR FACULTY                             | 55       |
| FRINGE BENEFITS                                | 57       |
| FACULTY BENEFITS AND SERVICES                  | 60       |
| CAMPUS CHEST FUND                              | 64       |
| POLICIES                                       | 65       |
| APPENDIX                                       | 67       |

# MISSION STATEMENTS

---

## **The Rust College Mission Statement**

### **MISSION**

Rust College is a historically Black, co-educational, senior liberal arts college founded in 1866 by the Freedman's Aid Society of the Methodist Episcopal Church to offer quality programs in business, education, humanities, science and math, and social science to prepare students for leadership and service in a global society.

### **WE ARE**

- ❖ A college related to the United Methodist Church
- ❖ A college with sound programs designed to serve students who have a variety of academic preparations
- ❖ A college that recognizes the threefold functions of education as teaching, research, and community service, with its primary mission as teaching
- ❖ A college with programs designed to acquaint students with cultural, moral, and spiritual values both in theory and in practice

A college that provides an opportunity for education to all, regardless of race, religion, gender, national origin, or ethnic background.

(Passed by President's Cabinet and Approved by the President on February 4, 2015)

---

## **Academic Mission Statement**

The academic mission of Rust College is to provide instruction to students from a wide variety of backgrounds and with varying degrees of academic preparation. The College provides this instruction through a community of scholars devoted to the transfer and application of knowledge. The goal is the development of persons who become self-actualized through acquiring knowledge, positive attitudes, and a sense of responsibility for their own individual development. Programs are designed to help students acquire:

- (1) Effective communication skills;
  - (2) Analytical capacity;
  - (3) Problem-solving ability;
  - (4) Standards of value and responsibility for action;
  - (5) Effective social interaction skills; and
  - (6) Care for the personal, biological and social environment.
-

# RUST COLLEGE

---

## Alma Mater

Alma Mater  
By: Shumpert Logan (Tune: "Maryland")

O' the world is full of colleges  
But there's one that is my own  
For it stood for education  
When it had to stand alone,  
Rust was first to give some learning  
Unto those who were set free,  
Of all the schools in all the world  
Rust is the one for me

College Mine! Mine! Mine!  
Rust is Mine! Mine! Mine!  
The Alumni and the Students are so proud to be called thine,  
There is none like you O' Royal White and Blue  
College Mine! So Divine!  
College Mine! Mine! Mine!

Every hour in the daytime  
Every moment in the night  
Teachers watching gently o've me  
Call my soul to what is right,  
In the Sky in stainless glory  
Floats our Banner full and free  
There's none on earth like thee  
And it is glow the world shall know

---

**College Colors**    Royal Blue and White

---

**Rust College's  
Nickname**    "Bearcats"

---

**Motto**    "By Their Fruits, Ye Shall Know Them"

---

# ADMINISTRATIVE ORGANIZATION

---

**Description** The College is organized into four major administrative areas:

- (1) Academic Affairs and Accreditation,
- (2) Finance,
- (3) College Relations, Athletics and Assessment,
- (4) Administrative Services, Student Affairs, Registrar and Enrollment Services.

Under the leadership of the President, the administration is responsible for the daily operation of the College, the formulation of general policy, personnel matters, and student life.

---

**Administrators** The following administrators are the major officers of the College.

| <b>Administrator</b>                                       | <b>Description</b>   |
|--|--|
| President  | The President is elected by the Board of Trustees and is charged with implementing policies adopted by that body. The President is the chief educational and administrative officer of the College.  |
| Vice President for College Relations and Athletic Director | This office provides executive guidance and direction in the planning, coordination and administration of major College programs to include Public Relations, Alumni Affairs, Development, Assessment/Institutional Research, Grants and Contracts, and Gifts Records Office. This officer serves in the absence of the President. |

---

*Continued on next page*

# ADMINISTRATIVE ORGANIZATION ADMINISTRATIVE ORGANIZATION, Continued,

Administrators,  
continued

| <b>Administrator</b>                                  | <b>Description</b>  |
|---|---|
| Vice President for Academic Affairs and Accreditation | The Vice President for Academic Affairs is the chief academic officer, reporting directly to the President. This officer has primary responsibility for the development and administration of policies and programs in the areas of academic standards, curriculum, instruction, scheduling of course offerings, and faculty personnel matters. The Vice President also serves as the SACSCOC Accreditation Liaison.  |
| Vice President for Finance                            | The business manager is the chief fiscal officer of the college and reports directly to the President. This officer is responsible for the areas of accounting and financial reporting, for budget preparation, administration, and control, and for purchasing operations, maintenance of physical plant, insurance, and property control.   |
| Vice President for Enrollment Services                | This officer serves as the chief advisor to the President on Admissions and Financial Aid regulations. This person exercises administrative responsibility over assigned functions relating to College enrollment services and activities of Admissions/Recruitment and Financial Aid.  |
| Vice President for Student Engagement                 | This officer serves as the chief advisor to the President on student affairs and regulations; exercises administrative responsibility over assigned functions relating to college student activities, including financial aid, admissions, recruitment, athletic activities, residential life, cultural and social life, student health, institutional counselling, religious life, testing, and campus safety; and coordinates the assignment of employees to standing committees. |

# COMMITTEES

---

**Description** Administrative Committees, Standing Committees and Ad-Hoc Committees

---

**Administrative Committees** Membership on an administrative committee is by appointment, position, or election. These committees are designed to advise administrators.

| Committee   | Description  |
|---|--|
| President's Cabinet                                     | The President appoints members to this committee. Faculty chooses one faculty member who serves a two-year term. The President also appoints one faculty member who serves for two years. This committee advises the President on major administrative matters dealing with administrative policy.   |
| Academic Council  | Members of the committee by virtue of position are Division Chairs, Department Chairs, Freshmen Year Experience Chair, Head Librarian, and the Registrar. In addition, each Division elects a faculty representative. This committee assists the Vice President for Academic Affairs, who serves as the Chair, in developing recommendations for academic policies and developing implementation procedures for the conduct of the academic community. |
| Committee on Budget and Priorities                      | This committee is the President's Executive Council (major area officers). It makes recommendations to the President on budget and yearly objectives of major areas. The President serves as the Chair of this committee.  |
| Personnel Review Committee (Personnel Office, Title IX) | The purpose of this committee is to insure fair employment practices through methods outlined in this and other personnel handbooks at Rust College. Membership is comprised of representatives from: (a) faculty, (b) fiscal affairs (c) development, (d) administrative services, (e) The Rust College Association of Educational Personnel, and (f) The Executive Council.  |

---

*Continued on next page*

## COMMITTEES, Continued

### The Standing Committees and Their Function

The standing committees are designed to involve faculty members in decisions affecting the instructional program of the College. Each faculty member is expected to serve on at least one standing committee.

| Committees                                | Function   |
|---|--|
| Administrative Services                   | To deal with matters concerning student life in non-academic programs designed to enrich the total education of students. The committee will work with the respective staff on policy recommendations for developing and improving this area of the College.   |
| Admissions, Financial Aid and Recruitment | To recommend policy and give guidance on the implementation of Rust College's admission and financial aid policies. This committee shall also service as the Retention and Default Prevention/Management Committee.  |
| Athletic                                  | To participate in policy-making regarding athletics and supervise athletic activities. To keep the administration informed of changes and overall developments in athletics and to assist in appointing coaches and other personnel working with the athletic program.   |
| Building and Grounds                      | To make recommendations on the upkeep of maintenance, to work with staff in planning future facilities and improvements on campus grounds.   |
| Computer Resource                         | To oversee the technology and computing resources of Rust College. The role is to collect information, to assess the college usage resources, and to make appropriate recommendations for the development of the comprehensive plan for implementing information technology at Rust College.   |
| Development                               | To assist the Development area of the College in identifying the financial needs of the College and make recommendations on methods and possible avenues of support in order to meet the needs, and to assist in carrying out the methods and procedures where feasible. Assist with local United Negro College Fund campaigns and related fund-raising activities in local communities. |

*Continued on next page*

## COMMITTEES, Continued

**The Standing  
Committees  
and Their  
Function,  
continued**

| <b>Committees</b>                | <b>Function</b>   |
|----------------------------------|---|
| Disciplinary                     | To review disciplinary cases and act for faculty and administration in the disposition of said cases; action is subject to administrative review.   |
| Fiscal Affairs                   | To assist in policy-making and implementation procedures to such programs as pensions, insurance, student finances and faculty housing.   |
| Institutional Review Board (IRB) | In accordance with federal law, every Rust College investigator conducting research involving human participants, where or not funded by a federal sponsor, must submit a proposed research plan to the IRB committee for review. |
| Library                          | To acquire ways and means by which the library may best serve the students, faculty and community; to study the needs and advise the Librarian on procedures and activities   |
| Lyceum and Cultural              | To select, promote and give general supervision to Lyceum activities for faculty, staff and students. The committee coordinates and directs programs and assemblies.  |
| Religious Life                   | To supervise religious activities for religious services.   |
| Safety                           | To stay abreast with current risk management items as it relates to campus safety and meeting the guidelines of the college insurance carrier.  |

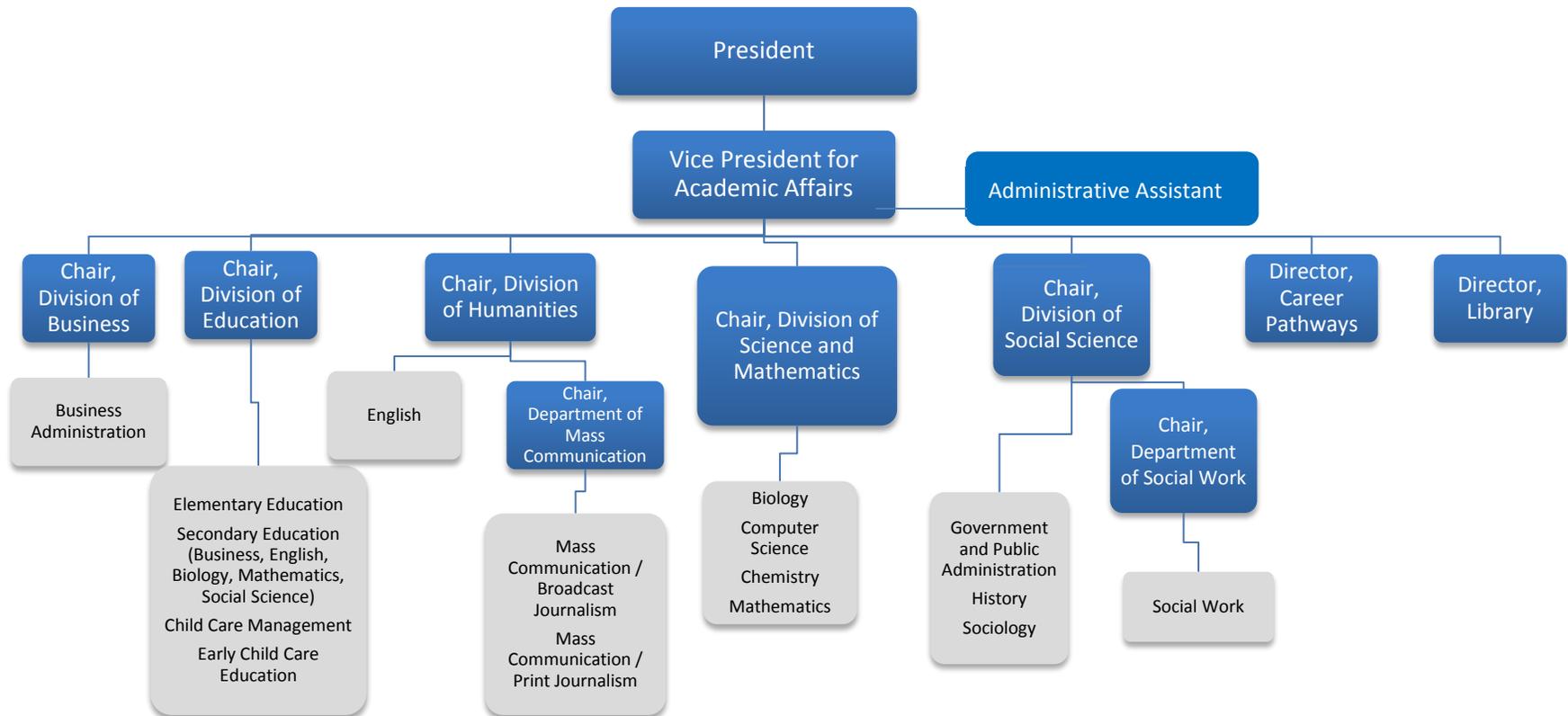
**Ad-Hoc  
Committees**

Ad hoc committees addressing specific issues are appointed by the President.

