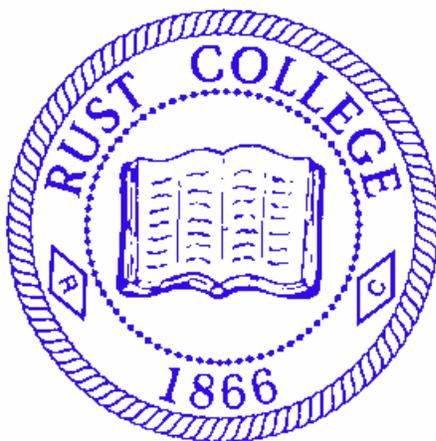


FACULTY HANDBOOK



RUST COLLEGE
Holly Springs, Mississippi

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Other general information can be found on the Rust College web site:

- [Campus Emergency Procedure Manual](#)
- [Campus Security Operational Manual](#)

FORWARD

This handbook presents the policies and practices affecting faculty at Rust College. These policies and practices are binding on all full-time 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.

SUMMARY MISSION STATEMENT

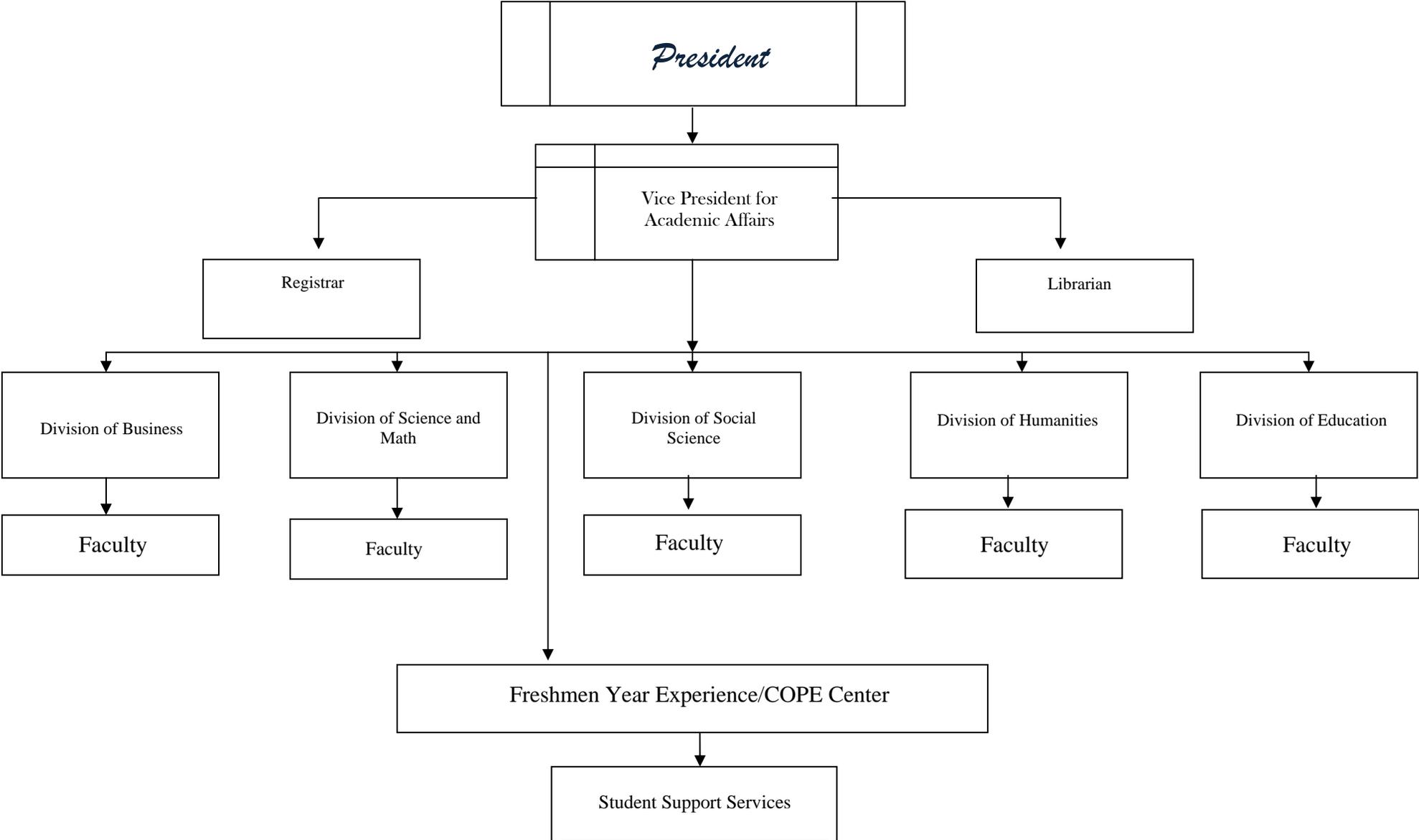
Rust College is a historically Black, co-educational, senior liberal arts college founded in 1866 by the Freedman's Aid Society of The Methodist Episcopal Church. The College is related to the United Methodist Church, and dedicated to serve the students with a variety of academic preparations, through instruction in the humanities, social and behavioral sciences, natural science, business, technology and education. Rust College recognizes the three-fold functions of education as being teaching, research and community service. However, Rust College's primary mission is teaching. It offers a well-rounded program designed to acquaint students with cultural, moral, and spiritual values, both in theory and in practice. Rust College provides an opportunity for education to all, regardless of race, religion, sex, national origin, or ethnic background. (Revised, November 2003)

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 are 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.

ACADEMIC AFFAIRS ORGANIZATIONAL CHART



ADMINISTRATIVE COMMITTEES

Membership on an administrative committee is by appointment, position, or election. These committees are designed to advise administrators in the areas concerned.

Academic Council: Members of the committee by virtue of position are division chairs, freshmen year experience chair, head librarian, registrar, and the director of assessment. In addition, each division elects a faculty representative. This committee assists the Vice President for Academic Affairs, who serves as the chair, in developing academic policy and procedures for implementing policy.

President's Cabinet: The President appoints members to this committee. Faculty choose 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.

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: 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) student affairs, (c) the fiscal area, (d) The Rust College Association of Educational Personnel, and (e) The Executive Council.

THE STANDING COMMITTEES OF RUST COLLEGE

The ten 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.