# ACADEMIC AFFAIRS

## Introduction

This section of the Rust College Faculty Handbook represents the academic organizational structure, terms and policies governing the hiring and promotion of faculty; the duties of faculty members and their responsibilities to their Divisions and to the College as a whole.; the criteria and procedures by which they are evaluated; the governance of Divisions and programs; policies and procedures regarding such matters as Affirmative Action, Discrimination (including sexual harassment and fraternization); and the procedures by which individuals may seek remedy for alleged grievances. Members of the faculty should feel free to consult any of the following for advice on the faculty polies and programs discussed in this section: The Vice President for Academic Affairs, the Divisional or Department Chair.



# ACADEMIC OFFICER RESPONSIBILITIES

---

**Vice President  
for Academic  
Affairs**

The Vice President of Academic Affairs (VPAA) is responsible for the administration and management of the academic areas of the college. The VPAA is responsible for the overall coordination and effective implementation of the academic program of the college, and for coordination, leadership, administration and management of academic affairs.

The VPAA's duties and responsibilities are to:

| <b>Duties and Responsibilities</b>   |   |                            |                         |                          |                           |   |  |  |
|--|---|----------------------------|-------------------------|--------------------------|---------------------------|---|--|--|
| Lead in the development, implementation and evaluation of the curriculum, advisement and other academic programs   |   |                            |                         |                          |                           |   |  |  |
| Develop, manage and monitor the academic budget  |   |                            |                         |                          |                           |   |  |  |
| Lead in recruitment, retention and development of the faculty  |   |                            |                         |                          |                           |   |  |  |
| Develop educational resources, services and facilities   |   |                            |                         |                          |                           |   |  |  |
| Represent academic affairs to all constituencies of the college and the community  |   |                            |                         |                          |                           |   |  |  |
| Lead in all areas that are the responsibility of the faculty: <table border="1" style="margin-left: 40px;"> <tr> <td>The faculty has primary responsibility for the following:</td> </tr> <tr> <td>Curriculum and instruction</td> </tr> <tr> <td>Graduation requirements</td> </tr> <tr> <td>Standards for graduation</td> </tr> <tr> <td>Candidates for graduation</td> </tr> <tr> <td>Faculty recruitment, evaluation, promotion, and extended contract</td> </tr> <tr> <td>Lead in the development of funding proposals to strengthen the academic programs</td> </tr> <tr> <td>Lead and inform the college about regional accreditation</td> </tr> </table> | The faculty has primary responsibility for the following: | Curriculum and instruction | Graduation requirements | Standards for graduation | Candidates for graduation | Faculty recruitment, evaluation, promotion, and extended contract | Lead in the development of funding proposals to strengthen the academic programs | Lead and inform the college about regional accreditation |
| The faculty has primary responsibility for the following:  |   |                            |                         |                          |                           |   |  |  |
| Curriculum and instruction   |   |                            |                         |                          |                           |   |  |  |
| Graduation requirements  |   |                            |                         |                          |                           |   |  |  |
| Standards for graduation   |   |                            |                         |                          |                           |   |  |  |
| Candidates for graduation  |   |                            |                         |                          |                           |   |  |  |
| Faculty recruitment, evaluation, promotion, and extended contract  |   |                            |                         |                          |                           |   |  |  |
| Lead in the development of funding proposals to strengthen the academic programs   |   |                            |                         |                          |                           |   |  |  |
| Lead and inform the college about regional accreditation   |   |                            |                         |                          |                           |   |  |  |

**Academic  
Council**

The Vice President for Academic Affairs is Chair of the Academic Council, whose membership includes all Divisional Chairs, department Chairs, directors, Freshman Year Experience Director, head Librarian, the Registrar and one representative from each of the academic Divisions

**Academic  
Divisions**

Under the leadership of the VPAA, academic programs are administered through five academic Divisions: Business; Education; Humanities; Science and Mathematics; and Social Science.

*Continued on next page*

## ACADEMIC OFFICER RESPONSIBILITIES, Continued

---

### Division Chairs

The Division Chair persons hold faculty status and are eleven-month employees of the college. They lead the faculty and academic programs in the delivery of the curriculum and instruction. They must hold an earned degree, preferably terminal, in a discipline offered in the Division they lead. They teach at least three (3) credit hours per module. The Division Chairs are evaluated annually on their performance.

The administrative role of the Division Chair consists of the following:

| Role  |
|---|
| Providing leadership, organization, monitoring and evaluation of all Divisional activities  |
| Providing leadership in developing, scheduling, coordinating, and monitoring the curriculum and instructional activities of the Division  |
| Recruiting, evaluating and monitoring Division faculty and ensuring that the appropriate faculty are in place to deliver the curriculum   |
| Overseeing and counselling on teaching practices of faculty members   |
| Leading in the planning, assessment and evaluation of Divisional programs, activities and operations  |
| Insuring that all institutional requirements for accreditation, planning and reporting are met by the Division  |
| Providing oversight through conferences with students   |
| Resolving student and faculty issues  |
| Developing, monitoring, and administering the Divisional budget   |
| Leading in the preparation, submission and implementation of grant proposals  |
| Serving on the Academic Council and other campus committees as assigned   |
| Representing the Division and the college in social and professional activities in the community  |
| Participating in all campus activities such as Faculty Assembly, Academic Council meetings, Divisional meetings, Convocations, Commencement activities, called meetings by the President and the Vice President of Academic Affairs |
| Serves on the President's Cabinet   |

### Department Chair

The department Chair is responsible to lead their respective major areas, to work with department faculty in reviewing curriculum, making recommendations for curricular changes, developing course schedules, and making recommendations for library acquisitions, preparing area reports, and recruiting and retaining students. The department Chair reports to the Division Chair.

---

# STATEMENT ON ACADEMIC FREEDOM

---

## **Introduction**

Rust College firmly believes in the principles of academic freedom. This freedom is one of the foundations stones of the democratic way of life and the College are dedicated to its preservation. The faculty at Rust College, therefore, is given the right and has an obligation to seek and teach the truth. It is held that only in such an atmosphere of freedom can they make their fullest contribution to the total education of America's youth. Accompanying these rights, however, are certain responsibilities. In the community, faculty is entitled to the full enjoyment of their rights as citizens, and the College respects and defends these rights. However, the institution expects faculty engaged in affairs of a public nature to conduct themselves in a manner befitting the profession, and in all such public activities to avoid creating the impression that they are representing the College unless authorized to do so.

---

## **Academic Freedom**

Academic freedom is defined as the right of faculty to investigate, to instruct, and to publish within the area of their competence and appointment. Rust College recognizes academic freedom as a professional right of faculty gained through scholarship and mastery of their subject matter. Academic responsibility includes planning professional experiences with students, the academic community, and the public. Adopted from the AAUP/Association of American College, 1940 Statement of Principles on Academic Freedom and Tenure.

---

## **Management Rights**

Rust College has always sought the opinions of co-workers individually and collectively for ways and means of improving working conditions, performance and production. These opinions have been invaluable to the growth and progress of the college. From time to time, however, the President has to make decisions without prior consultation with co-workers. The President must, therefore, maintain final administrative authority in all matters that affect the operation of the college.

---

# FACULTY GOVERNANCE IN ACADEMIC AFFAIRS

---

## Faculty

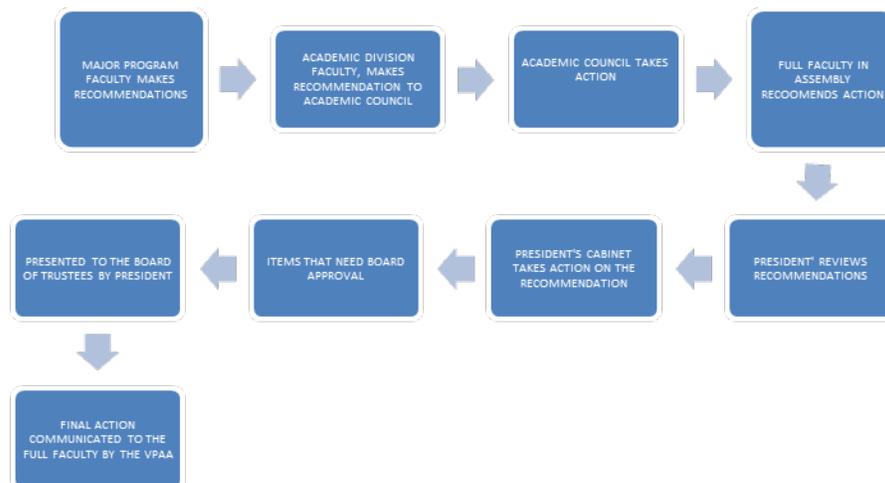
The Faculty is expected:

|   | <b>Expectation</b>   |
|---|--|
| 1 | To facilitate the exchange of ideas and information  |
| 2 | To address concerns which affect the faculty and the academic programs, policies, and operations of the College                |
| 3 | To recommend solutions for critical issues relating to academic programs, policies and operations                              |
| 4 | To promote intellectual and social contact among faculty toward the end of sustaining a good learning environment for students |

The Faculty is responsible for addressing the interest and concerns of members of the academic administration. The powers and authority granted the faculty by the President of the College shall be consistent with the policies of the Board of Trustees. All teaching personnel, part-time and full-time, are considered members of the Faculty.

The Vice President for Academic Affairs is the presiding officer at Faculty meetings. Actions taken by the Faculty are advisory and are transmitted through the Vice President for Academic Affairs to the President's Cabinet for review.

## Faculty Governance Flow Chart



# PROFESSIONAL RIGHTS AND OBLIGATIONS OF FACULTY

---

## Rights

The College recognizes and upholds the following rights of full-time faculty:

|   | <b>Rights</b>   |
|---|---|
| 1 | be governed by clear terms of a contractual agreement   |
| 2 | receive full remuneration in relationship to responsibilities incurred under the contractual agreement  |
| 3 | receive full and impartial evaluation by the appropriate supervisor for promotions and salary increments according to the policies of the Equal Employment Opportunity Commission (EEOC); |
| 4 | Eligible for an extended contract after four years of employment; and   |
| 5 | assume protection of the College in matters of academic freedom   |

---

## Obligations

Each faculty member is obligated to:

|   | <b>Obligations</b>  |
|---|---|
| 1 | promote the moral and spiritual atmosphere on the campus so as to avoid embarrassment to the College  |
| 2 | pursue the objectives of the College as expressed in the mission statement and to work toward the realization of these objectives while in the service of the College |
| 3 | respect the rights of students and co-workers as each seeks to make a satisfactory adjustment to an academic climate;   |
| 4 | participate in the social and cultural life of the College and community in an effort to foster good morale and goodwill  |
| 5 | observe and enforce the regulations of the College  |
| 6 | to give service to the College based upon the contractual agreements; and   |
| 7 | to continue to improve personal growth and/or professional standing   |

---

## Professional Organizations and Learned Societies

Faculty are urged to participate in professional organizations and learned societies benefiting their discipline and professional interest. Membership in any professional organization and/or learned society should be reported immediately to the area head and major area supervisors for records and publication.

---

*Continued on next page*

# PROFESSIONAL RIGHTS AND OBLIGATIONS OF FACULTY,

Continued

## **Contract Terminology**

A contract issued between the college and a faculty member at a specified annual salary rate implies that the faculty member is engaged to perform services within the spirit of the arrangement. The general implications of this statement are contained in the following:

|   | <b>Terminology</b>  |
|---|---|
| 1 | The term “faculty” will be used here to represent an employee who is employed to teach one (1) or more classes in an academic term.   |
| 2 | The term “services” includes: work performance, class sessions for the course of instruction assigned, office hours for student conferences, meetings, participating in College functions and special assignments   |
| 3 | The faculty renders services when the College is in session as specified by the yearly calendar. The agreement and schedule determine the period of service   |
| 4 | Before full-time faculty become engaged in other activities where regular hours are served and fees or salaries are received, they shall present the matter to their supervisor(s) for approval. However, the normal pursuit of non-remunerative, civic, religious or scholarly activities is expected and encouraged |
| 5 | The College reserves the right, where faculty do not have full-time teaching loads, to substitute other duties within the faculty’s academic area of competence, or within related areas of expertise   |
| 6 | Full-Time Faculty members are expected to be available a minimum of 30 structured hours per week or 6 hours per day   |

# QUALIFICATIONS FOR APPOINTMENT TO FACULTY

---

## **Qualifications**

Appointment to the faculty usually requires that the applicant have a qualifying terminal degree or a master's degree and possess a minimum of 18 graduate hours in the discipline for which the applicant is applying. This policy applies to the employment of part-time/adjunct faculty as well. All appointees are to be degreed from regionally accredited institutions.

In the event a candidate does not meet these requirements, exceptions can be made for candidates who possess documented expertise that is supported by experience, specialized licenses, certifications, nationally recognized scholarly achievements and peer-reviewed publications associated with their discipline.

International faculty applicants with a graduate degree from an international college or university are asked to submit a World Education Services (WES) Degree Equivalency Verification if courses are to be considered in meeting the appointment requirements. The WES address is: World Education Services, Bowling Green Station, P.O. Box 5087, New York, NY 10113-0745. Toll Free # 1-800-977-8263. [www.wes.org](http://www.wes.org).

Faculty shall be appointed by the President of Rust College upon the recommendation of the Vice President for Academic Affairs in consultation with the appropriate Division Chair.

---

## **Part-Time**

The selection and recruitment of part-time or adjunct faculty members follow the same procedures as for the selection and recruitment of full-time faculty members.

---

*Continued on next page*

## QUALIFICATIONS FOR APPOINTMENT TO FACULTY, Continued

### Faculty Selection Process

When a vacancy occurs in the faculty of the College or a new position is to be filled

| Step | Action  | Responsible Person                     |
|------|---|--|
| 1    | Notice of Vacancy   | Division Chair                         |
| 2    | Approval of Vacancy   | VPAA and President                     |
| 3    | Advertise the Vacancy   | HR Director                            |
| 4    | Appoint a selection committee   | Division Chair                         |
| 5    | Receives applications, transcripts and letters of recommendation              | Division Chair                         |
| 6    | Check immigration status  | HR Director                            |
| 7    | Invite selected applicant(s) to campus for interviews                         | Division Chair                         |
| 8    | Recommend the successful applicant to the Vice President for Academic Affairs | Selection Committee and Division Chair |
| 9    | Submit recommendation to the President  | VPAA                                   |
| 10   | Approval of the recommendation  | President                              |

Note: All vacancies are to be appropriately advertised in compliance with affirmative action regulations. Upon approval, the President will offer the candidate a written contract or letter of appointment. The contract or letter of appointment is not considered binding unless it bears the signatures of both the President and the appointee.

### Probation

All initial appointments, including appointments to ranked positions, are probationary.

| Description   |
|---|
| A faculty member will be on probation for the first four years of academic service at Rust College except where a waiver is granted.  |
| A faculty member must have served the College full-time for a probationary period of at least four years and not more than six when she/he is reviewed for the first Extended Contract. |
| After the sixth year, unless a special deferment has been granted in writing by the Vice President for Academic Affairs, the faculty member's contract will not be renewed.             |
| Each faculty member hired will participate in an orientation that reviews the requirements and expectations of the faculty.   |

*Continued on next page*

## QUALIFICATIONS FOR APPOINTMENT TO FACULTY, Continued

---

**Probation,**  
continued

| <b>Description</b>   |
|--|
| All new faculty members will undergo the faculty evaluation process as described under the conditions of waiver section of this handbook.  |
| It is the responsibility of the Division Chair to guide new faculty during the probationary period.  |
| A faculty member who is employed at the rank of assistant professor or above may have the probationary period shortened, based on time served at another institution or other exceptional circumstances; however, there must be a probationary period of at least two years full-time service to the college before an extended contract or promotion. |

---

**Conditions of  
Waiver**

A waiver of probationary status may be granted to incoming faculty at the rank of assistant professor or above if they are employed:

| <b>Description</b>   |
|--|
| With at least four years of full-time teaching at a regionally accredited college or university immediately prior to employment at Rust College.   |
| Prior experience may be counted toward the probationary period up to a maximum of three years.   |
| Applicants for waiver of probation should have met, in their previous employment, the conditions for the Rust College extended contract.   |
| Teaching ability and performance, (as exemplified in student evaluations and supervisory evaluations) and evidence of professional growth and development, attendance at professional meetings, coordinating and/or sponsoring workshops, seminars, etc., are key considerations for granting waiver of probationary status. |

---

# QUALIFICATIONS, RANKS AND PROMOTION

---

## **Introduction**

A distinction is made between the academic degrees earned and the academic title and rank. Appointment to a position on the faculty specifies the faculty's status in terms of rank. A distinction is made between instructorship and professorship. Within the professorship, a further distinction is made between the ranks, which in ascending order are assistant, associate, and full professor. A position in any of these ranks entitles the incumbent to be called professor. Special titles not referring to rank may be visiting professor, lecturer, and professor emeritus.

A full-time faculty member of the college is one who holds academic rank, and who, apart from committee and temporary assignments of a special nature, engages in full-time instruction and research, or is on leave for such purposes. All faculty appointments to any academic department of the college or the library are subject to Rust College policies and procedures.

A faculty member is to pass through the scale in order, from lower to higher ranks, so that the full professorship implies previous service as an associate professor; the associate professor implies previous service as an assistant professor; and the assistant professor implies previous service as an instructor.

Faculty are evaluated annually by their respective Division Chair. The evaluation includes teaching performance, scholarships, professional development, academic advising and student course/faculty evaluations. Points are given in the evaluation process for those areas mentioned. (*See Guidelines for Extended Contract and Promotion: Appendix D*)

---

## **Instructor**

Instructors form an essential component of the teaching/librarianship faculty. Instructors usually have their master's degree or its equivalent and should be otherwise well-qualified to teach.

---

## **Assistant Professor**

Generally, an Assistant Professor has been awarded a doctoral or professional degree or equivalent, exhibits a commitment to teaching and scholarly or professional work of high caliber, commitment, and demonstrates public, professional, or College service beyond the division.

---

## **Associate Professor**

Generally, an Associate Professor meets the requirements for appointment as an assistant professor, enjoys a national reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or College service beyond the division.

---

*Continued on next page*

## QUALIFICATIONS, RANKS AND PROMOTION, Continued

---

|                            |   |
|----------------------------|---|
| <b>Professor</b>           | Generally, a Professor meets the requirements for appointment as an associate professor, and, in addition, has a distinguished record of accomplishment that leads to a national reputation in his or her field.  |
| <b>Adjunct/Part-Time</b>   | An adjunct/part-time faculty member teaches for the college in specified courses for which she/he qualifies according to the academic standards of the college. An adjunct/part-time faculty member may hold academic rank and may be employed at another institution of higher learning and is available on either a regular or a voluntary basis to provide instruction at the college. |
| <b>Visiting</b>            | A visiting faculty member is either a professor who holds a corresponding rank at another institution of higher learning and is on leave to teach in a Division of Rust College, or has professional attainments comparable to those required for regular academic appointment. The appointment is temporary, usually on a year-to-year basis unless otherwise agreed.                    |
| <b>Lecturer</b>            | A lecturer conducts a series of lectures or renders occasional or regular academic lecture services on a module basis   |
| <b>Field Supervisor</b>    | Field supervisors are affiliated with the college's individual Divisions that have student interns (practices, student teaching, etc.). They must meet minimum criteria as defined by the college, the specific discipline, and accrediting bodies  |
| <b>Artist in Residence</b> | Artists in residence have expertise, professional skills and recognition in their area that is needed in a particular discipline. They may be employed by the college for a determined period or to provide a particular service. Each appointment is determined on an individual basis after review of the portfolio by the Vice President of Academic Affairs.                          |
| <b>Librarian Rank</b>      | Librarians having professional or graduate academic degrees qualify for appointment as members of the faculty. Regular faculty policies apply to Librarians with academic rank.   |
| <b>Professor Emeritus</b>  | Emeritus status is the last earned academic rank bestowed by the College, upon recommendation of the Academic Council and the approval of the President, to a faculty member on continuous appointment upon retirement.   |

---

# RANK AND PROMOTION

## Introduction

Rust College is in compliance with state and federal law in making its appointments, reappointments, and promotions. Rust College does not discriminate in admission, employment, or administration of programs and activities on the basis of sex, sexual orientation, gender identity, gender expression, national or ethnic origin, race, color, religion or creed, age or disability. Rust College does not discriminate on those grounds in determining salaries, fringe benefits, or any other terms, conditions, or privileges of employment.

Recommendation for appointments and reappointments usually come from the Division Chairs. The Committee on Extended Contracts and Promotions considers the recommendation of the Division Chairs and the faculty's supporting documentation and makes its recommendation to the Vice President for Academic Affairs, who in turn makes a recommendation to the President, and that recommendation is given to the Board of Trustees for final action.