The Standing Committees and Their Functions

Committees	Committee Functions
Admission, Financial Aid and Recruitment	To recommend policy and guide its implementation in the recruitment, admission and financial aid programs.
Athletic Committee	To participate in policy-making regarding athletic activities and assist in supervision of athletic activities, including admission to and conduct during games.
Safety, Building and Grounds Committee	To participate in policy-making and implementation procedures for improving safety procedures in the physical plant including classrooms and labs.
Development Committee	To assist the Office of Development in creating and implementing policies for fund-raising, public relations, and alumni affairs.
Disciplinary Committee	To hear disciplinary cases and recommend disposition to Dean of Students
Fiscal Affairs Committee	To assist in policy and implementation procedures of such programs as pensions, insurance and student finances.
Guidance and Research Committee	To set policy related to research for faculty and staff; to oversee instructional and administrative data necessary for internal decision-making.
Library Committee	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
Religious Life Committee	To supervise and program religious activities and promote a religious climate on campus.
Student Affairs Committee	To recommend policy in non-academic areas designed to enrich the total education of the student.

AD-HOC COMMITTEES

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

ADMINISTRATIVE ORGANIZATION

The College is organized into six major administrative areas: (1) Academic Affairs, (2) Finance, (3) College Relations and Athletics, (4) Assessment and Accreditation; (5) Enrollment Services, and (6) Student Affairs. 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. The following administrators are the major officers of the College.

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, Grants and Contract, and Gifts Records Office. This officer will also exercise management responsibility and interface to full College commitment.

Vice President for Academic Affairs: 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.

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, budget preparation, administration and control, purchasing operations, maintenance of physical plant, insurance, and property control.

Assistant to the President for Assessment and Accreditation: This officer participates in and coordinates the formulations, interpretation, and administration of college's policies and practices and serves as the Director of Institutional Self-Study.

Director of 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 activities of Admissions/Recruitment and Financial Aid.

Dean of Students: The Dean of Students serves as the chief advisor to the President on student affairs and regulations. This officer 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 counseling, religious life, testing, and campus safety. This officer coordinates the assignment of employees to standing committees.

STATEMENT ON ACADEMIC FREEDOM

Rust College firmly believes in the principles of academic freedom. This freedom is one of the foundation stones of the democratic way of life and the college is 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 are 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.

FACULTY GOVERNANCE IN ACADEMIC AFFAIRS

Full Faculty

The Full Faculty is expected: (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; and (4) to promote intellectual and social contact among faculty toward the end of sustaining a good learning environment for students.

The Full Faculty is responsible for addressing the interest and concerns of members and 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 Full Faculty.

The Vice President for Academic Affairs is the presiding officer at the Full 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.

GENERAL IMPLICATIONS OF FACULTY/COLLEGE RELATIONS

PROFESSIONAL RIGHTS AND OBLIGATIONS OF FACULTY

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

Rights:

- (1) to be governed by clear terms of a contractual agreement;
- (2) to receive full remuneration in relationship to responsibilities incurred under the contractual agreement;

- (3) to 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) to apply for an extended contract after four years of employment; and
- (5) to assume protection of the College in matters of academic freedom.

Obligations:

The following obligations pertain to each faculty member:

- (1) to promote the moral and spiritual atmosphere on the campus so as to avoid embarrassment to the College;
- (2) to 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) to respect the rights of students and co-workers as each seeks to make satisfactory adjustment to an academic climate;
- (4) to participate in the social and cultural life of the College and community in an effort to foster good morale and goodwill;
- (5) to 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.

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:

- (1) The term “faculty” will be used here to represent an employee who is employed to teach 50% or more of the expected load for a full-time faculty member.
- (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) Faculty members are expected to be available a minimum of 30 structured hours per week or 6 hours per day.

Additional responsibilities within the context of teaching, research, and community service may be entered into by the faculty. Service to the College is meant to operate within the limits of the above items and to terms outlined in conditions for promotion and elevation in ranks.

APPOINTMENT TO FACULTY

Appointment to the faculty 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.

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.

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 to their discipline.

All faculty appointments are subject to the approval of the President of the College. 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.

A. PROCESS OF SELECTION

When a vacancy occurs in the faculty of the College or a new position is to be filled, the division chairperson has the responsibility to: (1) advertise the vacancy; (2) appoint a selection committee; (3) receive applications, transcripts and letters of recommendation; (4) check immigration status; (5) screen applications; (6) invite selected applicant(s) to campus for interviews; and (7) recommend the successful applicant to the Vice President for Academic Affairs. The Vice President for Academic Affairs will present a recommendation to the President, who has the ultimate authority to approve or reject the recommendation.

All new 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 valid unless it

bears the signatures of both the President and the appointee.

B. PROBATION

All initial appointments, including appointments to ranked positions, are probationary. 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 waiver of probation may be requested after one year of appointment.

Note:

- (1) It is the responsibility of the division chair to guide new faculty during the probationary period.
- (2) The Academic Council will establish the substantive and procedural standards that will be followed in determining the conditions under which extended contract will be granted, provided no standards so imposed will contradict or vary the terms set out in this Handbook.

C. CONDITIONS OF WAIVER

A waiver of probationary status may be granted to incoming faculty at the assistant professor level 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

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.

In general, a faculty is expected 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.

EVALUATION PROCESS FOR FACULTY

Faculty are evaluated annually by their respective division chair. The evaluation includes teaching performance, scholarships, professional development, and academic advising. Points are given in the evaluation process for those areas mentioned. (Reference: Guidelines for Extended Contract and Promotion).

BASIS FOR ELEVATION TO RANK AND PROMOTION: TEACHING, RESEARCH, AND SERVICE

Transfer from an instructorship to an assistant professorship is regarded as an “elevation in rank.” Transfer from lower to higher ranks is regarded as “promotion” or “promotion in rank.”

Elevation in rank, promotion, and extended contract are not automatic. Each results from effort, growth, and merit on the part of the individual faculty, as well as from the desire of the administration to recognize and reward excellence of performance.

Attainment of minimum scholastic requirements in terms of degrees or graduate credit may make the faculty eligible for consideration for elevation or promotion, but does not constitute an automatic claim to promotion or elevation. Neither does seniority or length of service in itself constitute such a claim.

MINIMUM QUALIFICATIONS AND PROMOTIONS FOR VARIOUS RANKS

Faculty members must serve a minimum of three 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:

A. Instructor

1. Master’s degree in teaching discipline or master’s in related area, 18 hours minimal
2. Evidence of acceptable personal and professional qualifications; and
3. Evidence of a definite plan to continue professional growth and development.

B. Assistant Professor

1. An earned doctorate (Ph.D. or the equivalent terminal degree in the area of competence) or evidence of research and/or further study (normally a minimum of 30 hours beyond the master’s degree).
2. Evidence of growth in personal and professional qualifications (evidence of scholarship and achievement in areas of special competence as indicated through membership in learned societies, publications, professional journals, or outstanding work in some field of human endeavor).

C. Associate Professor

1. Earned doctorate (Ph.D. or the equivalent terminal degree) or at least 40 to 60 semester hours beyond the master's degree.
2. At least four years of successful teaching experience or its equivalent, with at least two years on the college level.
3. Evidence of productive research as well as growth in personal and professional qualifications. (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).