---

## Minimum Qualifications and Promotions for Various Ranks

New Faculty members must serve a minimum of four (4) years at a given academic rank to be considered for promotion to the next highest rank. For conditions reducing the probation period, for new appointees see "Appointment to Faculty." The levels of faculty rank include the following:

*\*Note: Teaching experiences do not include teaching assistantships as a graduate or undergraduate student.*

| Instructor | Minimum Qualifications  |
|------------|---|
| 1          | Terminal degree or a master's degree and possess a minimum of 18 graduate hours in their discipline; or   |
| 2          | Possess documented expertise that is supported by experience, specialized licenses, certifications, nationally recognized scholarly achievements and peer-reviewed publications associated with their discipline; and |
| 3          | Evidence of a definite plan to continue professional growth and development.  |

---

*Continued on next page*

## RANK AND PROMOTION, Continued

Minimum  
Qualifications  
and Promotions  
for Various  
Ranks,  
continued

| <b>Assistant Professor</b> | <b>Minimum Qualifications</b>   |
|----------------------------|---|
| 1                          | An earned doctorate or evidence of research and/or further study (normally a minimum of 30 hours beyond the master's degree); and   |
| 2                          | At least six (6) years of college teaching experience, or its equivalent, have taught five (5) years as an instructor; and  |
| 3                          | Evidence of scholarship and achievement in areas of special competence as indicated through participation in learned societies, publications, professional journals, or outstanding professional work or endeavors related to their academic discipline |

| <b>Associate Professor</b> | <b>Minimum Qualifications</b>   |
|----------------------------|---|
| 1                          | Earned doctorate or at least 40 to 60 semester hours beyond the master's degree; and  |
| 2                          | At least seven (7) years of college teaching experience, or its equivalent, have taught five (5) years as an assistant professor; and   |
| 3                          | Evidence of scholarship and achievement in areas of special competence as indicated through membership in learned societies, publications, professional journals or outstanding work in the field of human endeavor related to their academic discipline. |

*Continued on next page*

## RANK AND PROMOTION, Continued

**Minimum  
Qualifications  
and Promotions  
for Various  
Ranks,**  
continued

| <b>Professor</b> | <b>Minimum Qualifications</b>   |
|------------------|---|
|                  | The rank of professor is the highest academic appointment. The rank of professor signifies demonstrated excellence as a faculty and scholar, as well as outstanding performance of all professional duties  |
| 1                | Must have an earned doctorate in the discipline from an accredited institution; and   |
| 2                | At least ten (10) years of college teaching experience, or its equivalent, have taught five (5) years as an associate professor; and  |
| 3                | Evidence of scholarship and achievement in areas of special competence as indicated through membership in learned societies, publications, professional journals or outstanding work in the field of human endeavor related to their academic discipline. |

**Promotions  
Committee**

The Promotions Committee may consist of elected members from:

| <b>Number of Elected<br/>Members</b> | <b>Membership Areas</b>          |
|--------------------------------------|----------------------------------|
| 1                                    | Business Division                |
| 1                                    | Education Division               |
| 1                                    | Humanities Division              |
| 1                                    | Science and Mathematics Division |
| 1                                    | Social Science Division          |
| 5                                    | Division Chairpersons            |

*Continued on next page*

## RANK AND PROMOTION, Continued

---

### Guidelines for the Promotions Committee Selection

| Step | Guidelines Committee Selection  |
|------|---|
| 1    | All members of the Promotions committee must be at or above the academic rank being sought by the partitioning faculty;                               |
| 2    | Division Chairs who do not have an academic rank at or above that of the partitioning faculty will serve as ex-officio members but will have no vote; |
| 3    | The committee will elect a committee Chair that will serve a term of two years.   |

---

### Extended Contract and Promotions Guide



Extended contract  
and promotions guide



promotion signature  
sheet.pdf

*(See Appendix D and K)*

---

## OTHER FACULTY POSITIONS

---

### Administrator- Faculty

|                                    | <b>Description</b>   |
|------------------------------------|--|
| <b>Administrative Officers</b>     | Administrators holding a master's degree or above may be programmed to teach one to four courses, or three to twelve semester credit hours per academic year, whichever is greater. Classes are to be taught during the contract year and may not substitute for any responsibilities associated with the job function of the administrator, except as approved in writing by the President. |
| <b>Compensation for Extra Load</b> | Compensation will be considered if one or more courses (3 semester credit hours) are taught. Teaching is not to interfere with the administrative work schedule of the administrator-faculty. It is expected that only one course will be taught in a module   |
| <b>Verification</b>                | The Vice President for Academic Affairs will verify compliance with this requirement in December and April of each year with class loads submitted to the Director of Personnel for necessary action   |
| <b>Modification</b>                | Under certain circumstances, an administrator-faculty may have teaching responsibilities modified in writing by the President for special non-teaching assignments without salary adjustment   |

---

# EXTENDED CONTRACT

---

## Description

| Step | Action   |
|------|--|
| 1    | A full-time faculty member who has completed four successful years of teaching at Rust College, upon recommendation of the Division Chairperson may be eligible for a two-year extended contract at the beginning of the 5 <sup>th</sup> year and, if approved, will be notified in writing. |
| 2    | A faculty member may be granted a two-year extended contract twice, if qualified. After the conclusion of the second two-year extended contract, the faculty member may be eligible for a five-year contract if the rank of assistant professor or above has been attained.                  |
| 3    | Failure to qualify for extended contract at the end of the sixth (6 <sup>th</sup> ) year will be cause for termination.  |

---

## Extended Contract Committee

The Extended Contract Committee may consist of elected members from:

| Number of Elected Members | Membership Areas                      |
|---------------------------|---------------------------------------|
| 1                         | Business Division                     |
| 1                         | Education Division                    |
| 1                         | Humanities Division                   |
| 1                         | Science and Mathematics Division      |
| 1                         | Social Science Division               |
| 1                         | Administrative Staff (Head Librarian) |
| 5                         | Division Chairpersons                 |

---

## Guidelines for Extended Contract Committee Selection

| Step | Guidelines Committee Selection   |
|------|--|
| 1    | All members of the committee must have received at least one extended contract.                                    |
| 2    | Division Chairs who have not received an extended contract will serve as ex-officio members but will have no vote. |
| 3    | The committee will elect a committee Chair that will serve a term of two years.                                    |

---

## Extended Contract and Promotions Guide

 [Extended contract and promotions guide](#)
 [extended contract signature sheet.pdf](#)
 (See Appendix D and E)

---

# PROCEDURE FOR RE-APPOINTMENT

---

## Procedure

|   | <b>Procedure for re-appointment</b>  |
|---|--|
| 1 | The Vice President for Academic Affairs, in consultation with the Division Chairperson, recommends the faculty member for re-appointment, and, where applicable, for extended contract, promotion, and salary increases. |
| 2 | Recommendations are made to the President by the Vice President for Academic Affairs in accordance with the approved annual evaluation forms.  |
| 3 | Upon approval by the President, the recommendations for faculty, along with recommended budget are presented to the Board of Trustees for action.  |
| 4 | Upon board approval, the President appoints and re-appoints all employees.   |

---

## Notification

|   | <b>Notification of re-appointment</b>   |
|---|---|
| 1 | Faculty who are being recommended for reappointment will receive formal notification from the President on or before the first week of March. |
| 2 | Faculty members who are not notified may presume that they have not been recommended for continuous employment.                               |

---

## Contracts

|   | <b>Contracts of re-appointment</b>  |
|---|---|
| 1 | Will be ratified at least thirty (30) days before the expiration of the contract currently in force, providing all conditions for ratification have been met. |
| 2 | The contract so ratified will state conditions of reappointment and/or changes in status or salary.   |
| 3 | The contract will be limited to those terms specified and such other terms as are incorporated by reference.  |

---

# PROFESSIONAL DEVELOPMENT

---

## Professional Development

Continued professional growth is necessary for continued improvement in the learning climate at Rust College. Each faculty member must show evidence of professional growth in one or more of the following areas:

| Step | Action  |
|------|---|
| A    | Completion of at least six (6) semester hours of formal course enrollment at a graduate school in the teaching field or a related field. Course work must be verified by a transcript of work completed; or   |
| B    | Engagement in appropriate and enriching educational travel. Documentation must be submitted to the Division Chair and Vice President for Academic Affairs who will determine if such travel meets the intent of professional development. The College will be under no obligation to share in the expenses; and |
| C    | Attendance at professional development activities off-campus. Reports must be in writing as indicated in item "B" and submitted for approval; and   |
| D    | Participation in formal and/or informal enrichment programs receiving prior approval.   |

Failure to comply within two (2) years will constitute cause for termination of service.

---

## TERMINATION OF SERVICES

---

**Description** A faculty appointment may be terminated in several ways and for a variety of reasons, including: (1) Expiration of Contract; (2) Retirement; (3) Resignation; (4) Release; (5) Dismissal

---

**Expiration of Contract** The employment of faculty terminates with the expiration date of the contract. The college will be under no obligation to make any statement, formal or otherwise, if it fails to renew the contract or to reappoint.

The faculty member of three (3) or more years of service whose contract is not renewed may request a hearing before the Personnel Review Committee of the College. (See sections on Due Process and Grievance Procedure).

Faculty on extended contract will be given a written statement of reasons for non-reappointment following a conference with the Division Chair and/or Vice President for Academic Affairs.

As a matter of policy, Rust College assumes the obligation for holding in strictest confidence any records pertaining to causes and circumstances of a faculty member's non-reappointment.

---

**Retirement** Retirement is voluntary termination of services with the institution. Retirement should always be submitted in writing to the President of the College with copies to the Division Chairperson and the Vice President for Academic Affairs at least thirty (30) days prior to the end of the module.

---

**Resignation** Resignation is the termination of service by voluntary or negotiated action of a faculty member. It implies that the faculty member conceives it to be to his or her advantage to sever connections with the college, or that a resignation may mutually benefit the college and the faculty member. A resignation should always be submitted in writing to the President of the College with copies to the Division Chairperson and the Vice President for Academic Affairs at least thirty (30) days prior to the end of the module.

---

*Continued on next page*

## TERMINATION OF SERVICES, Continued

---

### Release

Release is the termination of services of faculty before the end of the contract period. Release is instigated by the college when it finds itself compelled to reduce the number of faculty members or to make a change in personnel because of a change in circumstances from those that were prevalent when the original contract was made. Release will be made only with good cause.

Among other recognized grounds for release will be the following:

|   | <b>Description</b>  |
|---|---|
| 1 | Bona fide financial exigency of the College   |
| 2 | Change of program requiring realignment of personnel  |
| 3 | Physical or mental disability of the faculty members so serious that he or she cannot perform duties properly |

---

### Dismissal

Dismissal denotes termination of service commenced by the college during the contract period. Every faculty member, whether probationary or under extended contract, may be dismissed for adequate cause.

Among recognized grounds for dismissal are the following:

|   | <b>Description</b>  |
|---|---|
| 1 | Incompetence  |
| 2 | Neglect of duty   |
| 3 | Malfeasance   |
| 4 | Intentionally providing false information   |
| 5 | Insubordinate conduct   |
| 6 | Delinquency and moral turpitude (gross or repeated violation of the ethical code)                                       |
| 7 | Serious scandal in the community or constituency focusing on the faculty member involved                                |
| 8 | National security or immigration problems   |
| 9 | Physical or mental disability of the faculty member so severe that he or she cannot perform his or her duties properly. |

---

## DUE PROCESS

---

### Introduction

Rust College acknowledges the rights of all persons to due process. All full-time, non-probationary, faculty members being dismissed or released or not reappointed have a right to a hearing before the Personnel Review Committee (PRC).

---

### Informal Review

Before the Personnel Review Committee is formally convened, informal steps may be taken to resolve the issue of dismissal, release or non-reappointment. The matter may be settled by mutual consent at this point. If an adjustment does not result, the faculty member may request in writing a written, confidential statement of the grounds of his or her proposed non-reappointment, release or dismissal. If not satisfied, the faculty member may secure a formal hearing from the PRC committee.