D. Professor

1. Earned doctorate (Ph.D. or the equivalent terminal degree) in the discipline from an accredited institution.
2. At least six years of successful teaching experience, or its equivalent, four years of which must be on the college level.
3. Superior growth in personal and professional qualifications and evidence of original research. (Evidence of scholarship and achievement in areas of special competency as indicated through membership in learned societies, publications, professional journals, or outstanding work in some field of human endeavor).

E. Employing of Faculty Based on Extraordinary Training and Experiences

1. Part-time or adjunct faculty that do not meet the generally accepted criteria of possessing a master's in the teaching discipline or a master's in a related area and 18 graduate hours in the teaching discipline may be certified based upon well-documented expertise that is evidenced by experience, licenses, certifications, formally recognized scholarly achievements, awards and/or peer-reviewed publications related to the discipline in which the applicant is applying to teach in.

Teaching experiences do not include teaching assistantships as a graduate or undergraduate student.

EMERITUS STATUS

Upon recommendation of the Academic Council and approval of the President, members of the faculty who, upon retirement, are on tenure contract and hold at least an assistant professorship and who have served fifteen or more years on the faculty of Rust College are eligible to be considered emeritus status.

EXTENDED CONTRACT

- (1) A full-time faculty member who has completed four successful years of teaching at Rust College, according to basis for promotion and upon recommendation of the division chairperson and the vice president for academic affairs, may be eligible for a two-year extended contract with the beginning of the 5th year and, if approved, will be notified in writing.
- (2) A faculty member may be extended two, two-year extended contracts, 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. Failure to qualify for extended contract at the end of the eighth year will be cause for termination.

PROCEDURE FOR RE-APPOINTMENT

- (1) In general, 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 increments. Recommendations are made to the President by the Vice President for Academic Affairs on the approved annual evaluation forms at least one week before the beginning of the Christmas break for the contract year. Upon approval by the President, the recommendations for faculty, with recommended budget, are presented to the Board of Trustees for action. Upon board approval, the President follows procedures for appointment and re-appointment of employees.
- (2) Faculty who are being recommended for reappointment will receive formal notification from the President on or before March 1 of the first year of service and on or before February 1 of the succeeding years of service. Faculty members who are not notified may presume that they have not been recommended for continuous employment.
- (3) Contracts of re-appointment will be ratified at least 30 days before the expiration of the contract currently in force, providing all conditions for ratification have been met. The contract so ratified will state conditions of reappointment and/or changes in status or salary. The contract will be limited to those terms within its four corners and such other terms as are incorporated by reference.

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:

- a. Completion of at least six 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.
- 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 this section. The College will be under no obligation to share in the expenses.
- c. Attendance at professional workshops off-campus. Reports must be in writing as indicated in item "b" and submitted for approval.
- d. Participation in other formal and/or informal enrichment programs receiving prior approval.

Failure of a full-time faculty member to comply with this provision will result in a freeze on salaries and promotion until the requirement has been met.

Failure to comply in two years will constitute cause for termination of service.

TERMINATION OF SERVICES

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.

1. 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 two or more years of service may seek a hearing before the Personnel Review Committee of the College. The request for the hearing must be made in writing to the President within seven (7) days after the annual date of notification of appointment. The request must include reasons the faculty member feels that such a hearing is justified. In any event, the decision, including the circumstances under which it will be allowed, is solely at the discretion of the President. Where the President allows such a hearing, a notice of this decision will be mailed to the faculty member and the Chairman of the Personnel Review Committee, who will communicate the time and hour for the hearing proceedings. 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.

2. Retirement

Retirement is voluntary termination of services with the institution.

3. 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 30 days prior to the date when it is to take effect.

4. 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 which 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: (1) financial exigency of the College, (2) change of program requiring realignment of personnel, and (3) physical or mental disability of the faculty members so serious that he or she cannot perform duties properly.

Faculty will be compensated for the time worked.

5. **Dismissal**

Dismissal denotes termination of service at the instigation of 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: (1) incompetence, (2) neglect of duty, (3) malfeasance, (4) intentionally providing false information, (5) contumacious 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, and (9) physical or mental disability of the faculty member so severe that he or she cannot perform his or her duties properly.

DUE PROCESS

Rust College acknowledges the rights of all persons to due process. All faculty members being dismissed or released or not reappointed have a right to a hearing before the Personnel Review Committee, consisting of one elected representative for each academic division, except the division to which the petitioner belongs, and one member elected from the fiscal area, the development area, the student affairs area, the Rust College Association of Educational Office Professionals (RCAEOP), and the Executive Council. All members of the committee must have been at the college for at least two years. Only one person from the Executive Council may serve on the Personnel Review Committee. This nine-person committee will elect a chair from among its membership to serve for one year or until replaced. 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. A member may not serve on this committee if a spouse or an immediate family member is involved. The representative from the Executive Council will convene the committee, but the committee will elect a chairperson from the faculty representatives.

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 must pursue the following steps in order to secure a formal hearing from the committee.

- a. **Formal Proceedings** . Within seven 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 days from the date of receipt of the request for the hearing. Within ten days after the receipt of this statement, the faculty member must submit a written response to the charge against him or her plus a list of witnesses and a statement of the nature of the evidence and testimony the faculty member intends to offer. This response will be submitted to the President with copies to the Vice President for Academic Affairs and the division chairperson. Within ten days after the President receives this response, a fair and impartial hearing will be conducted by the Personnel Review Committee, according to the procedures set out below.

- b. Committee Proceeding.** 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. It is possible that the Committee may be able to make a decision at this point. 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. Failure of the faculty member to appear is reason for the committee to dismiss the case.

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.

The Vice President for Academic Affairs and the President's representative may participate in questioning witnesses but may not be members of the committee. However, the faculty member whose case is being considered will have a right to question the College's witnesses and to present other witnesses.

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. The committee will, insofar as it is able, help in securing the presence of witnesses or written deposition of witnesses.

Once all the evidence has been presented by the college and faculty member, the committee will conduct private deliberations. It will render as part of its decision: (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; and (3) a recommendation to the President in writing signed by all participating members of the committee. The President will inform the faculty member in writing of his other acceptance or rejection of the recommendation within 10 days from receipt of recommendation.

GRIEVANCES

The following procedures are designed to deal with all grievance 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.

1. Informal Discussion

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.

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.

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.

2. 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 Committee on Promotions and Tenure or the Personnel Review Committee.

3. Grievance Committee

When a grievance has been presented as stated above, an Ad Hoc Grievance Committee or the regular Committee on Promotion and Tenure or Personnel Review shall conduct a hearing.

- a. The ad hoc committee may be drawn from the larger committee for retirement, resignation, release and dismissal;
- b. Six faculty members, one from each of five divisions of instruction and the freshman year experience shall be elected at the first faculty meeting of any academic year;
- c. A week before the first faculty meeting, a list of members eligible for election will be provided to each faculty member;
- d. Faculty members directly involved in dispute are ineligible for election; and
- e. The election shall be by private ballot.

4. Hearing Procedure

- a. 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;

- b. The supposedly aggrieved party may present the grievance to the ad hoc committee himself or herself or the grievance may be represented by any other person he or she selects. The other party will present a rebuttal himself or herself or may select another person to present it to the ad hoc committee;
- c. The ad hoc grievance committee and their representatives may all present statements and ask questions of each other and the witnesses;
- d. 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;
- e. 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;
- f. 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.

5. Grievance cases must receive prompt attention.

- a. Preliminary hearings and discussions with parties should be held within 10 days of presentation of the written grievance to the ad hoc grievance committee; and
- b. If sufficient grounds exist for hearing within the next 10 days.

6. Reports

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

FACULTY WORK LOAD

The normal work load for the full-time faculty member is 15-18 hours per semester. 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:

- (1) **Student Credit Hours** - 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.

- (2) **Semester Credit Hours** - thirty (30) to thirty-six (36) semester credit hours for the academic year. Three to six semester credit hours in summer.

A faculty generally spends 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.

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). A faculty may also meet the minimum load requirement by teaching additional semester hours. These hours must be scheduled in addition to the faculty's normal class schedule if they are to be counted for credit.

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.

FACULTY RELEASED, STRUCTURED AND UNSTRUCTURED TIME

Faculty structured time means the thirty hours per week which 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.

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 handling that course.

A. STATEMENTS ON RELEASE TIME

- (1) The maximum teaching load is 18 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.
- (3) Twenty-five percent (25%) release time means that a faculty will teach a minimum of 12 hours of assigned courses per semester; 4 courses per semester for three semester hour courses, or 3 courses per semester for four credit hour courses.
- (4) Fifty percent (50%) release time equates to a minimum of nine semester hours of assigned courses per semester; 3 courses per semester for three hour courses, or 2 courses per semester for four semester hour courses.

All release time must be recommended by the division chair to the Vice President for Academic Affairs, who will present said recommendation to the president for approval.

B. PART-TIME FACULTY

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. All part-time faculty appointees are required to submit applications, credentials, and health certificates unless they are already employed by the college in non-teaching positions. Part-time faculty have class times as designated on the part-time contract. This contract is recommended by that of the division chair and Vice President for Academic Affairs.

C. 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 reserve 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:

- (1) It is the duty of the faculty to meet classes promptly, regularly, and to keep daily attendance and progress records.
- (2) Faculty may not change assignment of courses, rooms, or hours as assigned without the specific consent of the division chairperson and/or the dean of the college.
- (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) 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.
- (5) Requests for field trips or any co- or extracurricular 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 dean of students. 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 of the trip or experience and its relationship to the course (see also absence permit).
- (6) Faculty should hold mid-term and final examinations where applicable as scheduled by the Vice President for Academic Affairs' office unless special permission is granted to deviate.
- (7) Roll books with student progress and attendance records are to be turned in to the office of the registrar at the end of each semester. Students should be notified of excessive absences (see current catalog on absence regulations).
- (8) Faculty may recommend dropping students from their courses for just reasons (see current catalog for withdrawal procedures).
- (9) The book store is the official agency for the sale of books and supplies for all academic course work.
- (10) Faculty may correct a mistake in reporting a final grade by obtaining a change of grade form from the dean's office. This form justifying the change must be approved by the division chairperson.
- (11) Rust College is a smoke free, drug free campus.

D. 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. Students should contact the professor during the first week after receipt of grade. When possible this should be done in face-to-face discussion of the grade. This is the first level.

If at the end of this time 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.

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.

E. CLASSROOM REQUIREMENTS

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 that 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.

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

(1) SPEECH

- (a) Use standard English and proper enunciation at all times.
- (b) What we say to students and our publics about the college should be positive.
- (c) 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.
- (d) Speaking with a smile is a tradition at Rust.

(2) DRESS AND SOCIAL RESTRAINTS

- (a) Appearance cannot be ignored as a factor that contributes to developing opinions of Rust.
- (b) As employees, our dress must be appropriate to the role we play.
- (c) There is nothing designed in this section to destroy individuality in dress nor to promote conformity to any standard code of dressing.

- (d) Some limitations on dress and social behavior for faculty while on duty are the following:
- * Do not smoke.
 - * Do not serve or drink alcohol with students.
 - * Do not serve or use alcoholic beverages in connection with college functions.
 - * Men may not wear hats in buildings.

(3) WRITING

- (a) Woodrow Wilson once said, “If one has to explain what he has written, he has not written what he meant.”
- (b) 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.
- (c) 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.

As employees, we have the right to question these general guidelines and share in modifying them, if needed, but we DO NOT have the right to violate them.

The President and executive council will be happy to interpret and entertain suggestions on these guidelines with any faculty member or group of faculty.

F. CO-CURRICULAR ACTIVITIES

Co-curricular programs and activities are a necessary part of any good college and are encouraged by Rust. 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 organized a class program, a planned college religious program (i.e. Sunday School, Vesper, etc.) or any other planned college program.

Sunday is considered a sacred day on the Rust College campus. Organized practice of athletics, band, choir, or dramatics will not be permitted. Each employee is a guardian of the institution’s policies in these matters. Organized activities are permitted on Sunday after 2:00 p.m.

G. FORMS AND REPORTS

Faculty will be called upon for periodic and miscellaneous reports and forms during the school year. Major administrative officers are to make annual reports to the president. Other staff members may be called upon to make periodic or annual reports.

The following represent some general explanations:

- (1) Teaching 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.
- (2) Students are officially enrolled in class only if their name appears on a class roster from the registrar's office.
- (3) Courses with a registration of less 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 dropped before the last day for change of program.
- (4) An outline 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:
 - Name, author, and date of publication of the textbook to be used;
 - The course title and number;
 - Overview of content to be covered;
 - Name of faculty;
 - Learning outcomes for the course;
 - Any other pertinent information.
- (5) Early 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.
- (6) Rust uses the Letter Grade/Quality Point System per semester hour: A-4:00; B-3:00; C-2:00; D-1:00; F-0:00; W-Withdrew; I-Indicates work is incomplete.
- (7) The student class lists the registrar submitted to the faculty at the beginning of the term are used to report the student's final grade. At the end of the term faculty bring these lists, complete with final grades to the registrar's office. Faculty will also record these grades in the roll book and submit them on the regular list at the end of the respective term. Payroll issued following a grading period will be held until grades are properly recorded.
- (8) A copy of each final examination is to be filed with the division chairperson immediately following the test. They are to be identified with name, the number and title of the courses, and the date of the examination.
- (9) At the close of the spring semester, each faculty will have filed the following before his or her final payroll check for the semester will be cleared by the Vice President for Academic Affairs' Office:
 - (a) The class roll book, properly marked in accordance with the uniform system, including class attendance, names of students, and grades;
 - (b) Student class lists corresponding with the official roll book;
 - (c) All official lists of each course filled out and all incomplete grades

explained on special forms;

- (d) Satisfaction of obligations to the library;
- (e) Satisfaction of obligations to the division chair;
- (f) Return of cap and gown, if rented; and
- (g) Satisfaction of obligations to the business office.