---

### Informal Proceedings

| Step | Action   |
|------|--|
|      | Within seven (7) days after the date for sending out reappointment notices or after the faculty member receives notices of release or dismissal, he or she must, by written communication directed to the President with copies to the Vice President for Academic Affairs and Division Chairperson, request a formal hearing by the committee (see expiration of contract).   |
|      | Acceptance or rejection of the request will be mailed to the faculty member within fourteen (14) days from the date of receipt of the request for the hearing.   |
|      | Within ten (10) days after the receipt of this statement, the faculty member must submit a written response to the charges against them plus a list of witnesses and a statement of the nature of the evidence and the testimony the faculty member intends to present.<br><br>This response will be submitted to the President with copies to the Vice President for Academic Affairs and the Division Chairperson. |
|      | Within ten (10) days after the President receives this response, a fair and impartial hearing will be conducted by the Personnel Review Committee.   |

---

*Continued on next page*

## DUE PROCESS, Continued

### Personnel Review Committee

This nine-person PRC committee will consist of elected members from:

| Number of Elected Members | Membership Areas  |
|---------------------------|---|
| 4                         | Academic Division (except the Division to which the petitioner belongs) |
| 1                         | Fiscal Affairs  |
| 1                         | Development   |
| 1                         | Administrative Services   |
| 1                         | Rust College Association of Educational Office Professionals (RCAEOP)   |
| 1                         | Executive Council   |

### Guidelines for Personnel Review Committee Selection

| Step | Guidelines for PRC Committee Selection  |
|------|---|
| 1    | All members of the committee must have been at the college for at least two years.  |
| 2    | Only one person from the Executive Council may serve on the Personnel Review Committee.   |
| 3    | This nine-person committee will elect a Chair from among its membership to serve for one year or until replaced.  |
| 4    | Any committee member who at any time feels that he or she cannot with complete impartiality render a decision in any case must excuse himself or herself and his or her position will be filled by an interim replacement from the member's same group. |
| 5    | A member may not serve on this committee if a spouse or an immediate family member is involved  |
| 6    | The representative from the Executive Council will convene the committee, but the committee will elect a Chairperson from the faculty representatives.  |

*Continued on next page*

## DUE PROCESS, Continued

**Guidelines for  
Personnel  
Review  
Committee  
Proceedings**

Fairness is to be stressed in carrying out the proceedings. It is to be noted that this is not, strictly speaking, a legal proceeding. Testimony of witness and other evidence are to be taken in an orderly fashion. Reasonable rules and procedures will be employed in the conduct of any proceedings.

| Step | Guidelines for PRC Committee Proceedings   |
|------|--|
| 1    | The Vice President for Academic Affairs and the President's representative may participate in questioning witnesses but may not be members of the committee.                 |
| 2    | The faculty member whose case is being considered will have a right to question the College's witnesses and to present other witnesses.                                      |
| 3    | The faculty member and the College will also have a right to have legal counsel present who may listen and advise their clients, but may not participate in the proceedings. |
| 4    | The committee will, insofar as it is able, help in securing the presence of witnesses or written deposition of witnesses.  |

**Personnel  
Review  
Committee  
Proceedings**

| Step | Procedures   |
|------|--|
| 1    | The initial step of the proceedings will be to examine the statement of grounds for non-reappointment, the release or dismissal, and the faculty member's written response to this statement.<br><br>It is possible that the Committee may be able to make a decision at this point. |
| 2    | If this examination makes it clear that it is necessary to convene, it will give both parties at least 72 hours notice of a meeting time and place.<br><br>Failure of the faculty member to appear is reason for the committee to dismiss the case.                                  |

*Continued on next page*

## DUE PROCESS, Continued

---

**Private  
Deliberations of  
the Personnel  
Review  
Committee**

The PRC Committee will render as part of its decision:

| <b>Step</b> | <b>Procedures</b>   |
|-------------|---|
| 1           | Once all the evidence has been presented by the college and faculty member, the committee will conduct private deliberations;   |
| 1           | A report on findings of facts;  |
| 2           | A determination of whether these facts, within the guidelines set out for non-reappointment, release, or dismissal in this handbook and in the employee's contract are sufficient to warrant the actions sought by the College; |
| 3           | A recommendation to the President in writing signed by all participating members of the committee;  |
| 4           | The President will inform the faculty member in writing of either acceptance or rejection of the recommendation within ten (10) days from receipt of recommendation.  |

---

# GRIEVANCES

---

## Introduction

The grievance procedure is designed to deal with all grievances of any nature in the workplace, including academic freedom. Any faculty member who believes that an injustice has been done to him or her may initiate grievance procedures

---

## Informal Discussion

| Level | Informal Discussion   |
|-------|---|
| 1     | Any informal discussion between the persons directly involved, a faculty member and a Division Chairperson, should take place in a sincere effort to reach an equitable solution to the problem before the persons directly involved have assumed an official or public position that might polarize the grievance and make a solution more difficult to receive, or before the source of grievance is aggravated |
| 2     | If the informal discussion fails to resolve the dispute, the two parties may wish to have recourse to an objective third party to mediate the dispute, provided that no one attempts to use the character of such informative discussions to strengthen the case for or against persons directly involved in the dispute.   |
| 3     | If the objective third-party mediator fails to resolve the dispute, the two parties may wish to have recourse to the Vice President for Academic Affairs as an impartial third-party mediator, provided that no undue advantage is given to either of the parties   |

---

## Initiation of Procedure

If the three levels of informal discussions fail to produce an equitable solution, a faculty member may initiate a wider grievance procedure by presenting the grievance in writing to the President who will direct the case to the Promotions Committee, the Extended Contracts Committee, or the Personnel Review Committee.

---

*Continued on next page*

## GRIEVANCES, Continued

### Guidelines for Grievance Committee Selection

When a grievance has been presented as stated above, an Ad Hoc Grievance Committee, the Promotions Committee, the Extended Contracts Committee, or the Personnel Review Committee shall conduct a hearing.

| Step | Action  |
|------|---|
| 1    | The ad hoc committee may be drawn from the larger committee for retirement, resignation, release and dismissal; or  |
| 2    | Six faculty members, one from each of five Divisions of instruction and the freshman year experience program shall be elected at the first faculty meeting of any academic year |
| 3    | A week before the first faculty meeting, a list of members eligible for election will be provided to each faculty member  |
|      | Faculty members directly involved in dispute are ineligible for election  |
|      | The election shall be by private ballot   |

### Preliminary Hearings and Discussions

Grievance cases must receive prompt attention.

| Step | Action  |
|------|---|
| 1    | Preliminary hearings and discussions with parties should be held within ten (10) days of presentation of the written grievance to the ad hoc grievance committee; and |
| 2    | If sufficient grounds exist for hearing within the next ten (10) days   |

*Continued on next page*

## GRIEVANCES, Continued

---

### Guidelines for Hearing Procedure

| Step | Guidelines  |
|------|---|
| 1    | The ad hoc committee shall decide on the basis of written statements from preliminary discussions with the parties involved whether or not there are sufficient grounds to hear a case. If the committee decides that there are insufficient grounds to hear the case, it shall close the case and inform the parties involved. If the committee decides that there are sufficient grounds to conduct the hearing, it shall inform the parties involved |
| 2    | The supposedly aggrieved party may present the grievance to the ad hoc committee or the grievant may be represented by any other person he or she selects. The other party will present a rebuttal or may select another person to present it to the ad hoc committee;  |
| 3    | The ad hoc grievance committee and their representatives may all present statements and ask questions of each other and the witnesses   |
| 4    | All grievance committee hearings shall be open to participants, their representatives and to witnesses presenting information on behalf of the participants while they are presenting such information or being interrogated before the grievance committee concerning such information   |
| 5    | The party initiating the grievance may withdraw the grievance at any time in the proceedings prior to the time at which the grievance committee meets to consider its decision  |
| 6    | In reaching its decision, the ad hoc grievance committee shall not consider or review any document or other material to which the parties to the grievance are not afforded access with ample time for response   |

### Reports

The grievance committee shall present its official report to the President with recommendations for the settlement of the case

---

# FACULTY DUTIES AND RESPONSIBILITIES

---

## Introduction

Full-time faculty are expected to teach five (5) courses a semester, in addition to a summer course every year. This may be modified by the Division Chairs. Division Chairs will consider modification in determining an individual's teaching load if (1) administrative responsibilities; (2) supervision of field placements and internships; (3) research.

In all cases, however, full-time faculty must teach at least two (2) courses per semester, and may not teach more than five (5) courses in a single semester, except in extraordinary circumstances (see Faculty Workload below)

All full-time faculty members not on leave (see Leave below) are expected to be in residence from the start of the academic year in early August through the summer session in late May. A faculty member who is unable to meet the scheduled classes should discuss the matter with their Division Chair to determine whether any special arrangements should be made.

---

## Full-Time Faculty Work Load

The normal work load for the full-time faculty member is five (5) courses a semester, in addition to a summer course every year. Release time is granted to those who have special administrative and/or research assignments. The normal teaching load for the Division Chairperson is 6-12 hours per semester.

Faculty work load is calculated in terms of:

| Part                                    | Description  |
|---|--|
| Student Credit Hours per Academic Year  | The number of students in a class multiplied by the number of semester credit hours assigned to that class for work load purposes. Minimum Load: 400 student credit hours; Maximum load: 900 student credit hours. Both refer to the academic year plus summer |
| Semester Credit Hours per Academic Year | Thirty (30) semester credit hours for the academic year plus three semester credit hours in summer.  |

---

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

---

### Full-Time Faculty Work Load, continued

A faculty generally spends fifteen (15) clock hours of instruction for each semester hour awarded. The Vice President for Academic Affairs must approve all classes with fewer than eight (8) students. This approval must be given before the last day to add a course.

Faculty structured time means the thirty (30) hours per week that faculty members spend in class, office hours, committee assignments and laboratory preparation. In the case of faculty not having thirty structured hours per week, research hours are considered part of the faculty work load.

Academic advising, membership on college committees, and sponsoring student organizations and extra-curricular activities are considered inseparable aspects of a faculty member's normal functions, and no release time is granted for these activities. However, a full-time faculty involved in special activities such as proposal development, assigned projects, or recruitment may meet load requirement using release time formulae. Release time provisions are used where applicable (See Release Time).

---

### Statements on Release Time

Upon recommendation of the Division Chair and approval from the Vice President for Academic Affairs, a faculty member may be granted release time from structured hours for funded and non-funded research, depending upon the nature of the research and time involvement. When a faculty member is released from a course, the college will make arrangements for the coverage of courses.

| Statement | Description   |
|-----------|---|
| 1         | The maximum teaching load is fifteen (15) hours per semester. Released time requests through funded projects should not exceed 50% of the maximum load unless prior approval is granted |
| 2         | Ten percent (10% - 15%) release time through reduction in assignments   |

---

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

**Statements on  
Release Time,**  
continued

| Statement | Description  |
|-----------|--|
| 3         | Twenty-five percent (25%) release time means that a faculty member will teach a minimum of twelve (12) hours of assigned courses per semester; four (4) courses per semester for three (3) semester hour courses, or three (3) courses per semester for four (4) credit hour courses |
| 4         | Fifty percent (50%) release time equates to a minimum of six (6) semester hours of assigned courses per semester; two (2) courses per semester for three (3) hour courses, or two (2) courses per semester for four (4) semester hour courses  |
| 5         | <i>All release time must be recommended by the Division Chair to the Vice President for Academic Affairs, who will present the recommendation to the President for approval.</i>   |

**Part-Time  
Faculty Work  
Load**

Part-time faculty have class times as designated on the part-time contract. This contract is recommended by the Division Chair and Vice President for Academic Affairs to the President for approval.

**Advising**

All faculty members are to serve as academic advisors. Advisors are to keep an up-to-date file (Need Sheet) on advisees and to advise them as to course requirements, quality point averages, graduation requirements, Divisional requirements, career requirements, etc. A copy of all these records should be submitted to the Division Chairperson at the end of each academic year.

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

---

### Class Session

The class session is the formal meeting between the faculty and students in a course of instruction. The Vice President for Academic Affairs and Division Chairperson reserves the right to visit classrooms at the invitation of the faculty or at their own initiative for observation and/or to assist with special problems.