H. TEXTBOOKS AND SUPPLIES

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

- (1) A textbook for a course may not be changed without special permission of the division chairperson and Vice President for Academic Affairs;
- (2) Rust College faculty will submit book orders to the appropriate college official, who will in turn submit orders to the business office not later than the following dates:

Fall Session	June 15
Summer Session	March 1
Spring Session	November 1
Post Session	December 15

Note: Book orders will detail author, title, publication, edition and whether text might be used for the same class again. Only an estimate can be given the business office on the number of texts. The appropriate official will give the business office a follow-up on the approximate number of extra texts when such information is available.

- (3) Faculty is to order their 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 is the property of the college and must be accounted for at final check-out time; and
- (4) Instructional supplies and equipment for each division are requisitioned on forms supplied monthly through the division chairperson. The division chairperson compiles requisitions of the division. 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 financial condition of the college.

I. OFFICE HOURS

Faculty is expected to post and observe regular office hours. It is the obligation of the faculty to grant students the right to consultation with them at convenient hours. Office space is assigned by the chairperson of the division in consultation with the Vice President for Academic Affairs of the college.

J. REQUIRED MEETINGS

- (1) A college Pre-Planning Conference is held prior to the beginning of each academic school year. Attendance is expected of all full-time and annual contracted part-time faculty members. Its purpose is to study, discuss and plan the college program for the ensuing year;
- (2) 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;
- (3) 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;
- (4) 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; and
- (5) 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.

Note: The 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. 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.

All faculty are required to attend all major college events:

1. Pre/Post Planning Sessions
2. Opening Convocations (Fall and Spring)
3. Founders' Day Convocation
4. Senior Consecration
5. Commencement Exercises
6. Special Convocations.

K. 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.

PERSONAL – SICK LEAVE DAYS AND HOLIDAYS

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.

- (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 1/2 years (one day each full month employed) or a total of 30 days. Personal-sick leave days do not accumulate for non-annual employees;
- (4) Faculty are eligible to have 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; and
- (8) Designated holidays are to be taken at the specified time unless exceptions are approved by the employee, the supervisor and the President.

Holiday	Exempt	Non Exempt	Wage	Full Time Faculty
Martin Luther King	1	1	1	1
Independence	1	1	1	1
Labor Day	1	1	1	1
Thanksgiving	2	2	2	2 ½
Xmas & New Year	6	4	3	up to 10
Easter (Good Friday)	1	1	1	1 ½
TOTAL	12	10	9	up to 17

- (9) 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.

LEAVE FOR FACULTY

A leave of absence may be requested when the absence is primarily for the purpose of professional self-improvement through study or travel, for health reasons, or when the leave is offered by way of special appointment. 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. Leaves may be granted for one year or a fraction thereof. As general policy, no faculty is granted more than two years consecutively. The faculty does not forfeit their seniority status while on leave of absence. Application for leave should be made to the division chairperson and/or Vice President for Academic Affairs. The Vice President for Academic Affairs makes the recommendation to the president for approval.

Faculty absent from class for personal or sick reasons must adhere to the college's policy on personal sick leave absences and complete the regular absence report form or be subject to pay deduction for the period absent. All absences must be approved in advance except for emergencies (whether for personal, illness, or college business).

A. MATERNITY LEAVE

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.

B. FURTHER STUDY LEAVE

- (1) Full-time employees may not enroll for more than six 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 hours per semester may have their work load adjusted to part-time status.

C. ADDITIONAL LEAVES

- (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/or 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.

D. 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.

E. HABITUAL ABSENCES

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

SALARY SCHEDULE FOR FACULTY

Salary Payment

Rust College follows a general policy of equal pay for equal work.

- (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.
- (3) Monthly rosters of faculty will be submitted to the personnel office specifying any absences and/or salary adjustments to be made. These reports are to be submitted by the division chairperson on the 26th of each month before checks can be printed.

SOME BASIC PRINCIPLES FOR ADMINISTRATOR-FACULTY AND FACULTY-ADMINISTRATOR

A. Administrator-Faculty

1. Administrative Officers

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.

2. Compensation for Extra Load

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.

3. Verification

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.

4. Modification

Under certain circumstances, an administrator-faculty may have teaching responsibilities modified in writing by the President for special non-teaching assignments without salary adjustment.

B. Faculty-Administrator

1. Academic Leadership

The division chairpersons will enjoy the basic holiday privileges of faculty. They will perform administrative duties for the division and teach a minimum of four courses (12 semester hours or 240 student credit hours) and a maximum of eight courses (23 semester hours or 480 student credit hours) for a nine-month academic year. Hours beyond 24 may be approved by the Vice President for Academic Affairs (especially if student credit hours are below minimum) without extra compensation. Division chairpersons may teach three semester credit hours during the summer session. Such hours are considered a part of the contracted salary.

Note: In an academic community, it is sometimes necessary to conduct activities that require faculty to work Saturdays.

BENEFITS FOR SECURITY AND PROTECTION

In addition to the salaries stated above, the college provides as fringe benefits the following services to annually contracted employees:

1. Retirement (after one year of continuous service at Rust College);
2. Social Security - amount set by law;
3. Tuition fee remission while enrolled at Rust College for faculty member, spouse and dependent children (as defined by the Internal Revenue Code) after two years of employment – 75%; and

4. Group insurance plan which includes major medical and hospitalization benefits for the faculty member.

BENEFITS

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.

A. Benefits for Professional Improvement or Merit

1. Leaves (See Leaves of Absences for Faculty);
2. Scholarship; fellowship, grant-in-aid; stipends; and

B. Scholarships, et cetera

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.

C. Tuition Remission

The faculty member, the dependent (as determined by IRS), and the spouse of annually contracted personnel are entitled to a 75% remission of tuition, but all other fees are payable to the College.

D. Retirement

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.

E. Group Hospitalization

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.

F. Workmen's 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.

G. 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.

H. 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.

The plan does not cover:

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; and
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.

For more information, you may read the master policy which is on file in the business office.

I. Travel Benefits

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. 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.

Persons may not receive a travel refund within 24 hours after completion of the trip.

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.

J. Credit Card Use

The Rust College credit card is to be used for gasoline to fill Rust College vehicles and 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 him. In all other cases, Rust College will automatically transfer all charges made on the credit card to the person making the various charges.

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:

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 post job announcements describing openings and qualifications required.

A. Promotion Increment

A special increment may be provided when a faculty is elevated to a higher rank or position.

B. Study Increment

A special increment may be granted when a ranked professor has earned thirty (30) additional semester hours 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.

C. Degree Increment

A special increment may be provided when a faculty earns a Ph.D. or Ed.D. or equivalent degree while in service.

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. Faculty members not in College housing should seek assistance from the business office and local real estate agents.

CAMPUS CHEST FUND

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.

What Is It?

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.

Why Is It?

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.

Who Is Involved?

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.

How It Operates

A committee composed of members of the faculty and staff makes the Chest Fund budget recommendations to the faculty and staff for approval.

Ninety percent 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.

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.

PROFESSIONAL ORGANIZATIONS AND LEARNED SOCIETIES

Faculty is urged to belong to 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.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Certainly, one of the most complex and tragic problems which confronts our nation today is the absence of true equal opportunity for all people without regard to race, color, religion, sex, age, national origin, mental or physical handicap or veteran status.

While there have been civil rights laws enacted during the past decades to assure such equality, many individuals and institutions have been negligent in meeting the requirements of these laws so that equal opportunity for all people is, in fact, not a reality yet in the land.

Consequently, the denial of equal access to opportunities for development and growth has permitted discrimination to continue in a variety of forms. This means that proposed remedies must go beyond the mere announcement of an equal opportunity policy.

Rust College provides equal employment opportunity on the basis of merit and without discrimination because of race, creed, color, religion, sex, marital status, age, national origin, the presence of any sensory, physical or mental handicap unless based upon a bona fide position requirement. The employment of a person with a criminal conviction will be contingent upon a thorough review of specific convictions and their relationship to the welfare of the College and reasonable evidence that such criminal offenses, past, present or future will not prove detrimental to the mission of the college. The employment of all persons is contingent upon their skills and personality for the job, and their character, and

attitude judged to be conducive to the philosophy, purposes, aims, and objectives of Rust College.

This policy does not require areas, divisions, and organizational units to employ unqualified persons, whether they are women, minorities, or other races. Executive Order 11246, page 4, supports this position. It does not require the College to eliminate or dilute standards that are necessary to “the successful performance of the institution’s educational and research functions...” It further supports the position of the College when it forbids any standards or criteria which have the effect of excluding women and minorities unless the contractor (College) can demonstrate that “such criteria are conditions of successful performance in the particular position involved.”

AFFIRMATIVE ACTION PLAN

Rust College’s Affirmative Action Policy provides for a prompt, fair and impartial consideration of all complaints of discrimination against the College, or any of its units because of race, creed, color, religion, sex, marital status, age, national origin, criminal conviction, the presence of any sensory, physical or mental handicap, or veteran status. Employees filing grievances alleging discrimination will not be subject to harassment, intimidation, or discrimination based upon filing such a grievance.

The College’s commitment to achieving equal employment opportunity is based upon recruiting and hiring the most qualified applicants for all vacant positions. It is committed to complying with federal and state guidelines for affirmative action in equal employment opportunities.

Employees’ cooperation and support in Rust College’s affirmative action program efforts are essential to assuring equal employment opportunities at the College.

It is the responsibility of the director of personnel to work with the personnel committee in monitoring the institution’s compliance with this policy. This function includes:

1. Periodic meetings of administrators, supervisors, and other responsible individuals to report progress regarding non-discrimination;
2. Monitoring of the conduct of all employment interviews, pay rate determinations, and performance evaluations;
3. Immediate, formal corrective action in instances of intentional or unintentional discrimination;
4. Notification of current and prospective employees that the College is an equal opportunity/affirmative action employer;
5. Completion of a thorough survey of employees by age, handicap (physical or mental), national origin, race/color, religion, sex, and veteran’s status, and their employment classifications;
6. Establishment of specific annual recruiting goals;

7. Review of position descriptions, position classifications, and employment application forms to reflect current legal and work requirements.

**NON-DISCRIMINATORY POLICY ON THE BASIS
OF SEX, HANDICAP, RACE, COLOR
OR NATIONAL ORIGIN**

Policy Statement

Rust College emphasizes her commitment to provide a professional working and learning environment which supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity, and interrelationships.

Students, staff, faculty, and administrators should know that the college is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct.

Rust College, for the purpose of this policy, defines discrimination according to the categories listed below:

1. **Sexual Harassment:** Rust College defines sexual harassment as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It may be characterized by, but not limited to:
 - a. unwelcome sexual advances
 - b. unwelcome requests for sexual favors
 - c. conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive
 - d. unwelcome and inappropriate touching, patting, or pinching; obscene gestures
 - e. Threats or insinuations that a person's employment, grade or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. **Disability:** Rust College defines disability as a handicapped person who has, or who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
3. **Age Discrimination:** Rust College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity because of age.
4. **Responsibilities**

All members of the college community are responsible for ensuring that their conduct and

actions do not cause discrimination against any other member of the college community because of race, color, national origin, disability, age, or sex. The same responsibility extends to employees of third parties doing business with the college or on college property and to campus visitors.

Supervisory personnel have the further responsibility of preventing and eliminating discriminatory practices within the areas they oversee. If supervisors know discriminatory practices are occurring, receive a complaint, or obtain other information indicating possible discriminatory practices, they must take immediate steps to ensure the matter is addressed, even if the problem or alleged problem is not within their area of oversight. Faculty members, likewise, must inform their division chair or an appropriate administrator or other college official with supervisory responsibility, if they have reason to believe that discrimination because of race, color, national origin, disability, sex, or age is occurring.

The Title IX Coordinator has the responsibility for handling matters of discrimination based on sex to include sexual harassment and the Section 504 Coordinator has the responsibility for handling matters of discrimination based on disability. Complaints concerning discrimination based on sex, disability, and age will be handled in accordance with the grievance procedures outlined below.

5. Grievance Procedures

Any student or employee who believes that she or he has been subjected to discrimination because of sex, disability, or age should use the procedures outlined below to make it known. The individual making the complaint must do it in writing within 48 hours after the alleged incident. The written complaint must point out when the alleged incident occurred, the name of the alleged discriminator, name(s) of witnesses to the alleged discriminatory practice, if any, and exactly what the alleged discriminator said or did.

This grievance procedure deals with discrimination based on sex (including sexual harassment), age, race, color, national origin, disability, or age. All other complaints will be handled in accordance with procedures set out in the student handbook and employee handbooks.