Below are general explanations relating to the conduct of the faculty's course of instruction:

| Item | Explanations  |
|------|---|
| 1    | It is the duty of the faculty to meet classes promptly, regularly, and to keep daily attendance and records of grades   |
| 2    | Faculty may not change or delete assigned courses, rooms, or hours as assigned without the consent of the Division Chairperson and/or The Vice President of Academic Affairs  |
| 3    | Faculty are to make arrangements for classes during anticipated absences by consulting with the Division Chairperson and the Vice President for Academic Affairs (see absence permit)   |
| 4    | Requests for field trips or any co-curricular experiences that are planned outside the assigned classroom should be cleared through the Division Chairperson and/or the Vice President for Academic Affairs. When students are leaving campus their names are to be cleared with the Vice President for Student Engagement. Transportation, when needed, should be requisitioned through the business office at least one week prior to the time of the scheduled event. A written plan should be prepared by the faculty justifying the basis for the trip or the experience and its relationship to the course. |
| 5    | Faculty should hold final examinations as scheduled by the Vice President for Academic Affairs' office unless special permission is granted to deviate. Final examinations are to be given only on the days and times scheduled by the college  |
| 6    | All grades and class attendance are to be recorded in the official college grade book (digital or paper). Grade books are to be submitted to the Registrar's at the end of each academic year   |

---

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

### Class Session, continued

| Item | Explanations  |
|------|---|
| 7    | Faculty may recommend dropping students from their courses for just reasons.<br><br>*See current catalog for Institutional and 50% drop guidelines.<br><br><i>(See Institutional Drop form: Appendix H)</i>   |
| 8    | Faculty may correct a mistake in reporting a final grade by obtaining a <i>Change of Grade</i> form from the Vice President of Academic Affairs office. This form justifying the change must be approved by the Division Chairperson. This should be submitted before the fifteenth day of the next term. |
| 9    | All grades, including "I" grades, should be submitted prior to the end of the academic year clearance.  |

### Student Appeal of Final Course Grade

Students should be protected from prejudice and capriciousness in the awarding of grades. They are entitled to a reasonable explanation of their performance in relation to the standards of the course. The grade reported by the professor to the Registrar's Office at the conclusion of the grading period is always considered final and is not subject to modification except in case of an incomplete or miscalculation.

The basic relation in grading lies always between the student and faculty member involved. Therefore, any questions about grading should be pursued promptly on this level, including any adjustment that is deemed appropriate.

| Level | Action   |
|-------|--|
| 1     | Students should contact the professor during the first week after the new module begins. When possible this should be done in face-to-face discussions of the grade. |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

### Student Appeal of Final Course Grade, continued

| Level | Action  |
|-------|---|
| 2     | If at the end of the face-to-face discussion there is no resolution of the issue, the student has one week to file a letter of appeal with the Division Chair. This letter of appeal must state the reasons the student feels the grade was awarded in a prejudicial or capricious manner. The letter of appeal initiates the second level. The Division Chair may rule in favor of or against the appeal.  |
| 3     | The third level of the appeal is the formal petition to the Vice President for Academic Affairs. The completed petition must be filed before the end of the third week of receipt. The Vice President for Academic Affairs will vote to hear the case if the petition (including action of the Division Chair) creates a reasonable doubt as to the fairness of the grade. The faculty member will be heard if he or she so desires. The Vice President for Academic Affairs may decide on the issue or appoint a review committee. |

### Forms and Reports

Periodic and miscellaneous reports and forms may be required of faculty and staff during the school year.

The following are examples:

| Form/Report           | Explanation  |
|-----------------------|--|
| Class Load Report     | Class load reports will be submitted to the Vice President for Academic Affairs not later than five (5) days after the beginning of a term or module.<br><br><i>(See Class Load Report template: Appendix A)</i> |
| Section Roster (SROS) | Students are officially enrolled in class only if their name appears on a class roster from the Registrar's office.  |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

**Forms and Reports,**  
continued

| Form/Report                        | Explanation   |
|------------------------------------|---|
| Course Enrollment Statistic (ENST) | Courses with a registration of fewer than eight (8) persons should be called to the attention of the Vice President for Academic Affairs at once, so that the required minimum registration may be arranged, if possible, or the course will be deleted before the last day for adding or dropping a course   |
| Course syllabus                    | <p>A description of each course with the following information must be filed with the Division Chair not later than five (5) days after the term or module begins:</p> <ul style="list-style-type: none"> <li>• Student Learning Outcomes</li> <li>• Name, author, and date of publication of the textbook to be used;</li> <li>• The course title and number;</li> <li>• Overview of content to be covered;</li> <li>• Name of faculty;</li> <li>• Final grade assessment statement outline</li> <li>• Policies: absentee, inclement weather, plagiarism, etc.</li> </ul> <p>Any other pertinent information. <i>(See Course Syllabi Template: Appendix B)</i></p> |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

Forms and  
Reports,  
continued

| Form/Report                       | Explanation   |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
|-----------------------------------|---|-------|---------------|---|------|---|------|---|------|---|------|---|------|---|---|---|---|
| Student Registration Verification | Registration is a required function of the college. Each faculty member is required to verify a student's registration as a condition for the student to remain in class.   |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| Course Grading Policy             | <p>Rust College utilizes a four-point grading system, where an "A" equals 4.0 grade points and an "F" equals 0.0 grade points.</p> <table border="1" data-bbox="773 667 1409 1220"> <thead> <tr> <th data-bbox="773 667 948 703">Grade</th> <th data-bbox="948 667 1409 703">Quality Point</th> </tr> </thead> <tbody> <tr> <td data-bbox="773 703 948 739">A</td> <td data-bbox="948 703 1409 739">4.00</td> </tr> <tr> <td data-bbox="773 739 948 774">B</td> <td data-bbox="948 739 1409 774">3.00</td> </tr> <tr> <td data-bbox="773 774 948 810">C</td> <td data-bbox="948 774 1409 810">2.00</td> </tr> <tr> <td data-bbox="773 810 948 846">D</td> <td data-bbox="948 810 1409 846">1.00</td> </tr> <tr> <td data-bbox="773 846 948 882">F</td> <td data-bbox="948 846 1409 882">0.00</td> </tr> <tr> <td data-bbox="773 882 948 961">W</td> <td data-bbox="948 882 1409 961">Withdrawal – student officially withdrawals</td> </tr> <tr> <td data-bbox="773 961 948 1220">I</td> <td data-bbox="948 961 1409 1220">Incomplete – issued when, due to special circumstances, a student is granted an extension - the academic calendar outlines specific due dates for "I" removals. (<i>See Incomplete Form: Appendix G and "I" Removal Form: Appendix I</i>)</td> </tr> </tbody> </table> | Grade | Quality Point | A | 4.00 | B | 3.00 | C | 2.00 | D | 1.00 | F | 0.00 | W | Withdrawal – student officially withdrawals | I | Incomplete – issued when, due to special circumstances, a student is granted an extension - the academic calendar outlines specific due dates for "I" removals. ( <i>See Incomplete Form: Appendix G and "I" Removal Form: Appendix I</i> ) |
| Grade                             | Quality Point   |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| A                                 | 4.00  |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| B                                 | 3.00  |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| C                                 | 2.00  |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| D                                 | 1.00  |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| F                                 | 0.00  |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| W                                 | Withdrawal – student officially withdrawals   |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |
| I                                 | Incomplete – issued when, due to special circumstances, a student is granted an extension - the academic calendar outlines specific due dates for "I" removals. ( <i>See Incomplete Form: Appendix G and "I" Removal Form: Appendix I</i> )   |       |               |   |      |   |      |   |      |   |      |   |      |   |   |   |   |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

Forms and Reports, continued

| Form/Report        | Explanation   |      |             |   |   |   |  |   |   |   |   |
|--------------------|---|------|-------------|---|---|---|--|---|---|---|---|
| Recording Grades   | <p><b>Faculty are required to enter grades in Datatel</b> (see <i>Datatel Grade Entry Instructions : Appendix C</i>):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Enter Grades in Datatel as per the <i>Grade Entry Procedure Manual</i></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Print copy of grade sheet as per <i>Printing Copy of Grade Roster Procedure Manual</i></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Sign your name on the <b>verified by</b> line and fill in the <b>date</b>.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Submit grade sheet and Incomplete Forms and “F” Grade forms (<i>Appendix F</i>) to the Registrar by due date.</td> </tr> </tbody> </table> | Step | Action      | 1 | Enter Grades in Datatel as per the <i>Grade Entry Procedure Manual</i>  | 2 | Print copy of grade sheet as per <i>Printing Copy of Grade Roster Procedure Manual</i> | 3 | Sign your name on the <b>verified by</b> line and fill in the <b>date</b> . | 4 | Submit grade sheet and Incomplete Forms and “F” Grade forms ( <i>Appendix F</i> ) to the Registrar by due date. |
| Step               | Action  |      |             |   |   |   |  |   |   |   |   |
| 1                  | Enter Grades in Datatel as per the <i>Grade Entry Procedure Manual</i>  |      |             |   |   |   |  |   |   |   |   |
| 2                  | Print copy of grade sheet as per <i>Printing Copy of Grade Roster Procedure Manual</i>  |      |             |   |   |   |  |   |   |   |   |
| 3                  | Sign your name on the <b>verified by</b> line and fill in the <b>date</b> .   |      |             |   |   |   |  |   |   |   |   |
| 4                  | Submit grade sheet and Incomplete Forms and “F” Grade forms ( <i>Appendix F</i> ) to the Registrar by due date.   |      |             |   |   |   |  |   |   |   |   |
| Final Examinations | <p>A copy of each final examination, with the answer key/rubric, is to be filed with the Division Chairperson immediately following the exam. Exams are to be identified with name, the number and title of the courses, and the date of the examination.</p>   |      |             |   |   |   |  |   |   |   |   |
| Clearance          | <p>At the close of the academic term, each faculty will file the following before his or her final payroll check for the semester will be cleared by the Vice President for Academic Affairs Office:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>The class roll book (digital or paper), properly marked in accordance with the uniform system, including class attendance, names of students, and grades, including completed “I” grade forms</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Student class rosters corresponding with the official roll book</td> </tr> </tbody> </table>  | Item | Description | 1 | The class roll book (digital or paper), properly marked in accordance with the uniform system, including class attendance, names of students, and grades, including completed “I” grade forms | 2 | Student class rosters corresponding with the official roll book                        |   |   |   |   |
| Item               | Description   |      |             |   |   |   |  |   |   |   |   |
| 1                  | The class roll book (digital or paper), properly marked in accordance with the uniform system, including class attendance, names of students, and grades, including completed “I” grade forms   |      |             |   |   |   |  |   |   |   |   |
| 2                  | Student class rosters corresponding with the official roll book   |      |             |   |   |   |  |   |   |   |   |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

### Forms and Reports, continued

| Form/Report | Explanation  |   |
|-------------|--|---|
| Clearance   | <b>Item</b>  | <b>Description</b>  |
|             | 3  | All official lists of each course filled out and all incomplete grades explained on special forms |
|             | 4  | Satisfaction of obligations to the library  |
|             | 5  | Satisfaction of obligations to the Division Chair   |
|             | 6  | Return of cap and gown, if rented   |
|             | 7  | Satisfaction of obligations to the business office  |
|             | 8  | Satisfaction of obligations to the bookstore  |
| Inventory   | Faculty are responsible for equipment and other inventory assigned them. Division Chairpersons are required to make yearly inventory reports of equipment and programs in their areas. |   |

### Textbooks and Supplies

The book store is the official agency for the sale of books and supplies for all academic course work.