1. Students will make said discrimination known to the Dean of Students. Employees will make said discrimination known to the immediate supervisor of the accused discriminator. Non-employees or students will make said discrimination known to the Coordinator of Title IX (sexual harassment), or the Section 504 Coordinator (disability).
2. If the Dean of Students or the immediate supervisor is the discriminator, the complaint will be made to the Coordinator of Title IX (sexual harassment) or the Section 504 Coordinator (disability).
3. The Dean of Students, immediate supervisor or coordinator will investigate the charges. If the charges are not resolved at this level, the Dean of Students, immediate supervisor, or coordinator will present the case to the President's Executive Council.

4. The President will call a meeting of the Executive Council to present the case with documents for review by the Council.
5. Confidentiality will be maintained, but the accused has the right to face the accuser in a hearing.
6. The President's Executive Council will inform the complainant of its actions within 72 hours after receiving the report.

Title IX Coordinator

Ms. Patricia Pegues
 McCoy Administration
 Building – First Floor
 Rust College
 Holly Springs, MS 38635
 (662) 252-8000 ext. 4010

Section 504 Coordinator

Mrs. Carolyn Hymon
 McCoy Administration Building
 Second Floor
 Rust College
 Holly Springs, MS 38635
 (662) 252-8000 ext. 4075

Your Rights Under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons For Taking Leave:

Unpaid leave must be granted for *any* of following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at

the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts By Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the Rust College Personnel Office or the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

CODE OF CONDUCT

Rules and regulations are necessary in every society. The best working conditions prevail where employees conduct themselves with respect and consideration for themselves, their fellow employees, and their employers.

The College has developed a discipline plan that indicates those offenses that normally warrant disciplinary action. Action may include reprimand, suspension, and/or dismissal.

Downgrading

It may be necessary to downgrade an employee for just cause into a position of lower classification with a resultant decrease in salary. All downgrade actions must be documented in writing and filed in the employee's personnel records.

Reprimand

Either verbal or written reprimand may be made by supervisors for substandard performance, poor attendance, and other types of minor offenses. Reprimands are usually preceded by counseling. Written reprimands are a part of the personnel record.

Suspension

Faculty who become involved in serious attendance, performance, or other problems may be suspended from duty by their supervisor(s).

Suspensions may also be made when employees are in a serious breach in discipline such as theft, insubordination, fighting on the job, gambling, et cetera. The latter type of suspension is normally done to permit an investigation prior to taking final action when the offense for such suspension would normally require dismissal. All suspension actions must be given to the employee in writing and must be reported to personnel in writing by the major area supervisor. This information will be entered on the employee's permanent record. No benefits will be paid or accrued to any employee while on suspension.

Unauthorized possession or use on the college premises of any weapon (i.e. firearm and dangerous knives), dangerous instruments, explosive devices or dangerous chemicals can result in immediate dismissal.

Probation (Imposed)

Employees who fail to respond to counseling concerning attendance or performance problems may be placed on imposed probation from one to three months on authority of their division chairperson with approval of the Vice President for Academic Affairs. The action must be reported to personnel services in writing where it will be filed in the faculty's personnel folder. Employees who fail to respond to guidance during their period of imposed probation will normally be terminated. Salary increases will not be given to an employee during this period.

Alcohol and Illegal Drugs

The use or possession of alcoholic beverages on Rust College property is forbidden. Members of the faculty and staff who do not abide by this long-standing rule at Rust College will be referred for counseling after the first verified offense against this rule. After the second verified offense, offenders will be placed on eight weeks probation and will be called before the personnel review committee. After the third verified offense, the personnel review committee will, after a fair hearing, make recommendation to the president as to what action it deems necessary, including a recommendation for dismissal. Employees who have been recommended for counseling and/or rehabilitation and who refuse same within a specified time period will be dismissed.

The use and possession of illegal drugs on Rust College property for any reason is prohibited to Rust College employees. The first verified use, possession, or attempt to sell contraband drugs to anyone either on or off campus will be grounds for an immediate hearing for the offender before the Personnel Review Committee, which will make a

suitable recommendation to the president for suspension without pay or dismissal if the evidence presented deems it necessary.

If there is evidence to suggest that an employee is abusing prescription drugs, the employee will have the right to go before the personnel review committee and defend himself or herself or may submit to a voluntary program of counseling and rehabilitation. This program must meet the standard of the federal government, state government, and local health and law enforcement agencies. Refusing to do either of the above will be grounds for suspension.

It is the responsibility of any employee to notify the college if he or she has been convicted of or accused of any criminal drug statute no later than five days after such conviction or accusation. Non-notification will be reason for immediate dismissal. If an employee has been accused of a criminal drug statute violation by the police authorities, he or she will be suspended without pay immediately. If the employee is found to be innocent through the criminal justice system, he or she will be reinstated with full back pay and benefits.

All employees will be made aware of this policy at the commencement of employment at the college. A copy of this statement will be given to each employee, and the employee will have a copy of the Faculty/Staff Handbook which will contain the college's drug policy.

In order to adhere to budget limitations, all employees will attend seminars and workshops designed to educate students against the evils of drug and alcohol abuse. These seminars and workshops will be publicized through the campus news brief, memorandums, and the electronic bulletin board. Employees are required to participate in said workshops and seminars. Those persons who drive the college's bus or van must submit to drug testing. This requirement extends not only to persons hired to drive, but to any individual that drives the college's vehicles that are designed to transport 15 or more persons. The drug test must be performed biennially, or whenever there is reasonable cause to believe that the driver is using drugs.

STATEMENT ON INTELLECTUAL PROPERTY

The institution's policy concerning ownership of materials, copyright issues and the creation/production of intellectual property are related directly to the mission, and how the College presents and interprets its policy on intellectual property. This policy applies to faculty, staff and students.

At Rust College scholarly works such as articles, computer programs, books, musical or dramatic compositions, or materials or inventions created by faculty and staff are owned by faculty and staff. Compensation or funds received by faculty and staff from the creation or sale of intellectual property they authored or invented are solely that of the faculty or staff member.

If a discovery or invention (a) results from research carried on by, or under the direction of, any employee of which is supported by Rust College funds or by funds controlled by or

administered by the college, or b) results from an employee's duties with the college, or c) has been developed in whole or in part through the utilization of college resources or facilities not available to the general public shall belong to the college. Funds received through research that fall within the areas mentioned are to be directed to the Academic Affairs budget.

If faculty or staff engages students in creation or invention of intellectual property, the faculty and staff must determine any allocation or recognition for students prior to the beginning of the work.

The Vice President for Academic Affairs shall monitor these activities. If there are disputes regarding intellectual property they will be resolved by the Academic Council.

PRIVACY ADHERENCE

During the course of employment, employees may have a need to work with information (to include student records in accordance with the Family Educational Rights and Privacy Act - FERPA) considered to be of a confidential nature. Maintaining this confidentiality is important to the college; therefore, this information is expected to be protected by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know. Accordingly, intentional disclosure of this information to any unauthorized person could subject the employee to criminal and civil penalties imposed by law. Also, such willful or unauthorized disclosure violates the college's policy and could constitute just cause for disciplinary action, including termination of employment regardless of whether criminal or civil penalties are imposed.

CRITERIA AND PROCEDURES FOR RECEIVING NOMINATIONS FOR HONORARY DEGREES

A. Types of Degrees

The following types of honorary degrees may be conferred by Rust College: Doctor of Divinity (D.D.), Doctor of Humanities (L.H.D.), Doctor of Laws (LL.D.) and Doctor of Letters (Litt.D.)

B. Criteria

Honorary degrees will be granted on the following basis: (1) outstanding personal achievement, unusual community service, evident interest in education and/or humanitarian programs; (2) scholarly productivity and/or demonstration of some other important service of benefit to man or institution; (3) ordinarily, a minimum of ten (10) years of experience in the area of accomplishment.

The committee will not consider any applications submitted directly to the College by the person seeking the degree.

C. Number/Time of Conferring Honorary Degrees

1. Ordinarily, the number of honorary degrees conferred in any one year shall not exceed three (3). In certain years, such as the 110th or 125th, a larger number may be conferred, but in no case shall the number exceed six (6).
2. As a rule, honorary degrees will be conferred at spring commencement.
3. Upon recommendation of the president and approval of the board of trustees, honorary degrees may be conferred at a special convocation.

D. Procedure

1. Granting of honorary degrees is the prerogative of the Board of Trustees only.
2. A letter of recommendation with supportive data on the qualifications of the person recommended should be submitted to the president of the College by a sponsor (not by the prospect).
3. Securing necessary and pertinent information about the nominee shall be the responsibility of the president of the College and the faculty representatives of the trustee-faculty committee on honorary degrees. To obtain the necessary information, the faculty chairman of the committee shall submit to the person making the recommendation a basic information form to be completed on the nominee.
4. Upon receipt of the basic information form, properly and completely filled out, the faculty-trustee committee reviews the credentials for the honorary degree and makes recommendations to the board of trustees for action during a formal meeting of the board.
5. Following formal acceptance by the board trustees, the president will inform the nominee of the action of the board.
6. No honorary degrees shall be conferred in absentia, except in extraordinary circumstances.

SUBSTANTIVE POLICY CHANGE

Rust College will comply with the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) “Substantive Change for Accredited Institutions” policy. Rust College will provide appropriate and timely reporting on areas of Substantive Change, as that term is defined below. The President of Rust College will appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with the Southern Association of Colleges and Schools Substantive Change Procedure. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACS-COC. Prior to receipt of the letter of approval, any distribution of

information regarding a Substantive Change, including advertising, will include wording that the program is pending SACS-COC approval.

II. Definition

A “Substantive Change” is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACS-COC. Substantive Changes include:

- Any change in the established mission or objectives of the university
- Any change in legal status, form of control, or ownership of the university
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when college was last evaluated by SACS-COC
- The addition of courses or programs of study at a degree or credential level different from that which is included in the college’s current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment increase of an additional location geographically apart from the main campus at which the university offers at least 50 percent of a degree program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or the university
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the college is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the college’s program

III. Procedures

1. Substantive change may be suggested by either the academic units of the college or the administrative units of the college
2. The Vice President for Academic Affairs will shepherd proposed substantive

- changes relative to the academic program of the College through the process approved for new program approvals
3. The President may delegate administrative responsibilities for shepherding substantive changes through the recommendation and approval process to the appropriate administrator
 4. The Accreditation Liaison shall be notified by the President of proposed substantive changes and will meet with the administrator assigned by the President to establish that they understand the requirements of SACSCOC regarding the substantive change policy and process
 5. The Accreditation Liaison will establish an 18 month timeline
 6. The Accreditation Liaison will prepare the President's notification to the SACSCOC regarding the substantive change 12 months prior to the implementation of the substantive change
 7. If a prospectus is required by SACSCOC the appropriate administrator shall coordinate preparation of the prospectus and forward the prospectus to the Accreditation Liaison for final review
 8. The Accreditation Liaison shall review a required prospectus and obtain approval of the President before preparing for submission to SACSCOC by the President

IV. Responsibilities of the SACSCOC Accreditation Liaison

- Provide the vice presidents with information about the SACSCOC substantive change policy
- Provide a list of examples of substantive change
- Work with the vice presidents to determine whether a proposed change is substantive
- Determine the chain of approval required internally for a proposed substantive change
- Determine what action with respect to SACSCOC is needed when a change is substantive
- Notify the President of the intent to submit a substantive change
- File the appropriate notice or prospectus with SACSCOC
- Coordinate with SACSCOC and the vice presidents about any required follow-up action

The SACSCOC Accreditation Liaison is Dr. Sandra C. Vaughn, Special Assistant to the President.

RUST COLLEGE POLICY FOR AWARDING CREDIT HOURS TO COURSES AND PROGRAMS

Rust College adheres to the Carnegie unit of credit to measure semester credit hours awarded students for course work. A Carnegie unit of credit is awarded to students for satisfactory completion of one (1) fifty (50) minute session of classroom instruction for a minimum of three (3) hours of work per week for a semester of not less than fifteen (15) weeks.

I. Policy Statement:

CREDIT HOUR *The amount of work represented in intended learning outcomes and verified by evidence of student achievement that approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work and other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours each week for approximately **sixteen weeks for one semester.***

PRIOR WORK/LIFE EXPERIENCE *Rust College does not award academic credit for prior work or life experience.*

II. Review and Approval Process

1. Faculty will ensure that the required quantity of student learning per credit is the equivalent of fifty-five (55) hours of coursework over a sixteen (16) week semester through instructional activities that address and demonstrate student competencies in defined student learning outcomes. The Vice President for Academic Affairs approves the instructional activities based upon accepted instructional best practices.
2. The Academic Council recommends to the Vice President for Academic Affairs, who recommends to the President's Cabinet the appropriate semester credit hour definition and application according to the following guidelines:
 - a. The College' semester calendar will not violate any accreditation standards or federal guidelines.
 - b. The College's semester calendar will facilitate the educational attainment of the College including the process for the award of transfer credit; and
 - c. A semester credit hour will consistent throughout all the academic programs of the College.

PRESIDENT

Dr. David L. Beckley

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Dr. Paul C. Lampley

~HANDBOOK COMMITTEE MEMBERS~

Dr. Wonso White Hayes, Chair

Dr. Margaret Delashmit

Dr. Yao Modey

Dr. Mehdi Moghbel

Ms. Patricia Pegues

Dr. Sujata Sinha