The following represents some general procedures concerning the acquisition of books and supplies for instructional purposes:

| Item | Procedures   |
|------|--|
| 1    | Textbooks are adopted for four (4) years and may not be changed without special permission of the Division Chairperson and Vice President for Academic Affairs |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

### Textbooks and Supplies, continued

| Item | Procedures   |
|------|--|
| 2    | <p>All book orders are due by the Friday of the 3<sup>rd</sup> week of May each year or at the discretion of the Division Chairperson and the Vice President for Academic Affairs.</p> <p><i>(See Textbook Order form: Appendix L)</i></p>   |
| 3    | <p>Faculty are to order desk copies of texts directly from publishers. If the publisher does not furnish complimentary copies, the faculty copies may be secured through the respective Division's budget. The faculty copies secured through the Division's budget are the property of the college and must be accounted for at final check-out time.</p>                                       |
| 4    | <p>Instructional supplies and equipment for each Division are requisitioned through the Division Chairperson. The Chairperson shall submit those items approved to the Vice President for Academic Affairs for approval and transmission to the business office. The budget for instructional supplies for each Division is based on the needs of the Division and the budget of the college</p> |

### Office Hours

Faculty are expected to post and observe regular office hours (*see Office Hours form: Appendix J*). It is the obligation of the faculty to grant students the right to consult with them at convenient hours. Faculty office space is assigned by the Chairperson of the Division in consultation with the Vice President for Academic Affairs of the college.

### Co-Curricular Activities

Co-curricular programs and activities are a necessary part of any good college and are encouraged. They are, however, secondary to organized class programs and the religious life of the college. No non-class activity (for practice or otherwise) is to interfere with an organized class program, a planned college religious program (i.e. Sunday School, etc.) or any other planned college program.

Sunday is considered a sacred day and organized practice of athletics, band, choir, or dramatics will not be permitted; however, each employee is a guardian of the institution's policies in these matters. Organized activities are permitted on Sunday after 2:00 p.m.

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

### Required Meetings

Faculty are required to attend all classes and required College activities and meetings. Faculty who fail to attend classes and/or required meetings without cause approved by the Division Chairperson, Vice President for Academic Affairs and/or President may have salary adjusted by two hours for each required meeting. The monthly salary will be converted to one day by using the 1/30th method and the 1/30th method will be converted to hourly salary by using six hours for total number of daily hours to be worked.

| Item | Required Meetings  |
|------|--|
| 1    | Faculty and/or Division meetings are held monthly. The schedule is to be set by the Vice President for Academic Affairs and Division Chairperson respectively.   |
| 2    | <p>All faculty are required to attend all major college events, including:</p> <ul style="list-style-type: none"> <li>• Pre/Post Planning Sessions</li> <li>• Opening Convocations (Fall and Spring)</li> <li>• Founders' Day Convocation</li> <li>• Senior Consecration</li> <li>• Commencement Exercises</li> <li>• Special Convocations</li> </ul> <p><i>Passed by the Academic Council on May 12, 2015</i><br/> <i>Approved by the President's Cabinet on May 14, 2015 (Manager's Institute meeting)</i></p> |
| 3    | A college Pre-Planning Conference is held prior to the beginning of each academic school year. Attendance is required of all full-time and annual contracted part-time faculty members. Its purpose is to study, discuss and plan the college program for the coming year  |
| 4    | A Post-Evaluation Seminar may be held at the end of the academic year to review progress and set the stage for the Pre-Planning Conference   |
| 5    | Combined Faculty-Staff Meetings are held at least once per semester. Other meetings may be called by the President and/or the executive council. All faculty are required to attend these meetings   |
| 6    | Major committee assignments are made by the executive council of the College at the beginning of the school year based on: a) choice of employee, b) needs of the Committee, and c) work load of faculty. Committees set their own place and time for meetings. Generally, employees are not assigned to more than two standing committees   |

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

---

### **Special Assignments**

The duties of faculty may include special assignments which the administration may consider necessary to the proper functioning of the college and compatible with the generally accepted view of a full work load. Such assignments may include representing the college at professional meetings, acting as a special delegate at the request of the administration, and serving on special committees.

---

### **Grants and Contracts**

All faculty members are encouraged to write and submit proposals for program funding. Special grants add to the academic vitality of the Divisions and offer faculty the opportunity to conduct research, direct or participate in special programs, and add to the literature.

The College may offer an incentive to grant developers. The formula for this award is determined by the President. Salaries in any funded program should be based on the institutional contracted amount for personnel involved and may not exceed established rates for consultants, travel, etc.

---

### **Code of Conduct**

Integrity is the foundation on which Rust College stands. Our mission is to provide the highest quality liberal arts education that requires financial and friend support of alumni, parents, community, and local, state and national government. Organizations without integrity are not supported organizations. Therefore, the integrity of Rust College lies with the faculty and staff. The codes of conduct are general and represents guiding principles that we all should strive to apply. Please contact your Division Chairs or the Vice President for Academic Affairs when in doubt about the proper conduct for carrying out the College's business. Integrity is too important to risk losing it.

Rust College gets 75% of its support from gifts and grants and thus must influence people and win friends.

Our supporting publics are like us. They are turned "on" or "off" on the basis of what they hear, see, and read. Our personal tastes and desires at times must be secondary to the welfare of the college as a whole. The level of interest we get from our publics will not only depend on what we do, but also on how we impress them with our speech, dress, and written material.

---

*Continued on next page*

## FACULTY DUTIES AND RESPONSIBILITIES, Continued

---

Code of  
Conduct,  
continued

It becomes necessary as we face the present and future challenges for survival to state clearly some reminders in these areas for employed personnel.

| <b>SPEECH</b>   |
|---|
| Use standard English and proper enunciation at all times  |
| What we say to students and our publics about the college should be positive.   |
| Vulgar and/or profane language will not develop respect for any person, nor will it promote the objectives of Rust College. Such language is prohibited in and out of the classroom |
| Speaking with a smile is a tradition at Rust  |

| <b>DRESS AND SOCIAL RESTRAINTS</b>  |
|---|
| Appearance cannot be ignored as a factor that contributes to developing opinions of Rust  |
| As employees, our dress must be appropriate to the role we play   |
| There is nothing designed in this section to destroy individuality in dress nor to promote conformity to any standard code of dressing  |
| Rust College is a smoke-free, drug-free campus  |
| Some limitations on dress and social behavior for faculty while on duty are the following:<br><br>Do not smoke.<br>Do not serve or drink alcohol with students.<br>Do not serve or use alcoholic beverages in connection with college functions.<br>Religious headwear is accepted, other headwear is not accepted in building. |

| <b>WRITING</b>   |
|--|
| Woodrow Wilson once said, "If one has to explain what he has written, he has not written what he meant."   |
| Next to speech and appearance in building the image of a college is the ability to send out letters and written materials that are neat, clean, and free from errors in grammar and construction. Each of us must be sensitive to the public relations effect of written or printed material sent out by the college from any area |
| A policy of proofing all materials (letters as well as other materials) is a good one. We can help each other by calling attention to items we detect as errors coming from each other   |

---

**Confidentiality  
and Privacy**

Most of us at some point in our employment at Rust College generate and receive confidential information; each of us must comply with applicable laws, agreements, policies and principles regarding the use, protection and disclosure of such information.

---

**Use of College  
Property and  
Resources**

We must be careful stewards of the College's resources. All College property and resources should be used to advance its mission and not for personal gain.

---

## SALARY FOR FACULTY

---

**Salary Payment** Rust College follows a general policy of equal pay for equal work

|   | <b>Description</b>  |
|---|---|
| 1 | Salaries for faculty are considered as beginning, as stipulated in the official contract or letter of appointment, with the first check issued at the first pay period  |
| 2 | Monthly salary checks are issued the first work day on or after the first day of each month. Pay checks for part-time or temporary faculty employed for a module or summer session are issued within the working days after clearance by the Division Chairperson |

---

**Annual  
Increments**

Raises are not automatic, but the College reviews salaries annually. Increments may be granted from year to year within a given rank until the ceiling for that rank is reached on the basis of the increased value of the service of the employee and the financial ability of the College to upgrade salaries.

Since promotion to the next higher rank is not automatic, one's salary remains fixed when it has reached the ceiling for the rank/position. Thereafter, an increase of salary would depend on one of the following conditions

|   | <b>Conditions</b>  |
|---|--|
| 1 | One may be promoted in rank or change position and thus become eligible for higher salary  |
| 2 | One may be recommended as an exception   |
| 3 | One may be granted an increment by further graduate study  |
| 4 | The ceiling of the salary may be raised; and   |
| 5 | When responsibility increases and promotion occurs, salaries are adjusted accordingly. To encourage internal promotions, the College posts job announcements describing openings and qualifications required to fill those positions |

---

*Continued on next page*

## SALARY FOR FACULTY, Continued

---

**Annual  
Increments,**  
continued

| <b>Part</b>         | <b>Description</b>   |
|---------------------|--|
| Promotion Increment | A special increment may be provided when a faculty is elevated to a higher rank or position  |
| Study Increment     | A special increment may be granted when a ranked professor has earned thirty (30) additional semester hours in the respective discipline beyond the credit already earned when the present salary was determined. This increment may be earned a second time when the faculty has earned still another thirty (30) semester hours of graduate credit. A professor who has twice received increment for a total of sixty (60) hours is not again eligible for the increment |
| Degree Increment    | A special increment may be provided when a faculty earns a Ph.D. or Ed.D. or equivalent degree while in service  |

---

## FRINGE BENEFITS

---

|                                 |  |
|---------------------------------|--|
| <b>Introduction</b>             | <p>In addition to the salaries stated above, the college provides as fringe benefits the following services to annually contracted employees:</p> <p>Fringe benefits are contributions awarded to faculty for professional improvement and/or for security. Subsidies may be regarded as casual or incidental income accruing to employees in addition to regular salary.</p>  |
| <b>Retirement</b>               | <p>The college has a retirement plan underwritten by Principal Financing. After one year of employment, full-time employees may participate at the rate of 5% of gross salary. The college also matches the contribution with 5% of gross salary. Details of the plan and benefits are available from the Business Office</p>  |
| <b>Social Security</b>          | <p>Social Security - amount set by law</p>   |
| <b>Tuition Remission</b>        | <p>Rust College employee's spouse and dependent children may be granted a seventy-five percent (75%) discount in tuition provided the employee has completed at least two years of service to the college. Any amount of scholarship, loan, grant-in-aid and/or Federal Pell Grant for which the student is eligible to receive will be deducted from the total amount of tuition and other charges.</p>   |
| <b>Group Insurance</b>          | <p>Group insurance plan that includes major medical and hospitalization benefits for the faculty member. A group health care plan is provided with the employee and the college sharing the premium cost. Each employee should receive an identification card and group information booklet after enrollment process. This plan is available to annually contracted employees only and is a condition of employment for these persons. The employee may choose to take out a family policy at his/her own expense or a group policy.</p> |
| <b>Professional Improvement</b> | <p>Scholarship; Fellowship, Grant-in-aid; Stipends; and Leaves (See Leaves of Absences for Faculty). Listings for opportunities are posted in the Leontyne Price Library, Office of Vice President for Academic Affairs, Office of Institutional Research, and offices of Division Chairpersons</p>  |

---

*Continued on next page*

## FRINGE BENEFITS, Continued

---

### Workers' Compensation

All employees are covered for medical expenses and loss of time due to injuries occurring while engaged in normal duties of employment. Supervisors are required to make a written report of circumstances of injuries within 24 hours of the injury. There are physicians approved for the program. Unapproved physicians should not be used. Please check with the business office for names of approved physicians

---

### Unemployment Compensation

The college provides unemployment compensation insurance at no cost to the employee. This means that employees qualified for benefits will be protected against loss of salary for reasons other than sickness or injury. Employees should be aware that voluntary termination or discharge for cause is not normally covered by unemployment compensation. Specific qualification requirements can be obtained from the local State Employment Office.

---

### Disability Insurance

The College provides a short-term and long-term disability plan for all annually employed employees. Each plan provides partial replacement of income lost during periods of total disability resulting from a sickness or injury. For more information, you may read the master policy, which is on file in the business office.

The plan does not cover:

|   | Description   |
|---|---|
| 1 | Any work related injury or sickness for which benefits are payable under workman's compensation or occupational disease law   |
| 2 | Disability caused by military conflict including war, declared or undeclared, or by any act of war  |
| 3 | Insured not under the regular care of a licensed physician  |
| 4 | Disability caused by alcoholism or drug addiction   |
| 5 | Disabilities commencing within 24 months after the date the employee's insurance became effective, if the disability resulted from injury or sickness for which the employee received treatment or took prescribed drugs or medicine within 12 months prior to his/her effective date |

---

*Continued on next page*

## FRINGE BENEFITS, Continued

---

### Travel

A travel and expense allowance is a benefit granted to members of the faculty and staff as a part of the travel budget of each area or Division. The purpose of such allowance is to help compensate the employee for travel expenses incurred in connection with attendance at meetings or organizations and associations, and professional, learned and scientific societies.

| <b>Action</b>   |
|---|
| The college may share in the total cost of approved professional meetings for which the employee has secured proper leave.  |
| The amount of the college share will be determined by the amount of the area budget and the significance of the meeting and its importance to the overall program of the college.   |
| The general policy is that campus vehicles are for the use of College business only. Only under rare circumstances may they be used for non-college business. All keys to College vehicles must be deposited with the director of transportation. After hours, keys are to be deposited at the campus security guard house.                       |
| Private vehicles used for College business must be authorized by the director of transportation. The College will pay the college prevailing rate per mile for vehicles authorized by the director of transportation and the prevailing college rate per mile for vehicles not authorized by the director of transportation for College business. |

---

### Credit Card Use

The Rust College credit card is to be used for gasoline to fill Rust College vehicles. It may also be used for emergency repairs for a Rust College vehicle. In case of emergencies, the person making the charges must submit a written explanation describing the emergency, or the charges may be charged to the individual. In all other cases, Rust College will automatically transfer all charges made on the credit card to the person making the various charges.

---

### Housing

The College owns several houses, apartments and duplexes for faculty rental. The rental rate is nominal and may vary from year to year. These facilities are not adequate to take care of all faculty needs; therefore, they will be assigned on a first request basis. No one shall change or modify any college owned structure without explicit permission from the Fiscal Officer. Faculty members seeking College housing should seek assistance from the business office and local real estate agents.

---

# FACULTY BENEFITS AND SERVICES

---

**Introduction** Faculty benefits and services provided by the College to each member of the Faculty and Staff. These benefits are detailed for each new hire by the Director of Personnel. They are updated and distributed periodically as required. The College reserves the right to modify, amend, or terminate any policy, practice or benefit as conditions warrant.

---

**Personal Leave** It should be noted that personal or sick days are not a right but a privilege. In order that the employee may be compensated for the day, the leave must be approved by the immediate supervisor. Under no circumstances will a faculty member be compensated for a personal leave day without prior approval of the immediate supervisor. Also, in the event the College has to incur expense to accomplish the work of the employee in the employee's absence, where no previous arrangement for class coverage has been approved, then the employee will not be compensated for the time missed.

Monitoring of this system must be done through accurate monthly reporting by major area supervisors. The tabulation of results is the responsibility of the Director of Personnel and must be verified by the time card and/or a written report.

|   | <b>Description</b>  |
|---|---|
| 1 | The personal-sick leave system combines all non-holiday leave days given to an employee with pay. Faculty may not receive pay for unused personal-sick days   |
| 2 | The total days absent for personal-sick reasons with pay will be deducted from the total available personal-sick leave days for personal-sick leave reasons   |
| 3 | Personal-sick leave may be cumulative up to 2 ½ years (one day each full month employed) or a total of thirty (30) days. Personal-sick leave days do not accumulate for non-annual employees        |
| 4 | Faculty are eligible to have two (2) personal absences per semester deducted from their accumulated sick leave days with pay  |
| 5 | Absences for illness without verification in writing from a licensed physician may be treated as personal absences  |
| 6 | All personal absences must be approved by the immediate supervisor and/or major area supervisor prior to taking the days. Taking the days without prior approval may be cause for salary adjustment |
| 7 | An employee may use only earned or accumulated personal-sick leave time   |

---

*Continued on next page*

## FACULTY BENEFITS AND SERVICES, Continued

### Holiday

Designated holidays are to be taken at the specified time unless exceptions are approved by the employee, the supervisor and the President.

| Holiday                | Number of Days Off |
|------------------------|--------------------|
| Martin Luther King     | 1                  |
| Good Friday (Easter)   | 1 ½                |
| Independence Day       | 1                  |
| Labor Day              | 1                  |
| Thanksgiving           | 2 ½                |
| Christmas and New Year | Up to 10           |
| <b>Total</b>           | <b>Up to 17</b>    |

### Maternity

Faculty shall notify the Division Chairperson as soon as they are cognizant of pregnancy. Faculty may negotiate with the Division Chairperson and/or the Vice President for Academic Affairs dates to be considered in the leave for pregnancy. Maternity leave may be considered as a sick leave in accordance with sick leave policy

### Further Study

A study leave of absence may be granted (with or without pay) only to faculty members who have had two years of service at the college, except by special provision.

|   | Description  |
|---|--|
| 1 | Full-time employees may not enroll for more than six (6) semester credit hours in any one semester or three semester hours during a summer session except by special permission  |
| 2 | All lost time from regular work hours must be arranged for in a manner satisfactory to the Division Chair and/or the Vice President for Academic Affairs and spelled out in detail in the written request for study; and |
| 3 | Faculty members who desire to take more than six (6) hours per semester may have their work load adjusted to part-time status  |

*Continued on next page*

## FACULTY BENEFITS AND SERVICES, Continued

### Additional Leaves

|   | Description   |
|---|---|
| 1 | Faculty may be granted permission to attend professional meetings or to perform other professional duties. Permission must be secured in advance from the Division Chairperson and Vice President for Academic Affairs. Arrangements for regular campus duties will be made in consultation with the Division Chairperson |
| 2 | Faculty attending conferences or meetings at the expense of the college are expected to attend all sessions. They are to make a written report with copies to the Division Chairperson and Vice President for Academic Affairs. Reimbursement approval will be contingent upon the written report                         |
| 3 | Absence for death in the immediate family may be charged to the accumulated personal-sick leave days, providing it does not exceed five days per fiscal year  |

### Sabbatical

Approval for such leave shall be contingent upon the faculty member's presenting plans for formal study, research, or other experiences designed to improve the quality of service of the faculty member to the college

|   | Description  |
|---|--|
| 1 | <b>Only full-time extended contract faculty members</b> are eligible to apply for and be granted sabbatical leave after seven (7) years or more consecutive years of full-time employment at the college                         |
| 2 | Sabbatical leave for faculty members, who have been compensated by the college, shall be for no more than two semesters  |
| 3 | Acceptance of compensation from a source external to the college during the sabbatical period must be reported to and approved by the Vice President of Academic Affairs and the President                                       |
| 4 | All faculty members receiving sabbatical leave are required to return to the College for at least one academic year of full-time service, or refund the full salary and institutional costs of fringe benefits received on leave |
| 5 | If a faculty member returns, but fails to perform a full one (1) year return-to-service obligation, then the repayment obligation shall be prorated  |

*Continued on next page*

**FACULTY BENEFITS AND SERVICES, Continued**

---

**Emergencies**      When faculty must be absent from work due to any emergency, they must notify their Division Chairperson and/or the Vice President for Academic Affairs as soon as possible. Salary adjustment will depend upon the nature of the case

---

**Habitual absences**      The college reserves the right to terminate employees for chronic unexcused absences

---

# CAMPUS CHEST FUND

---

|                         |  |
|-------------------------|--|
| <b>Introduction</b>     | The original and continuing purpose of the Chest Fund is to eliminate the numerous interruptions of busy work schedules by campaigners and solicitation of funds for welfare and charitable agencies   |
| <b>What is it?</b>      | It is a united effort on the part of the college family to systematically share in helping to improve and promote college and community agencies such as: Red Cross, Cancer Drive, Scouts, Christmas baskets for indigent families, Heart Fund, Crippled Children, March of Dimes, Sickle Cell Anemia, Tuberculosis, College Scholarship, and the United Negro College Fund. It provides funds, where appropriate, to members of the College family, courtesies for prolonged illness of employees, and memorials for parents, children, and spouses of employees.   |
| <b>Why is it?</b>       | The Chest Fund has many advantages over individualized giving: it contributes substantially to various agencies while eliminating their costs of solicitation; it creates good will for Rust College by showing that Rust, which depends upon contributions for eighty percent (80%) of its budget, is willing to share with others who are in need; and it eliminates the distracting interruptions of the fund-raising efforts of individual agencies while simultaneously minimizing the cost of and maximizing the effectiveness of charitable giving at Rust  |
| <b>Who is involved?</b> | Each regular employee earning \$.15 or more per hour above minimum wage is involved in the group sharing plan through the College Chest Fund. Employees below that level are involved by choice, based on whether he or she wants to share in the privileges provided  |
| <b>How it operates?</b> | <p>A committee composed of members of the faculty and staff makes the Chest Fund budget recommendations to the faculty and staff for approval.</p> <p>Ninety percent (90%) of eligible participating faculty and staff members who are present and voting will be necessary to modify the prior year's individual share to the Chest Fund. A two-thirds majority vote is required for changes in agencies supported or amount allocated to these agencies. The prior year's individual share limits and programs to be supported shall be used unless changed by the faculty/staff in general session upon recommendation of the Chest Fund Committee. All recommendations for changes should be made through the Chest Fund Committee</p> |

---

# POLICIES

---

**Affirmative  
Action Plan**



EEOC\_Policy\_Rust\_C  
ollege.pdf

---

**Code of  
Conduct**



CODE OF  
CONDUCT.pdf

---

**Criteria and  
Procedures for  
Receiving  
Nominations  
for Honorary  
Degrees**



NOMINATIONS FOR  
HONORARY DEGREES

---

**Equal  
Employment  
Opportunity**



EEOC\_Policy\_Rust\_C  
ollege.pdf

---

**Family Medical  
Leave Act of  
1993**



FMLA POLICY.pdf

---

**Fraternization**



Fraternization  
Policy.pdf

---

**Non-  
Discriminatory  
Policy**



Non-Discriminatory\_P  
olicy.pdf

---

*Continued on next page*

**POLICIES, Continued**

---

**Privacy  
Adherence**



**Rust College  
Policy for  
Awarding  
Credit Hours to  
Courses and  
Programs**



**Statement on  
Intellectual  
Property**



**Substantive  
Policy Change**



# APPENDIX

---

**Class Load  
Template  
A**

  
Class Load Report -  
Template.pdf

---

**Course Syllabi  
Template  
B**

  
Syllabus Template  
2018.pdf

---

**Datatel Grade  
Entry  
Instructions  
C**

   
GRADING STUDENTS      GRADE  
Reference Manual - (ROSTER\_Instruction 1

---

**Extended  
Contract and  
Promotions  
Guide  
D**

  
Extended contract  
and promotions guide

---

**Extended  
Contract  
Signature Sheet  
E**

  
extended contact  
signature sheet.pdf

---

**“F” Grade  
Form  
F**

  
F Form.pdf

---

**Incomplete  
Form  
G**

  
Incomplete Form.pdf

---

*Continued on next page*

**APPENDIX, Continued**

---

**Institutional  
Drop Form  
H**



**“I” Removal  
Form  
I**



**Office Hours  
Form  
J**



**Promotions  
Signature Sheet  
K**



**Textbook Order  
Form  
L**

